

# 2023-06-13 COTW Agenda Package

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 13, 2023

9:00 a.m. (regular start time)

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

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**11:00 Presentation: 1. Farm to Feast Cafe Association** (page 108)

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	5.	<b>CORRESPONDENCE</b>
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	7.	<b>RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES</b>
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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 13, 2023

9:00 a.m. (regular start time)

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

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### 8. NEW BUSINESS

- |         |     |                                                                                              |
|---------|-----|----------------------------------------------------------------------------------------------|
| 98      | 8.1 | Parks and Recreation Facilities (Hudson)                                                     |
| 99-105  | 8.2 | Nova Scotia Federation of Municipalities (NSFM) Membership Survey: Policing (for discussion) |
| 106-107 | 8.3 | 2023 Federation of Canadian Municipalities (FCM) Conference                                  |

### 9. IN-CAMERA

- |     |                                                                               |
|-----|-------------------------------------------------------------------------------|
| 9.1 | In accordance with Section 22(2)(e) contract negotiations of the <i>MGA</i> . |
| 9.2 | In accordance with Section 22(2)(e) contract negotiations of the <i>MGA</i> . |

### 10. 5:00 p.m. STATED ADJOURNMENT

Minutes of the special Committee of the Whole meeting held on Tuesday, May 2, 2023, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

This special meeting was called to continue the special meeting of April 12, 2023, to continue discussion on the 2023-24 operating budget.

Warden Morrison welcomed CAO Chris McNeill on behalf of municipal council.

### **ROLL CALL**

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

**Also Present:** CAO Chris McNeill; Municipal Clerk Carolyn Young; other staff, A. Anderson, W. Atwell, L. Bent, D. Campbell, S. Hudson, E. Melanson, and Janice Young.

### **NEW BUSINESS**

**Re: 2023-24 Draft Operating Budget (cont’d)** – the Warden recapped, noting the motion on the floor:  
To approve the 2023-24 operating budget as circulated on April 12, 2023

And that amendments were made to leave the amount of \$49,174 for Arena Wages in the Bridgetown Area Rate and increase the Corporate Services Area Rates by an amount of \$27,888; and to remove two directors from the budget at an amount of \$294,066.

A. Anderson, Manager of Finance circulated the following updated documents and answered questions as they arose.

- Updated budget document including changes from April 12<sup>th</sup> (additional revenues, CUPE, and removing 2 directors and increasing the Bridgetown Area Rate)
- Updated Reserve Report
- Updated Area Rate Report

To amend the motion to remove \$55,564 from the requirement for the Bridgetown Area Rate and reallocate it to the general rate.

Moved: Councillor Hudson

Seconded: Councillor Enslow

**Motion lost, 5 in favour, 6 against.**



**Recess**

10:55 a.m. – 11:06 a.m.

The question was called on the original motion:

Re: 2023-24 Draft Operating Budget

To approve the 2023-24 operating budget as circulated on April 12, 2023.

Moved: Deputy Warden Redden

Seconded: Councillor Prout

To amend the motion to change '*as circulated on April 12, 2023*' to '*as amended*'.

Moved: Councillor LeBlanc

Seconded: Councillor Longmire

Motion carried.

The Question was called on the original motion as amended.

To approve the 2023-24 operating budget as amended.

Moved: Deputy Warden Redden

Seconded: Councillor Prout

Motion carried, 9 in favour, 2 against Enslow Hudson

**Recess**

11:40 a.m. – 11:53 a.m.

Re: Levy and Collection of Tax Rate for Fiscal Year 2023-24

Pursuant to section 72 of the *Municipal Government Act*, the Municipal Council of the Municipality of the County of Annapolis estimates that sums amounting to \$14,307,124 are required for the lawful purpose of the Municipality for the year ending March 31, 2024, to be raised from the residential assessment and the sums amounting to \$1,243,955 are required as aforesaid to be raised from commercial assessment, after crediting the probable revenue from all sources other than rates for the said year and making due allowances for the abatement and losses which might occur in the collection of the taxes for the said year which may not be collected or collectible,

I move that municipal council authorize the levying and collection of the rate of \$1.025 on each one hundred dollars of the assessed value of residential and resource property assessed in the assessment roll and the rate of \$1.80 on each one hundred dollars of the assessed value of commercial property assessed in the assessment roll, which rates the Council deems sufficient to raise the sums required to defray expenditures of the said Municipality for the said year, and any deficit from any preceeding year; **and**

Authorize that interest at the rate of 12% per annum be charged on current rates and taxes remaining unpaid on or after June 30, 2023; **and**

Authorize the payment of said taxes to be made to the Municipal Treasurer of the said Municipality on or before the last day of June in the said year; **and**

That Municipal council fixes June 30, 2023, as the day after which the Clerk may proceed to issue warrants for the collection of all rates and taxes unpaid.

Moved: Deputy Warden Redden

Seconded: Councillor Sheridan

Motion carried.

***Collection of Area Rates for 2023-24***

I move to recommend that municipal council set the area rates for streetlights, fire hydrants, paving, sidewalks and other specified rates as presented for the 2023-24 fiscal year; in accordance with section 75 of the *Municipal Government Act*, the area rate shall apply to the residential, commercial, resource, and business occupancy assessment in the area, attached.

Moved: Deputy Warden Redden

Seconded: Councillor Connell

Motion carried, 9 in favour, 2 against.

Adjournment

The Warden declared the meeting adjourned at 11:58 a.m.

Unapproved  
Draft

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Warden

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Municipal Clerk

Minutes of the regular Committee of the Whole meeting held on Tuesday, May 9, 2023, at 9:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

### **ROLL CALL**

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

**Also Present:** CAO Chris McNeill; Municipal Clerk Carolyn Young; other staff: A. Anderson, W. Atwell, L. Bent, D. Campbell, S. Hudson, C. Mason, N. McCormack, E. Melanson, N. Whitman, and Janice Young.

### **DISCLOSURE of INTEREST**

None.

### **ORDER of the DAY**

No changes.

### **APPROVAL of MINUTES**

2023-01-10 Regular – approved, no errors or omissions.  
2023-02-06 Special – approved, no errors or omissions.  
2023-04-11 Regular – approved, no errors or omissions.  
2023-04-12 Special – approved, no errors or omissions.

### **STAFF REPORTS**

Re: Information Report – Dangerous & Unsightly Premises 4<sup>th</sup> Quarter Report

Re: SR2023-42 Tom’s Cool Bus Vendor on Municipal Property Application

That municipal council authorize the Clerk to issue a 2023-24 Vendor on Municipal Property permit to Tom Marshall for the operation of Tom’s Cool Bus Canteen at the Annapolis River Causeway Park in accordance with S6 Commercial Activity on Municipal Property Bylaw, and permit the canteen to stay at the park overnight for the May-October season, subject to reasonable requests from the Municipality to move it from time to time.

Moved: Councillor LeBlanc

Seconded: Councillor Longmire

Motion carried.

Re: SR2023-43 Lawrencetown VFD Release of Funds

That Municipal Council authorize a withdrawal of \$407,272.50 from the Fire Services Capital Reserve to the Lawrencetown & District Volunteer Fire Department in the 2023-24 fiscal year to assist with the purchase of their tanker.

Moved: Councillor LeBlanc

Seconded: Councillor Barteaux

Motion carried.

Re: SR2023-44 Bridgetown VFD Request to Call for Quotes

That municipal council acknowledge that the Bridgetown Volunteer Fire Department is proceeding with obtaining quotes for a replacement of their pumper.

Moved: Councillor Hudson

Seconded: Councillor Barteaux

Motion carried.

Re: SR2023-45 M10 Sewer Charges Bylaw 1<sup>st</sup> Reading

That municipal council give first reading to *M10 Sewer Charges Bylaw*.

Moved: Councillor Barteaux

Seconded: Councillor LeBlanc

Motion carried.

Re: SR2023-46 AM-1.2.0 Committees of Council and Council Meetings – Procedures Policy Amend

That municipal council amend *AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy* by adding the words "and such consideration shall be deemed as fulfilling the requirement for seven days' notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the Municipal Government Act" in Subsection 47 a) 1); 7-day notice.

Moved: Councillor Prout

Seconded: Councillor Connell

Motion carried.

Re: SR2023-47 Participate in Municipal Physical Activity Leadership Program (MPAL) - Active Living Coordinator Position

That Municipal Council authorize that the County join the Municipal Physical Activity Leadership Program (MPAL), partnering with the Province of Nova Scotia to hire an Active Living Coordinator who will develop and implement a physical activity strategy.

Moved: Deputy Warden Redden

Seconded: Councillor Enslow

Motion carried.

**RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES**Re: 2023-04-27 Heritage Advisory Committee Recommendation

That Municipal Council allow the replacement of the existing light green asphalt shingles to a copper green colour metal roofing material for the St. John's Anglican Church & Columbarium at 694 Highway 201, Moschelle and to advise the contractor of the heritage status of the building.

Moved: Councillor LeBlanc  
Seconded: Councillor Connell  
Moved carried.

That municipal council change the name of the Heritage Advisory Committee to the Heritage & History Committee.

Moved: Councillor LeBlanc  
Seconded: Councillor Enslow

To amend the motion to send to the Heritage Advisory Committee for a recommendation back to council.

Moved: Councillor Connell  
Seconded: Councillor LeBlanc  
Motion carried.

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

That municipal council refer the matter of changing the name of the Heritage Advisory Committee to the Heritage & History Committee to the Heritage Advisory Committee for a recommendation back to Council.

Moved: Councillor LeBlanc  
Seconded: Councillor Enslow  
Motion carried.

Re: 2023-03 Southwest Nova Biosphere Reserve

Councillor Gunn noted that the Municipality is hosting the next board meeting on June 14<sup>th</sup> at the Upper Clements Hall.

That municipal council approve funds to sponsor a light lunch for the Southwest Nova Biosphere Reserve board meeting being held on June 14<sup>th</sup> at the Upper Clements Hall.

Moved: Councillor Gunn  
Seconded: Councillor Connell  
Motion carried.

**NEW BUSINESS**

Re: Brooklyn Street Water (Connell)

To request that Staff bring a report on the fairness of the cost of hook up in the *M13 Brooklyn Sewer and Water Connection Charges Bylaw*.

Moved: Councillor Connell  
Seconded: Councillor Sheridan  
Motion carried.

**Carolyn - Add to council agenda.**

**IN-CAMERA**

That municipal council meet in-camera from 9:30 a.m. to 10:35 a.m. in accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property (f) litigation or potential litigation of the *Municipal Government Act*.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire  
Motion carried.

**Recess**

10:35 a.m. – 10:50 a.m.

**Presentations**

The Warden noted to presenters that no decision is made at this meeting.

Re: Atalanta Hospice Society – President David Cvet presented an update about the Fundy Hospice initiative for a residential style hospice with up to 5 – 10 beds in Cornwallis Park. Atalanta Hospice Society is the charitable organization.

The 'ask' is for Annapolis County to donate a 1.5 acre lot.

Warden Morrison thanked Mr. Cvet for the presentation.

Re: Basin Aquatics Society - Burt McNeil reported that after presenting requests to the three other municipalities (District of Digby \$25,000, Town of Digby \$25,000 and Town of Annapolis Royal \$15,000), he is here with an 'ask' for \$125,000 from the municipality. The three other municipalities are waiting to see what we do. The Basin Aquatics Society rent will be about \$88,000 per year.

Warden Morrison thanked Mr. McNeil for the presentation.

Re: Save Our Old Forests Campaign – Nina Newington presented on making a request regarding their petition campaign, started on March 25 in Bridgetown.

The 'ask' is for council to make the same request of the Premier on behalf of the Municipality of the County of Annapolis - asking for a pause, so that there is time to look at the forests to decide which ones should be protected before they get logged.

Warden Morrison thanked her for coming and presenting, noting his appreciation for the group that attended with her.

**Adjournment**

The Warden declared the meeting adjourned at 12:09 p.m.

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Warden

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Municipal Clerk

**Letter of Appreciation to the County of Annapolis**

I would like to express my sincere gratitude to the County of Annapolis for the \$10,000 grant received through the Mid-Valley recruitment and retention committee, in Middleton. I am very much appreciative of the Mid-valley recruitment and retention committee for their immense help given to me and my family since we relocated here. They have been very instrumental in making us feel at home since arriving in the Annapolis valley.

My Family and I are very grateful to the county of Annapolis for this kind gesture. We are additionally grateful to the county for their continuous support of the activities of the Mid-Valley recruitment and retention committee. With this level of support from the county, I believe this august recruitment and retention committee will positively impact health care people who choose to live and work in this County.

Once again, accept my sincere gratitude.

Sincerely Yours,

Dr. Ama Asiedu

**Carolyn Young**

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**Subject:** FW: Appreciation Letter

**From:** Omorede Osayande  
**Sent:** May 8, 2023 7:35 PM  
**To:** Carolyn Young <CYoung@annapoliscounty.ca>  
**Subject:** Appreciation Letter

Dear Council at the County of Annapolis,

I'm writing to express my heartfelt gratitude for the \$10,000 cheque I received from you. It was a delightful surprise, and it was also very timely. Your generous financial support has helped offset some of the costs of renovating our new home here.

I will repay your kindness by continuing to give the best possible care to all my patients.

Thank you so much!

Sincerely,

Omorede Osayande.





**Public Works  
Office of the Minister**

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PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

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MAY 24 2023

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

Sent by email: [cyoung@annapoliscounty.ca](mailto:cyoung@annapoliscounty.ca)

Dear Warden Morrison:

Thank you for your correspondence dated April 18, 2023, on behalf of your constituents sharing their concerns with the traffic speed along Trunk 1 in Granville Ferry.

A full study on the traffic speeds and signage in Granville Ferry was conducted in 2020 and there were no recommendations for lowering the speed zones at that time. The recommended sign change has been completed. I will request that staff conduct a further review of the passing area identified in your letter.

Thank you for bringing your concerns forward. If you have any other comments or concerns, please contact Area Manager, Anthony Harvey, by email at [Anthony.Harvey@novascotia.ca](mailto:Anthony.Harvey@novascotia.ca) or by phone at 902 825-4827.

Yours sincerely,

Kim D. Masland  
Minister

c: Dan Leopold, A/District Director, Western  
Tony Harvey, Area Manager, Digby/Annapolis  
Ron Taylor, Operations Supervisor, Lequille  
Brad Hebb, Maintenance Supervisor, Lequille



## INFORMATION REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** M Coles, Engineering Technician  
**Subject:** Stone Collected from Upper Clements

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### ORIGIN

MOTION 230418.09 Staff to Bring Information Report on Stone Collected  
That municipal council direct staff to bring an information report on how much stone was collected.

Moved: Councillor LeBlanc

Seconded: Councillor Connell

Motion carried.

MOTION 230418.08 SR2023-037 Former Upper Clements Park Structure

That Municipal Council authorize staff to proceed with the cleanup of the remains of the structure that was destroyed by fire on March 30, 2023 at the former Upper Clements Park with funding to come from operational reserves, and that the stones be preserved for future use.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried.

### LEGISLATIVE AUTHORITY

Not applicable

### BACKGROUND

Peter Prescesky built the home in the 1930s. The province purchased the property in 1972. It built Upper Clements Park, which opened in 1989, for \$23 million. The municipality purchased the 10-hectare property in 2020 for \$600,000 after the theme park closed in 2019.

The Prescesky home was destroyed by fire on March 30, 2023. Municipal staff provided security on the site as concern for public safety became an issue. Council approved emergency funding for demolition and removal of the debris from the fire.

Council requested that retrievable stones be removed from the property and saved for future use.

## DISCUSSION

Inspection of the site determined that some of the stone was structural but most of the stone would be considered stone cladding. Staff were able to retrieve an estimated 30 tonnes of stone from the demolished building and stored on municipal property in Granville Ferry.

Future use of these stones could relate to construction of a monument located near Upper Clements Park, or at the new Tidal Park or the municipal office. Stones could be offered to the public as a keepsake, although management of this would be difficult. Stones may be used as components of a walkway to commemorate the original house.



## FINANCIAL IMPLICATIONS

There are no financial implications at this time. However depending on how council wishes to use of the stones, financial costs could be determined at that time.

## POLICY IMPLICATIONS

The former building site been remediated to comply with all applicable regulations/policies.

## ATTACHMENTS

None

## Prepared by:

M Coles, Engineering Technician

## Approved by:

Chris McNeill  
Chief Administrative Officer

County of Annapolis  
Information Report – Stone Collected from Upper Clements

## Approval Date:

JUNE 5/23



## STAFF REPORT

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**Report To:** Committee of the Whole

**Meeting Date:** June 13 2023

**Prepared By:** Carolyn Young, Municipal Clerk

**Report Number:** **SR2023-46(2) AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy Amend**

**Subject:** Amend *AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy* (7 day notice)

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### RECOMMENDATION(S):

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

- amending Article 2 to change the start time of Committee of the Whole from 9:00 a.m. to 3:00 p.m., removing 'and ending no later than 5:00 p.m.' and removing 'Meetings from November to March (inclusive) will start at 10:00 a.m.';
- amending Article 3 to change the start time of Council from 10:00 a.m. to 3:00 p.m.; and
- amending Article 12 to update the start times. 7-day notice.

### LEGISLATIVE AUTHORITY

Section 23, *Municipal Government Act*, as amended

### BACKGROUND

Varied start times of meetings.

### DISCUSSION

Staff have been requested to consider the viability and practical applicability of changing the start time of Committee of the Whole (COTW) and Council meetings from early morning to a consistent year-round 3:00 p.m. start time. The changing of meetings times to a consistent time regardless of the actual time is seen as a positive change as it helps the public understand when all meetings of COTW and Council begin throughout the year without worrying about seasonality or the type of meeting.

Staff have no concerns with a change of the meeting times to consistently 3:00 p.m. year round. This will however; put pressure on Council and staff to be more succinct and brief in their reports, public presentations, and council discussions when agendas are more robust. Otherwise, meetings will need to break after a couple hours and continue later into the evening.



This timing may become problematic for winter driving, the same condition that exists now for early morning drives in the winter months. Meetings later in the day will however; allow for better planning for the cancelling of meetings due to inclement weather and not require decisions to be made at 5:00 a.m. or 6:00 a.m.

There is no expectation that the change in meeting times from 9:00 a.m. and 10:00 a.m. to 3:00 p.m. will lead to more public presence at meetings. Those interested and not making a presentation can easily watch the meetings on-line in real time now from their home or business and that is not expected to change. If Council members have community commitments during the evenings of the second and third Tuesday of each month, those commitments will be impacted.

### **FINANCIAL IMPLICATIONS**

None known

### **POLICY IMPLICATIONS**

None known

### **ALTERNATIVES / OPTIONS**

Municipal Council may choose not to approve or to change any proposed amendment to a policy.

### **NEXT STEPS**

Consideration to approve by Municipal Council

### **ATTACHMENTS**

*AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy* with proposed amendments marked

### **Prepared By:**

Carolyn Young, Municipal Clerk


### **Reviewed by:**

Chris McNeill, CAO

### **Approved by:**

  
Chris McNeill  
Chief Administrative Officer

### **Approval Date:**

  
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		AM-1.2.0
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

## GENERAL

The procedural requirements in the Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.

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

- a) "business day(s)" means a day when the administrative offices of the Municipality of the County of Annapolis are open for business;
- b) "CAO" means Chief Administrative Officer of the Municipality of the County of Annapolis;
- c) "Chair" means the presiding officer;
- d) "Clerk" means the Clerk of the Municipality of the County of Annapolis;
- e) "Council" means the Municipal Council of the Municipality of the County of Annapolis;
- f) "Councillor(s)" include(s) the Warden and Deputy Warden;
- g) "majority" means more than one half of those present;

Although the *Municipal Government Act* does not provide a definition for *Member*, it is defined in this policy as follows:

- h) "member" means any person appointed to a committee

This policy shall be applicable for Committees of Council and Council meetings of Municipal Council, and include periods of adjournment to "in camera". The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all cases to which they are applicable and in which they are not inconsistent with provincial legislation or the bylaws, policies or procedures of the municipality.

## MEETINGS

Committees of Council and Council meetings shall be held in person in the Council chambers of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS or an alternative location. Council and Special Council meetings can be conducted by video conference as outlined in the *Council Videoconferencing Policy*, AM-1.2.0.1.

All meetings of Committees of Council and Council, regular or special, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.

- 1) **INAUGURAL MEETING** - the Inaugural meeting of Council shall take place on the first business day following the 10-day appeal period of a municipal election. The

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		AM-1.2.0
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

Clerk shall preside as Chair of the meeting until such time as the Warden is elected.

- 2) **REGULAR MEETINGS OF COMMITTEE OF THE WHOLE** - meetings of the Committee of the Whole shall be held on the **second Tuesday of each month** starting at 3:00 p.m. ~~and ending no later than 5:00 p.m.~~ with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

~~Meetings from November to March (inclusive) will start at 10:00 a.m.~~

There shall be no regular meeting during the month of August.

- 3) **REGULAR MEETINGS OF COUNCIL** - meetings of Council shall be held on the **third Tuesday of each month at 3:00 PM** with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

- 4) **SPECIAL MEETINGS OF COMMITTEE OF THE WHOLE OR COUNCIL**

A special meeting may be convened by resolution or consensus at a previous meeting three or more days in advance of the special meeting, or by the CAO or Clerk in consultation with the Warden.

- 5) **COMMITTEES OF COUNCIL MEETINGS**

Committee(s) shall meet at such time and place which it sets at a preceding meeting or at such other time and place as municipal council, the committee's Chair, or a quorum of committee members may set by providing notice of meeting to all committee members at least five business days in advance.

- 6) **IN-CAMERA**

Such meetings may be closed to the public when the subject matter under consideration involves the following matters under Section 22(2) of the *Municipal Government Act*:

- a) acquisition, sale, lease and security of municipal property;
- b) setting a minimum price to be accepted by the municipality at a tax sale;
- c) personnel matters;

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- d) labour relations;
- e) contract negotiations;
- f) litigation or potential litigation;
- g) legal advice eligible for solicitor-client privilege; and
- h) public security.

**When In-Camera matters are listed on the Committee of the Whole agenda, they will be the last order of business.**

**When In-Camera matters are listed on the Council agenda, they will be the last order of business.**

Direction may be given to staff In-Camera; however, any motions forthcoming from In-Camera discussions must be added to the agenda under New Business and adopted during the open portion of the meeting.

Minutes of a closed meeting will be recorded, circulated physically by the Clerk, and approved at the next meeting. Approved minutes are signed by the Warden and Clerk and kept in the Clerk's office. Councillors may peruse the physical minutes at any time.

#### 7) WARDEN'S ABSENCE

In the case of the absence of the Warden from the Municipality, the Deputy Warden shall act in the place and stead of the Warden, and shall have all the rights, powers, and authority of the Warden, while so acting.

#### 8) CALLING THE MEETING TO ORDER AND QUORUM

As soon after the hour fixed for the holding of the meeting, and quorum is present, the Warden shall take the Chair and call the meeting to order.

#### 9) QUORUM

A quorum for Council and Committee of the Whole shall be the majority of councillors elected.

A quorum for other committees of council shall be a majority of the appointed members.

#### 10) NO QUORUM

If no Quorum is present 15 minutes after the time appointed for a meeting, the Clerk or recording secretary shall record the names of the councillors/members



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present and the meeting shall stand adjourned until the date of the next regular meeting; or until otherwise scheduled.

#### 11) THE CONDUCT OF PROCEEDINGS AT A MEETING

It shall be the duty of the Warden or other presiding officer:

- a) to open the meeting by taking the Chair and calling the councillors or members to order;
- b) to announce the business before the meeting in the order in which it is to be acted upon;
- c) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- d) to decline to put to vote motions which infringe the rules of procedure;
- e) to restrain the councillors or members, within the rules of order, when engaged in debate;
- f) to call by name any councillor or member persisting in breach of the rules of order of Municipal Council, thereby ordering them to vacate the Council chambers;
- g) to inform the Council, when necessary or when referred to, on a point of order;
- h) to permit the CAO or Clerk to speak on any point upon request;
- i) to permit proper questions to be asked through the Chair of any official or employee of the County, or any member of the public in attendance, to provide information to assist in debate;
- j) to authenticate by their signature when necessary, the minutes of Committee of the Whole and Council; and
- k) to adjourn the meeting when business is concluded.

The presiding officer may state their position on any matter before the meeting without leaving the Chair, but only after all other councillor/member comments have been heard. It shall not be permissible for the presiding officer to debate the question without first leaving the Chair and after having appointed the Vice Chair to preside in their place during their remarks.

#### 12) AGENDA

- a) any councillor, no later than six business days prior to a council meeting, may file in writing, an item for inclusion in the agenda under New Business. Items are to include background information and proposed motion.
- b) the business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the councillors, and the Order of the Day amended.

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- c) an item of business not listed on the Committee of the Whole agenda cannot be introduced at a meeting without the approval of the councillors **by majority vote.**
- d) the Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the meetings of Committee of the Whole and Council an agenda under the following headings:
- e)

**AGENDA  
for the Municipality of the County of Annapolis  
Committee of the Whole Meeting**

**to be held on Tuesday, \_\_\_\_\_, 20 \_\_, 3:00 PM  
Council Chambers, Municipal Administration Building, 752 St George  
Street, Annapolis Royal**



Roll Call

Presentations

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

Correspondence

Staff Reports

Recommendations and Reports from Boards and Committees

Business Arising from the Minutes

New Business

In-Camera

~~5:00 Stated Adjournment~~

Adjournment



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- e) The Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the regular meetings of Council an agenda under the following headings:

**AGENDA**  
**for the Municipality of the County of Annapolis**  
**Council Meeting**  
**to be held on Tuesday, \_\_\_\_\_, 20 \_\_, 3:00 PM**  
**Council Chambers, Municipal Administration Building, 752 St George**  
**Street, Annapolis Royal**



Roll Call

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

COTW Recommendations

Business Arising from the Minutes

New Business

Councillor's Comments

In-camera

Adjournment

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Definitions / Processes of Agenda Items (in alphabetical order):

**Adjournment** – the Warden or Chair shall declare the meeting adjourned.

**Approval of the Agenda** – the agenda, once approved by motion, confirms the Order of the Day.

**Approval of the Minutes** – Minutes shall record:

- a) the place, date and time of meeting;
- b) attendance of councillors, present or absent; and
- c) all other proceedings of the meeting without note or comment.

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special meetings held more than five days prior to a regular meeting, together with the agenda are provided electronically to each councillor not less than 48 hours before the hour appointed for the holding of such regular meeting.

**Business Arising from the Minutes** – the items listed in the order of the topics set out in the agenda of prior Committee of the Whole / Council meetings which have not been disposed of and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of, unless removed from the agenda by motion.

**Committee of the Whole Recommendations** – all recommendations discussed and debated at Committee of the Whole will be brought to Council as individual recommendations for decision by Council.

#### **Correspondence**

All correspondence addressed to the county shall be distributed to the councillors and where in the opinion of the Clerk/CAO or a councillor it should be dealt with at a Committee of the Whole meeting, it shall be placed on the agenda of the next Committee of the Whole meeting.

**Councillor's Comments** – comments of councillors will relate to special items of interest in the districts they represent, or in the municipality as a whole.

**Disclosure of Interest** – any councillor shall disclose any conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which the councillor was absent. Every councillor who is present when a question is put, shall vote thereon unless personally interested in a pecuniary sense, and shall leave the room before the matter is discussed.

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**New Business** – items of new business, in writing and including background information and a proposed motion, received by the Clerk six business days prior to the Committee of the Whole meeting will be included in the agenda.

**Presentations** – will take place at Committee of the Whole, following Roll Call. Presenters must register with the Clerk six business days prior to the Committee of the Whole meeting they wish to address.

Presenters will be allowed a maximum of 10 minutes to address Committee of the Whole, unless extended by the Chair.

Council will not make a decision(s) at that time.

**Recommendations and Reports from Boards and Committees** – includes:

- **recommendations** from ad hoc and standing committees of Council, listed in Sections 48 and 49 this policy;
- **recommendations** from Advisory Boards and Committees (*Policies AM-1.3.6.1 to AM-1.3.6.16*); and
- **reports** from Joint, Regional and Community Organizations (*Policy AM-1.3.7*)

Recommendations and reports will be submitted to the Clerk by 4:30 PM six business days prior to the Committee of the Whole meeting and will be included with the agenda and circulated to councillors.

**Roll Call** – the Warden or presiding officer shall call the roll of councillors to verify attendance and to provide an opportunity to excuse, by motion, meeting attendance requirements of those councillors who wish to be excused. It is the duty of each councillor to advise the Chair of their absence and whether they wish to be excused in advance of the meeting.

**Staff Reports** – staff reports will be numbered by the Clerk, starting with the number “1” as the first report in each calendar year, with the prefix designating the year of the Committee of the Whole meeting, [i.e. SR2022-1 NAME OF REPORT]. Report numbers will re-start annually.

Reports will be submitted to the Clerk by 4:30 PM eight business days prior to the Committee of the Whole meeting.

Reports will be prepared pursuant to directions and a template as determined from time to time.

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**Urgent Business** – a matter deemed to be urgent by the Warden or CAO may be considered without notice at any time by a simple majority vote of Council.

## **MOTIONS**

### **13) WITHDRAWAL**

- a) after a motion is moved and seconded it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time by the mover before decision or amendment.

### **14) AMENDMENTS – a motion to amend**

- a) shall receive disposition of Council before a previous amendment or the question,
- b) shall not be further amended more than once, and
- c) shall be put in the reverse order to that in which it is moved.

### **15) PRIVILEGE**

- a) privileged motions take precedence over any or all of the motions listed before it. These motions include, in descending order of rank: Fix the Time to Which to Adjourn (highest ranking); Adjourn; Recess; Question of Privilege (noise, ventilation, introduction of a controversial subject in the presence of guests); Call for the Orders of the Day. When settled, the question so interrupted shall be resumed from the point where it was suspended.

### **16) LAY ON THE TABLE OR "TABLE"**

- a) is the highest ranking of subsidiary motions. It is used to temporarily set aside an issue to take up something more urgent. This motion has no time reference; requires a mover and seconder; requires a majority vote; cannot be amended; and is not debatable.
- b) A question that has been "tabled" can be lifted from the table during the same session or until the end of the next regular business session if same is held before a quarterly time interval has elapsed. If not lifted within these time limits, the question dies, although it can be reintroduced later as a new question.

### **17) POSTPONE TO A DEFINITE TIME OR "DEFER"**

- a) a subsidiary motion. It is used to set aside an issue to a specific date and time; requires a mover and seconder; requires a majority vote; may be amended and debated but only as to the time; cannot be interrupted.

### **18) COMMIT OR "REFER"**

- a) a subsidiary motion. It is used to refer an issue to a committee or staff; requires a mover and seconder; requires a majority vote; may be debated.

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19) **POSTPONE INDEFINITELY**

- a) the lowest ranking of subsidiary motions. It is used when Council declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids direct vote on the question.

20) **RECONSIDER**

- a) if a motion has been either adopted or defeated during a meeting, and announced from the Chair, a notice of an intention to move reconsideration can be made only on the same day on which the vote sought to be reconsidered was taken. If the motion was adopted, the motion to *Reconsider* can be made only by a councillor who voted in favour of the motion, or if the motion was defeated, then only by a councillor who voted against it. This motion can be seconded by any councillor no matter how they voted, and requires a majority vote.

21) **RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED**

- a) if it is too late to move to reconsider a motion, councillors can make either a motion to rescind or amend something previously adopted regardless of how they voted on the original motion. There is no time limit on making these motions. If previous notice is given, a majority vote is all that is required for adoption. However, if previous notice is not given of an intent to make one of these motions, so that councillors are not alerted ahead of time to the fact that the motion will be made, adoption of the motion requires either a two-thirds vote, or the vote of the a majority of the entire Council.

**Voting on Motions**

22) **Questions Stated**

- a) immediately preceding the taking of the vote, the Chair or Clerk may state the question in the form introduced and shall do so if required by a councillor. The Chair or Clerk shall state the question in the precise form in which it will be recorded in the minutes.

23) **No Interruption After Question**

- a) after a question is finally put by the Chair, no councillor shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

24) **Voting**

The usual form of voting on any question shall be by the Chairman calling for "yes" and "no", but any Council Member, before or after a voice vote can call for, and obtain through the Chairman, a show of hands, and any two Council Members can call for, and obtain through the Chairman, a recorded vote with each Council

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Member's vote entered into the minutes. A Councillor may request that their vote is recorded.

### **Rules of Debate**

- 25) Every councillor, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more councillors raise their hands to speak, the Chair shall designate the councillor who, in the opinion of the Chair, first raised a hand.
- 26) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.
- 27) Any councillor may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a councillor while speaking.
- 28) No councillor shall speak more than twice to the same question, without the leave of Council, except to explain a misconception of their remarks, but the mover of the motion shall have the right to reply and sum up in closing debate.
- 29) When a councillor has been recognized as the next speaker, then immediately before speaking such councillor may ask a question of the Chair or an official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the councillor shall speak.
- 30) The following motions may be introduced without written notice and without leave:
  - a) a point of order or personal privilege;
  - b) to lay on the table (Table);
  - c) to postpone to a definite time (Defer);
  - d) to commit (Refer);
  - e) to postpone indefinitely;
  - f) to call the question;
  - g) to adjourn; and
  - h) to amend.

### **POINTS OF ORDER AND PRIVILEGE**

- 31) The Chair shall preserve order and decide questions of order.



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- 32) It shall be the duty of the Chair, and the privilege of any councillor, to call any councillor to order, who violates any established rule of order. A point of order must be decided before the subject under consideration is proceeded with.
- 33) When a councillor is called to order, the councillor shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 34) A point of order is not debateable amongst other councillors and is decided by the Chair, who may invite discussion in an effort to assist in making a ruling. Where the Chair permits discussion on a point of order, no councillor shall speak more than twice.
- 35) Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council chambers pursuant to Subsections 39 and 40 are not debatable but are appealable to Council by any councillor. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 36) If a councillor resists the rules of Council, wilfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the councillor may be ordered by the Chair to leave their seat provided that a majority vote of Council shall be required to sustain the expulsion.
- 37) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 38) Such councillor may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council chambers and to resume participation in Council's business with or without conditions.
- 39) Persons who are not councillors or employees of the County of Annapolis shall observe silence and order in the Council chambers, unless given permission to speak by motion. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council chambers, provided that a majority vote of Council shall be required to sustain the expulsion.

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40) Such member of the public may, by vote of Council later in the meeting or at a subsequent meeting, be permitted to re-enter Council chambers with or without conditions.

41) An order of the Chair to expel a person from the Council chambers pursuant to Subsections 40 and 42 of this policy constitutes a direction from the County of Annapolis to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.

### **CONDUCT OF COUNCILLORS**

42) No councillor shall:

- a) use offensive or unparliamentary language in or against the Council, any councillor, or any staff;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- d) disobey the rules of the Council or a decision of the Chair or the Council on questions of order or practice or upon the interpretation of the rules of the Council

43) When the Chair is putting the question, no councillor shall leave or make a disturbance.

### **COMMITTEES OF COUNCIL**

44) **TERM OF APPOINTMENT** – except to the extent that the term of appointment is otherwise determined by statute, bylaw, or policy, councillors shall be appointed for two years, or the balance thereof, with the term commencing in December following each municipal general election or bi-annual election anniversary. Except as otherwise provided, no appointment shall cease until such time as a successor is appointed.

45) **PROVISIONS** – the following provisions shall apply to all Committees of Council, except where the policy specifically provides otherwise:

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- a) municipal council may replace at any time councillors who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
- b) if not appointed to a committee, the Warden shall be an *ex officio* councillor of the committee, with a voice but no vote. When attending as *ex officio* the Warden shall not be counted to establish quorum.
- c) a councillor is not entitled to additional remuneration for serving on the committee but may be reimbursed for reasonable expenses for attending committee meetings, and mileage / kilometrage shall be paid at such rate as may be prescribed by municipal council in *Travel and Expenses Policy AM-1.8.1*.
- d) except to the extent that the Chair is otherwise determined by statute, bylaw, or policy, municipal council may appoint a person to serve as Chair of the committee, after seeking the advice of the Nominating Committee; but if municipal council does not appoint a Chair, the committee shall elect a Chair from one of its councillors.
- e) an *ex-officio* councillor of a committee shall not be eligible for election as Chair.
- f) the Chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the Chair shall have the same powers and responsibilities at committee meetings that are conferred upon the Chair at Council meetings.
- g) votes shall be recorded by a show of hands.
- h) the Clerk (or designate) shall call the first meeting of any committee after its appointment, upon the request of municipal council or a majority of the councillors of the committee. The CAO or Clerk or their designate shall Chair the meeting until a Chair has been chosen.
- i) the committee shall choose a scribe from one of its councillors, in which event the scribe shall be a full voting councillor of the committee. The scribe shall keep notes of the committee's meetings and ensure that the Clerk is provided with a copy of all approved minutes, which have been signed by the Chair.
- j) no order or authority to do any matter or thing shall be recognized as emanating from any committee, and all committee recommendations shall be referred to the Clerk in writing to be included with the Committee of the Whole agenda under Reports from Boards and Committees.

46) **AD HOC COMMITTEES OF COUNCIL** - may be established by Council as deemed necessary and advisable to provide input on matters of timely consideration. Such a committee shall be for a limited time period as per its mandate determined by Council, and ceases to exist as soon as Council, through Committee of the Whole, receives and accepts a final report. Committees include:

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- a) **Cornwallis Park & Area Asset Review Committee** – established to consider and make recommendations to Council pertaining to potential possibilities for current and future assets of Cornwallis Park and area (*MOTION 180717.28*);
  - b) **Glyphosate Advisory Committee** – established to "... invite stakeholders to present to the committee in order to bring a recommendation to June 2021 Committee of the Whole ..." (*MOTION 201020.04*); and
  - c) **Physician Recruitment & Retention Committee** – established "with a mandate of physician recruitment and retention" (*MOTION 191119.09*); adopted descriptive mandate: To assist, as appropriate, in all aspects of recruiting and retention of medical personnel: physicians, physician assistants, nurse practitioners, and like medical professionals" (*MOTION 200218.07*).
- 47) **STANDING COMMITTEES OF COUNCIL** – may be established pursuant to Section 24 of the *Municipal Government Act*, or as otherwise determined by statute, bylaw or policy. Standing committees work on a continuous basis, and consist of councillors appointed by the Council. The committees include:
- a) **Committee of the Whole** – acts in an advisory capacity to Council, and meets to receive reports/recommendations from staff, and boards and committees.

It shall be the duty of Committee of the Whole to take action on such matters as are lawfully delegated to it by the County's bylaws and policies, or by Council resolution, including but not restricted to:

- 1) ensuring regular, periodic and comprehensive review of all bylaws and policies of the County and such consideration shall be deemed as fulfilling the requirement for seven days' notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the *Municipal Government Act*; and
- 2) exercising any authority pursuant to Part XV-Dangerous or Unsightly Premises of the *Municipal Government Act* that is not delegated to the Administrator, as set out in relevant policy.

The Chair of the Committee of the Whole is the Warden, and the Secretary is the Clerk (or designate).

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b) **Nominating Committee**

- 1) at the Inaugural meeting, Council shall appoint three councillors to serve as members. The procedure for selecting councillors shall be the same as that used for selection of a Warden.
- 2) the Warden shall automatically be a regular, voting councillor of the committee.
- 3) the mandate of the committee is to discuss, consider, advise and make recommendations to Council through Committee of the Whole concerning the nomination of persons to various committees, boards, and commissions, except where municipal council determines that consideration by the Nominating committee is not necessary or advisable.
- 4) Council may, by resolution, accept, reject, or vary a report of the Nominating committee in whole or in part.
- 5) it shall, at least annually, review the status of councillor appointments to ensure equity of workloads among councillors.
- 6) All committees should meet within thirty days of being struck to determine a Chair and Vice Chair.

c) **CAO Review Committee** – shall oversee the performance review process for the CAO after consultation with Council.

- 1) consists of the Warden, Deputy Warden, and two other councillors.
- 2) the Warden shall be the Chair of the committee.
- 3) to the extent practicable, selection of the remaining committee councillors (in addition to the Warden and Deputy Warden) should reflect the gender diversity of Council's composition. Accordingly, the remaining committee councillors shall be selected by placing the names of councillors confirming an interest in a box and having two names drawn by a person chosen by the Warden.
- 4) in accordance with sub-section 21(2)(c) of the *Municipal Government Act*, the CAO Review Committee may meet in closed session. The CAO will be requested not to attend the CAO Review Committee and council meetings where their performance is discussed; no other staff persons shall attend.
- 5) the CAO shall be evaluated at least once a year, with a mid-year review if desired by the CAO, the CAO Review Committee or Council.

d) **Economic Development Committee**

- 1) consists of three councillors and the Warden.
- 2) the mandate of the committee is to advise and make recommendations to Council through Committee of the Whole concerning the drafting, implementation, amendment, and facilitation of an Annapolis County Economic Development Strategy.

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e) **Fire Services Committee**

- 1) consists of two councillors as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
- 2) the mandate of the committee is to advise and make recommendations through Committee of the Whole to Council concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality.
- 3) meetings shall be held at the discretion of the Chair.

f) **Fences Arbitration Committee** – committee continues pursuant to Section 4 of the *Fences and Detention of Stray Livestock Act*.

- 1) consists of one member from the municipality appointed by the Nova Scotia Federation of Agriculture and one member appointed by the council of the municipality the member appointed by the council of a municipality pursuant to subsection (1) may be an employee of the municipality and shall be the chair of the committee
- 2) the Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be
- 4) the members of a committee hold office for a term of not more than four years
- 5) Two members of the committee constitute a quorum
- 6) the annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If the Fences Arbitration Committee does not meet during the calendar year, the appointees shall receive an honorarium of \$50.
- 7) Members of the committee and alternate members of the committee appointed pursuant to this Section shall be residents of the municipality for which the committee is established. 2

g) **Forestry Advisory Committee** – shall exist as an advisory committee of Council.

- 1) consists of not more than four councillors.
- 2) its purpose is to consider and make recommendations regarding forestry matters.

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Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice.....	PENDING June 13, 2023
Council Approval.....	PENDING June 20, 2023
<u>Carolyn Young</u>	<u>PENDING June 20, 2023</u>
Clerk	Date
At Annapolis Royal, Nova Scotia	



**AMENDMENTS:**  
**October 25, 2022:**

Article 3 – change fourth to third; and  
Article 12 – Change Council Agenda from COTW Consent to COTW Recommendations; and change the Definition for Committee of the Whole Consent to Committee of the Whole Recommendations – all recommendations discussed and debated at Committee of the Whole will be brought to Council as individual recommendations for decision by Council.

**May 16, 2023:**

Subsection 47 a) 1) – add “and such consideration shall be deemed as fulfilling the requirement for seven days’ notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the Municipal Government Act;”

**June 20, 2023:**

Article 1 to change the start time of Committee of the Whole from 9:00 a.m. to 3:00 p.m. removing ‘and ending no later than 5:00 p.m. and removing ‘Meetings from November to March (inclusive) will start at 10:00 a.m.’;  
Article 3 to change the start time of Council from 10:00 a.m. to 3:00 p.m.; and  
Article 12 to update the start times and remove the stated adjournment time from COTW.







## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Dawn Campbell, Director Legislative Services  
**Consultation Group:** Carolyn Young, Municipal Clerk;  
Wanda Atwell, Records Management Coordinator / Deputy Municipal Clerk  
**Report Number:** **SR2023-49 AM-1.3.6.18 Climate change Action Plan Review Committee Policy New**  
**Subject:** Approve *AM-1.3.6.18 Climate Change Action Plan Review Committee Policy*

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### RECOMMENDATION(S):

That Municipal Council approve *AM-1.3.6.18 Climate Change Action Plan Review Committee Policy* as circulated, 7-day notice.

### LEGISLATIVE AUTHORITY

Sections 22, 23, 24, 25, and 26 *Municipal Government Act*, as amended

### BACKGROUND

The following motions were passed by Municipal Council on January 17, 2023:

*That Municipal Council create a new committee called "Annapolis County Environmental Impact and Climate Change Committee" to address related issues as referred to it by council; to be made up of 3 councillors, and 2 citizen members who preferably own land abutting the river.*

*That Municipal Council refer the new Annapolis County Environmental Impact and Climate Change Committee to staff to develop a terms of reference and other associated administrative matters.*

### DISCUSSION

The attached policy was developed in response to the above motions. In discussing recommendations regarding a terms of reference for this committee, staff reviewed and considered the Climate Change Action Plan (developed and approved in 2013) as well as the Final Report of the Climate Action Summit in 2019. Each of these reports describes and considers social, economic and environmental factors for consideration by local government. The anticipated, long-term environmental impacts of climate change are wide-ranging and co-dependent. Therefore, it would seem impracticable to consider issues



relating solely to the Annapolis River in isolation. Both of these documents require review, integration and follow-up action. For this reason, it is the recommendation of staff that a committee be established to "review, consider and make recommendations to Municipal Council through the Committee of the Whole regarding updates to the Annapolis County Climate Change Action Plan."

Additionally, it is recommended that 3 citizen members provide more opportunity for community participation and input.

#### **FINANCIAL IMPLICATIONS**

N/A

#### **POLICY IMPLICATIONS**

N/A

#### **ALTERNATIVES / OPTIONS**

N/A – development of a policy is in accordance with council motions

#### **NEXT STEPS**

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

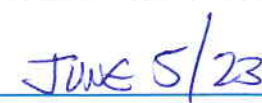
#### **ATTACHMENTS**

*AM-1.3.6.18 Climate Change Action Plan Review Committee Policy* (draft as proposed)

#### **Approved by:**

  
Chris McNeill  
Chief Administrative Officer

#### **Approval Date:**

  
(Date)

## **GENERAL**

1. This policy is entitled "***Climate Change Action Plan Review Advisory Committee Policy.***"

## **AUTHORITY FOR POLICY**

2. Sections 22, 23, 24, 25, and 26 *Municipal Government Act*, as amended

## **DEFINITIONS**

3. Terms used in this policy shall have the same meanings as in the *Municipal Government Act*.

## **TERM OF APPOINTMENT**

4. Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, committee members shall be appointed for two (2) years with the term commencing in November following each municipal general election or bi-annual election anniversary.

## **PROVISIONS**

5. Except as otherwise determined by statute, bylaw or policy, every person shall be qualified to be appointed as a citizen member who meets the qualifications in *AM-1.3.4 Citizen Appointments to Committees Policy*.
6. Municipal council may replace at any time committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties per *AM-1.3.4 Citizen Appointments to Committees Policy*.
7. Except to the extent that the chair is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chair of the committee.
8. If municipal council does not appoint a chair, the committee shall elect a chair from one of its members.
9. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the same powers and responsibilities at committee meetings that are conferred upon the chair at municipal council meetings pursuant to *AM-1.2.0 Council Meetings and Proceedings Policy*, with any necessary modifications for context.
10. Except to the extent that the secretary is otherwise determined by bylaw or policy, the Chief Administrative Officer or their designate may appoint an employee of the county to serve as secretary.
11. If the Chief Administrative Officer or their designate does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.
12. The secretary shall keep minutes of the committee meetings and ensure that

the Municipal Clerk is provided with a signed copy.

13. All meeting minutes shall be available upon request to the public.
14. The committee shall meet at such time and place:
  - (1) agreed upon at a preceding meeting; or
  - (2) municipal council may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance; or
  - (3) the committee's secretary may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance.
15. Notice shall be provided to the public by posting the time, date and place on the bulletin board at the Administration Office and on the county's website.
16. Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
  - (1) the county's meeting spaces and supplies for meetings;
  - (2) such other resources as may reasonably be required by arrangement through the CAO.
17. In accordance with Section 22 (2) of the *Municipal Government Act*, the committee may meet in closed session (in camera) to discuss matters relating to:
  - acquisition, sale, lease and security of municipal property;
  - setting a minimum price to be accepted by the municipality at a tax sale;
  - personnel matters;
  - labour relations;
  - contract negotiations;
  - litigation or potential litigation;
  - legal advice eligible for solicitor-client privilege; and
  - public security.
18. No decision shall be made in closed session except a decision concerning procedural matters.
19. A quorum of the committee shall be a majority (more than half) of the members currently appointed by municipal council.
20. A committee member who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be qualified to serve as a member (Subsection 25(1), MGA).
21. The chair shall ensure that the Municipal Clerk is apprised immediately of any circumstances which create a vacancy on the committee.

22. A committee may make recommendations to municipal council regarding the allocation or expenditure of funds. (Sub-section 23 (c) MGA).
23. The rules of procedure, conduct and debate in *AM-1.2.0 Council Meetings and Proceedings Policy* apply at committee meetings with any necessary modifications for context.
24. In the event the committee fails to provide a report or recommendation within any set deadline established by the council, municipal council may proceed with a decision regarding a matter within the committee's mandate without awaiting the committee report or recommendation.

## TERMS OF REFERENCE

25. The Climate Change Action Plan Review Committee is established pursuant to Section 24 of the Municipal Government Act.
26. The committee shall exist as an advisory committee and may be reorganized or dissolved as municipal council deems appropriate.
27. The committee shall review, consider and make recommendations to Municipal Council through the Committee of the Whole regarding updates to the Annapolis County Climate Change Action Plan.
28. The committee shall be comprised of council and citizen members as follows:
  - (1) not more than three (3) council members and not more than three (3) citizen members.
  - (2) citizen members shall be persons who presently reside or own property in the County of Annapolis.
  - (3) A citizen member who ceases to reside in, or own property in, the County of Annapolis ceases to be qualified to serve as a citizen member of the Advisory

### Municipal Clerk's Annotation for Official Policy Book

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

Seven (7) Day Notice ..... **PENDING June 13, 2023**

Council Approval ..... **PENDING June 20, 2023**

**PENDING**

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

*At Annapolis Royal Nova Scotia*

**PENDING June 2023**

**Page 3 of 3**

County of Annapolis

Page 5 of 5

Staff Report – Approve 1.3.6.18 Climate Change Action Plan Review Committee Policy (7 day notice)



COUNTY of ANNAPOLIS  
NATURALLY INSPIRED

# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Chris McNeill, Chief Administrative Officer  
**Report Number:** **SR2023-50 Brooklyn Sewer and Water Connection Charges Repeal Bylaw 1<sup>st</sup> Reading**  
**Subject:** Repeal of Bylaw M13 - Brooklyn Sewer and Water Connection Charges

## REQUEST FOR RECOMMENDATION TO COUNCIL

Staff are requesting a recommendation from Committee of the Whole to Council to give First Reading to a Bylaw to Repeal Bylaw M13 Respecting Brooklyn Sewer and Water Connection Charges.

## LEGISLATIVE AUTHORITY

Section 47 of the *Municipal Government Act* states that the council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

The exact same process must be followed to repeal a bylaw as is required to approve a bylaw.

Section 168 of the *Municipal Government Act* provides that

- (1) A by-law shall be read twice.
- (2) At least fourteen days before a by-law is read for a second time, notice of the council's intent to consider the by-law shall be published in a newspaper circulating in the municipality.
- (3) The notice shall state the object of the by-law, the date and time of the meeting at which the council proposes to consider it and the place where the proposed by-law may be inspected.
- (4) The council may require further advertising, including advertising by radio or television.

169 of the *Municipal Government Act* provides that

- (1) A by-law has the force of law upon publication.
- (2) A by-law is published when
  - (a) it is passed by the council in the manner provided in this Act;
  - and (c) a notice is published in a newspaper circulating in the municipality, stating the object of the by-law and the place where it may be read.

## **BACKGROUND**

Municipality of the County of Annapolis' Bylaw M13 - Brooklyn Sewer and Water Connections Charges Bylaw states that every owner of a building who wishes to connect to the water and/or sewer service in this area will pay the Municipality a connection charge of \$5,000.00 for each connection before receiving approval. Half of each connection fee is then remitted to the Town of Middleton.

At the May 16, 2023, Council meeting, Council requested that staff begin the process to repeal Bylaw M13.

## **DISCUSSION**

In order to repeal Bylaw M13, Council must initially give first reading to the bylaw at which time no discussion normally takes place other than procedural issues. After first reading, the bylaw is then advertised in a local newspaper circulating in the community at least 14 days before second reading. At the July 18, 2023 Council meeting, the bylaw would then be placed on the floor for second reading. After this takes place, debate can happen, amendments can be suggested, and then the bylaw can either be deferred, defeated, or approved.

If the bylaw is repealed, all properties connected to Annapolis' municipal water system will pay a connection fee of \$50, and those connecting to Annapolis' municipal sewer will pay a connection fee of \$75. Homes currently not connected to the Brooklyn Road sewer system but considered capable of being serviced will begin to be billed the 2023 sewer service charge for a single home of \$590.39 annually and for a vacant lot of \$196.80 annually.

Repealing this bylaw will standardize the connection fees across the County.

## **FINANCIAL IMPLICATIONS**

Should the Municipality repeal Bylaw M13, the Municipality would simply forego the opportunity to gain \$2500 for each future new water connection and \$2500 for each new sewer connection. The cost to repeal the bylaw is estimated at \$600 without any legal fees.

## **POLICY IMPLICATIONS**

Council may wish to consider the fairness of having different water and sewer connection fees for some parts of the Municipality versus others.

## **ALTERNATIVES / OPTIONS**

Council can request that Bylaw M13 Brooklyn Sewer and Water Connection Charges Bylaw be repealed.

Council can decide to make no changes to Bylaw M13 Brooklyn Sewer and Water Connection Charges Bylaw, and continue to collect these fees to place in its reserves to help pay for future infrastructure developments.

Council can choose to amend Bylaw M13 to reduce or increase the required sewer and / or water connection fees by the same amount or in differing amounts.



**NEXT STEPS**

If Council wishes to repeal Bylaw M13, then the follow recommendation from Committee of the Whole is required:

**THAT Municipal Council give first reading to a Bylaw to Repeal Bylaw M13 Respecting Brooklyn Sewer and Water Connection Charges.**

**ATTACHMENTS**

Appendix 1 - M13 Brooklyn Sewer and Water Connection Charges Bylaw



**Prepared by:**

Chris McNeill, Chief Administrative Officer

## Bylaw M14

### A BYLAW TO REPEAL A BYLAW RESPECTING BROOKLYN SEWER AND WATER CONNECTION CHARGES

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

1. Bylaw M13, a Bylaw Respecting Brooklyn Sewer and Water Connection Charges, adopted by Council of the Municipality of the County of Annapolis on the 16th day of November, 2010, and thereafter published as being in effect on December 9, 2010, is hereby repealed.

**THIS IS TO CERTIFY** that Bylaw M14, A Bylaw to Repeal a Bylaw Respecting Brooklyn Sewer and Water Connection Charges, was duly approved by Council of the Municipality of the County of Annapolis on the 18th day of July, 2023.

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Municipal Clerk

First Reading: June 20, 2023

Notice of Intent: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Notice of Passing: \_\_\_\_\_

Filed with Minister of Municipal Affairs and Housing: \_\_\_\_\_





## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Doug Patterson, Contracts and Procurement Coordinator  
**Report Number:** **SR2023-51 Cost-Sharing Agreement for Paving of J-Class Roads**  
**Subject:** Cost Sharing Agreement for Paving of J-Class Roads between the Province of Nova Scotia and the Municipality of the County of Annapolis

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### **RECOMMENDATION(S):**

That the Warden and the Clerk be authorized to sign Cost Share Agreement No. 2023-001 for the paving of subdivision (J-Class) streets.

### **LEGISLATIVE AUTHORITY**

MGA Section 308. Streets Vested in Municipality.

### **BACKGROUND**

The Province offers a cost-sharing agreement with Municipalities for the paving/repaving of J-Class streets.

Our contract with the Province for paving cost-sharing on J-Class streets will expire in March 2024.

The new agreement, provided by the Province, must be signed by July 31st, 2023, and will be in effect for three years.

### **DISCUSSION**

The agreement allows the Municipality to enter into a cost-sharing arrangement with the Province where the Municipality will pay 50% of the paving cost on agreed-upon J-class roads plus applicable taxes. As a result, the Municipality may have additional expenses for additional work required to ready the road.

The Municipality must request its list of roads to be paved annually by October 31<sup>st</sup> for all roads to be paved in the following fiscal year. The work is then subject to provincial approval. Finally, the Province will contract the work.

### **FINANCIAL IMPLICATIONS**

Signing the agreement enables the Municipality to participate in the program. No costs will be incurred until a request to pave roads is initiated.

Future use of the agreement will be reflected in the Municipality's annual budgets and will be approved by council.

**POLICY IMPLICATIONS**

N/A

**ALTERNATIVES / OPTIONS**

N/A

**NEXT STEPS**

The Warden and the Clerk will sign the agreement.

**ATTACHMENTS**

Copy of the Nova Scotia Public Works Cost Sharing Agreement NO. 2023-001

**Prepared by:**

Doug Patterson, Contracts and Procurement Coordinator

**Reviewed by:**

Angela Anderson, Manager of Finance

**Approved by:**



Chris McNeill,  
Chief Administrative Officer

**Approval Date:**

June 5/23



## Public Works

### COST SHARING AGREEMENT NO. 2023-001

**THIS COST SHARING AGREEMENT ON THE PAVING OF SUBDIVISION (J-CLASS) STREETS** (this "Agreement") is effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023 (the "Effective Date").

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#### BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF NOVA SCOTIA**, as represented by the Minister of Public Works (the "Province")

-and-

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**, a municipal corporation incorporated pursuant to the *Municipal Government Act*, S.N.S. 1998, c. 18 (the "Municipality")

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## BACKGROUND:

1. Section 308 of the *Municipal Government Act*, S.N.S. 1998, c. 18 (the "Act"), provides that all streets in a municipality are vested absolutely in the municipality. Section 307 of the Act provides that this does not include streets that are vested in His Majesty in Right of the Province.
2. The parties agree that it is in the best interests of the public to cooperate with each other on the construction, improvement, alteration, repair, cleaning and clearing of Village and Subdivision Streets (as hereinafter defined).
3. By Order in Council dated May 12, 1988, the Province's Executive Council approved a paving and cost-sharing program for these Village and Subdivision Streets.
4. The *1996 Provincial-Municipal Service Exchange Agreement* (the "**Service Exchange Agreement**") specifies that cost-sharing on Village and Subdivision Streets is to be apportioned between the Province and the participating municipalities on a uniform 50-50% basis.
5. This Agreement outlines the parties' joint understandings, commitments, and terms and conditions associated with the paving and cost-sharing of Village and Subdivision Streets, all in accordance with the Service Exchange Agreement, the *Public Highways Act*, R.S.N.S. 1989, c. 371 and the *Municipal Government Act*, S.N.S. 1998, c. 18.

## AGREEMENT:

In consideration of the mutual covenants and agreements in this Agreement, the receipt and sufficiency of which are acknowledged by the parties, and subject to the terms and conditions of this Agreement, the parties, intending to be bound, agree as follows:

1. **Definitions.** In this Agreement, unless something in the subject matter or context is inconsistent therewith, the following terms have the meanings set forth below:
  - (a) "Additional Work" has the meaning given to it under Section 5 (*Additional Works*).
  - (b) "Agreement" means this Agreement.
  - (c) "Business Day" means any day other than a Saturday, Sunday or a holiday as defined in the *Interpretation Act*, R.S.N.S. 1989, c. 235.
  - (d) "Confidential Information" has the meaning given to it in Section 15 (*Confidentiality*).
  - (e) "Cost Estimate" has the meaning given to it in Subsection 3.3.
  - (f) "Fiscal Year" means the 12-month period beginning on April 1 and ending on March 31.
  - (g) "Force Majeure Event" has the meaning given to it in Section 16 (*Force Majeure*).
  - (h) "Notice of Acceptance" has the meaning given to it in Subsection 3.4.
  - (i) "Paving" means: (i) the work of grading, gravelling, culvert repair and required upgrading of Village and Subdivision Streets to meet industry-standard specifications; (ii) paving, repaving, or double chip sealing of Village and Subdivision Streets; and (iii) pre-engineering, design, on-site engineering supervision and inspection, and incidental services that are required from the edge of the roadway to the limit of the right of way. For greater certainty, "Paving" does not include feasibility studies, construction, reconstruction, relocation, repairs, or adjustments of sidewalks, water lines, fire hydrants, sanitary sewers, sanitary sewer manholes, catch basins, water valves, utility poles, street lighting or similar work on infrastructure that accompanies a Village and Subdivision Street.
  - (j) "Village and Subdivision Street(s)" means streets located in the Municipality that are: (i) constructed prior to April 1, 1995; and (ii) under the administration and control of the Province.
2. **Term of Agreement.** This Agreement shall be effective from the Effective Date to the earlier of: (i) the date on which the Service Exchange Agreement expires or is terminated; or (ii) March 31, 2027. This Agreement applies to Fiscal Years 2024-25, 2025-26 and 2026-27.
3. **Designation and Acceptance of Streets.**
  - 3.1 In order to have the Paving of one or more Village and Subdivision Streets cost-shared under this Agreement for a Fiscal Year, the Municipality must first provide the Province with advance notice of its intention to participate in the Province's Paving program. This notice must be provided to the Province on or before October 31 of each year (commencing in the year prior to the first Fiscal Year to which this Agreement applies).

- 3.2 If the Municipality provides notice to the Province in accordance with Subsection 3.1, then the Municipality shall, at the same time, submit a list of the Village and Subdivision Streets it proposes be considered by the Province for Paving (the "**Road Submission List**").
- 3.3 After receiving the Road Submission List, the Province shall review the Road Submission List and notify the Municipality of: (i) the Village and Subdivision Streets that the Province accepts for Paving; and (ii) the anticipated costs for such Paving (the "**Cost Estimate**").
- 3.4 After receiving the Cost Estimate (but in no event later than twenty 20 Business Days from the date of its receipt), the Municipality shall notify the Province whether it accepts the Province's list of approved Village and Subdivision Streets and the related Cost Estimate for Paving such streets (the "**Notice of Acceptance**").
- 3.5 If the Municipality does not provide a notice to the Province under Subsection 3.1 or a Notice of Acceptance under Subsection 3.4 by the specified times, the Municipality will be deemed to have elected not to participate in the Province's paving and cost-sharing program for the Fiscal Year in question.
- 3.6 After receipt of the Municipality's Notice of Acceptance, the Province shall perform the Paving and any Additional Work that may be required for the identified Village and Subdivision Streets. As between the parties, the Province shall be responsible for all construction oversight and management of work required for Paving and any Additional Works.
4. **Payment of Construction Costs.** The Municipality shall pay: (i) fifty percent (50%) of the costs related to Paving performed by the Province, plus applicable taxes; and (ii) one hundred percent (100%) of the costs related to any Additional Work performed by the Province, plus applicable taxes. These payments must be made within sixty (60) days of the Municipality's receipt of the Province's applicable invoice(s).
5. **Additional Works.** If the Paving of a Village and Subdivision Street requires that the Province adjust manholes, catch basins, or water valves, then the Province shall perform such adjustments as part of the subject street's Paving ("**Additional Work**"). Additional Work will be performed at the Municipality's full cost, in accordance with Section 4 (*Payment of Construction Costs*). The Municipality will be invoiced by the Province at the standard unit price for the required Additional Work, and the Municipality shall pay the Province promptly (and in no event later than sixty (60) days) after its receipt of any such invoice.
6. **Work May be Subcontracted.** The Province may conduct a competitive tendering process for the selection of one or more contractors capable of completing the Paving and any Additional Work contemplated by this Agreement, in accordance with the Province's *Procurement Policy*.
7. **Costs Over Estimate.** Where the Province conducts a tendering process pursuant to Section 6 (*Work May be Subcontracted*), then if the total approved tender price exceeds the Province's Cost Estimate by more than ten percent (10%), then the Province shall, before awarding a contract for Paving and any Additional Work, and subject to any confidentiality requirements outlined in its tender document and the proponent's bid submission, provide the Municipality with the details of

the successful bid, including all details pertaining to the proponent's pricing submission. The Municipality shall, within ten (10) Business Days of receipt of such bid details, provide the Province with written acknowledgment of its consent to the Province awarding the tender, which consent will not be unreasonably withheld. If the Municipality reasonably withholds its consent to the award of the tender, then the subject Paving or Additional Work will not proceed.

8. **Cost Overruns.** Subject to Section 7 (*Costs Over Estimate*), the Municipality shall pay for any cost overruns associated with the Paving of the Village and Subdivision Streets or any Additional Work. Cost overruns (if any) will be reflected on the Province's invoice(s) to the Municipality.
9. **Appropriation of Future Funds.** Notwithstanding anything else contained in this Agreement, in the event this Agreement extends into a Fiscal Year subsequent to its execution, continuation of this Agreement is conditional upon an appropriation of sufficient monies under the *Finance Act* (Nova Scotia) to enable the Province to make the payments committed to the Municipality. In the event that sufficient monies are not available as a result of: (i) non-appropriation for the Fiscal Year in which payment becomes due; and (ii) the payment being neither charged nor chargeable to an appropriation for a previous Fiscal Year, the Province may terminate this Agreement, without any further liability, cost or penalty whatsoever, upon giving thirty (30) days' notice to the Municipality. Termination will become effective on the date of the beginning of the first Fiscal Year for which funds have not been appropriated.
10. **Permits and Approvals.** The Municipality shall obtain all material permits, approvals, authorizations and consents that may be required in order for the Province to perform its duties and obligations under this Agreement. The Municipality acknowledges and agrees that the Province shall not be obligated to perform any Paving or any other duty until such permits, approvals, authorizations and consents are obtained. For greater certainty, this includes any leases to or licences over land that may be required to perform Paving of the Village and Subdivision Streets.
11. **Indemnification by the Municipality.** The Municipality agrees to indemnify and save harmless the Province and its officers, employees and agents from all liabilities, fines, suits, claims, demands and actions, of any kind and nature for which the Province or its officers, employees or agents shall or may become liable or suffer by reason of any breach, violation or non-performance by the Municipality of any covenant, term or provision hereof or by reason of any death or injury of any person or any damage or destruction of any property resulting from any act, neglect or default on the part of the Municipality or any of its servants, employees, agents, invitees or licensees whatsoever.
12. **Release from Liability.** The Municipality hereby releases the Province from any claim that may arise from construction delays or cost overruns in relation to the Paving of Village and Subdivision Streets.
13. **Disclaimer of Consequential or Indirect Damages.** Neither party will be liable to the other for any special, incidental, punitive, indirect or consequential damages arising out of or in connection with this Agreement, including lost revenue or lost profits, even if foreseeable or if a party has been advised of the possibility of such damages, and regardless of the basis on which a party is entitled to claim (including fundamental breach, negligence, misrepresentation, or other contract



or tort claim).

14. **Construction Warranty.** The Province shall obtain a contractual warranty under its contract with the contractor(s) for the Work. This warranty will be in accordance with the requirements under the *Standard Specification – Highway Construction and Maintenance*. The Province makes no other warranties whatsoever with respect to the Work, express or implied, including warranties of merchantability and warranties of fitness. The Municipality acknowledges that all such warranties are disclaimed by the Province.
15. **Confidentiality.** The Municipality acknowledges and agrees that all Confidential Information will be received in the strictest confidence and will be held and used only in accordance with and subject to the terms of this Agreement. The Municipality shall retain such information in confidence and shall treat such information with a degree of care no less than the degree of care that the Municipality employs for the protection of its own information of a similar nature. "Confidential Information" means any and all information identified as confidential or marked as confidential information by the Province or is clearly recognizable as confidential information to a prudent person with no special knowledge of the Province's business, that has or will come into the possession or knowledge of the Municipality, or to which the Municipality has access in connection with or as a result of this Agreement. "Confidential Information" does not include information that is: (a) publicly available when it is received by or becomes known to the Municipality; (b) is already known to the Municipality at the time of its disclosure to the Municipality and is not known by the Municipality to be the subject of an obligation of confidence of any kind; (c) independently developed or obtained by the Municipality; or (d) received by the Municipality in good faith without an obligation of confidence of any kind from a third party who the Municipality had reason to believe was lawfully in possession of such information free of any obligation of confidence of any kind.
16. **Force Majeure.** No party is responsible for a failure to fulfil its obligations under this Agreement or for delay in doing so if such failure or delay is due to a Force Majeure Event. If either party is prevented from or delayed in performing any of its obligations under this Agreement because of a Force Majeure Event, then the party claiming the Force Majeure Event shall promptly notify the other party which outlines the particulars of the Force Majeure Event including details of the nature of the event, its expected duration and the obligations under this Agreement that will be affected by the Force Majeure Event. A "Force Majeure Event" means the occurrence of one or more of the following events or any other event that is beyond the reasonable control of a party, and that interferes with, delays or prevents performance of the obligations of a party under the Agreement, provided that the nonperforming party is without fault in causing or failing to prevent such occurrence: (a) catastrophic weather conditions or other elements of nature or acts of God; (b) acts of war (declared or undeclared), acts of terrorism, insurrection, riots, civil disorders, rebellion or sabotage; and (c) other events which the parties expressly agree in writing as constituting a "Force Majeure Event".
17. **Interpretation.** In this Agreement, unless something in the subject matter or context is inconsistent therewith, words importing the singular number include the plural and *vice versa*; words importing a gender include the masculine, feminine and neutral genders; and words importing persons include individuals, partnerships, companies, associations, trusts, government



agencies and any other form of organization or entity whatsoever.

18. **Governing Laws.** This Agreement will be governed by and construed in accordance with the laws of the Province of Nova Scotia.
19. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto with regard to the subject matter hereof and supersedes all prior agreements, understandings, representations or warranties, negotiations and discussions, whether oral or written, among the parties hereto with respect thereto, entered into prior to the date hereof, which are hereby terminated.
20. **Amendments.** No amendment of this Agreement will be binding unless in writing and signed by all the parties hereto.
21. **Waiver.** No waiver by any party hereto of any breach of any of the provisions of this Agreement will take effect or be binding upon such party unless in writing and signed by such party. Unless otherwise provided therein, such waiver will not limit or affect the rights of such party with respect to any other breach.
22. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, such provision will be deemed to be severed from this Agreement and the remaining provisions will nevertheless remain in full force and effect.
23. **Further Assurances.** The parties agree to execute and deliver all such further documents and instruments and do, or cause to be done, all such acts and things as either party may reasonably consider necessary to evidence the intent and meaning of this Agreement.
24. **Counterparts; Electronic Execution.** This Agreement may be executed in several counterparts, each of which will be an original and all of which will constitute one and the same instrument. The parties agree that signatures transmitted, received and reproduced via electronic transmission, email or electronic signatures will be treated for all purposes of this Agreement as original signatures and will be deemed valid, binding and enforceable by and against all parties.
25. **Notices.** All notices, demands or other communications to be given in connection with this Agreement will be in writing and will be given by personal delivery, registered mail or by electronic means of communication addressed to the recipient as follows:
  - (a) to the Municipality at  
Mr. Chris McNeill  
Chief Administrative Officer  
Municipality of the County of Annapolis  
P.O. Box 100  
Annapolis Royal, NS B0S 1A0  
Tel (902) 532-3130  
Email: [cmcneill@annapoliscounty.ca](mailto:cmcneill@annapoliscounty.ca)

- (b) to the Province at  
Laura Cunningham  
Capital Program Administration Officer  
Johnston Building, 1672 Granville St.  
P.O. Box 186  
Halifax, NS B3J 2N2  
Tel: (902) 424-0897  
Email: [laura.cunningham@novascotia.ca](mailto:laura.cunningham@novascotia.ca)
- (c) or, to such other address, individual or electronic communication number as may be designated by notice given by either party to the other in accordance herewith. Any demand, notice or other communication given by personal delivery will be conclusively deemed to be given on the day of actual delivery thereof and, if given by registered mail, on the fifth (5<sup>th</sup>) Business Day following the deposit thereof in the mail and if given by electronic communication, on the day of transmittal thereof if given during normal business hours of the recipient and on the Business Day during which such normal business hours next occur if not given during such hours on any day. If the party giving any demand, notice or other communication knows or ought reasonable to know of any difficulties with the postal system which might affect the delivery of mail, any such demand, notice or communication will not be mailed but will be given by personal delivery or by electronic communication.

*[signature page follows]*

**IN WITNESS WHEREOF** the Province has hereunto subscribed its hand and affixed its seal and the Municipality has set and affixed its corporate seal authenticated by the signatures of the Warden and the witness hereunto duly authorized.

**SIGNED, SEALED and DELIVERED** in  
the presence of:

**His Majesty the King in Right of the  
Province of Nova Scotia, as represented  
by the Minister of Public Works.**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Kim Masland, Minister of Public Works

\_\_\_\_\_  
Date (Day-Month-Year)

Municipality of the County of Annapolis

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Clerk

[  
Province Seal  
]

[  
Municipal Seal  
]



# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Amy Barr, Contracts and Procurement Coordinator  
**Report Number:** SR2023-52 Provincial Capital Assistance Program Applications (PCAP)  
**Subject:** Provincial Capital Assistance Program- Resolutions of Support

## RECOMMENDATION(S):

That Municipal Council support the submission of an application to the Provincial Capital Assistance Program in the amount of \$205,000 for the detailed design phase regarding the Bear River Water System Project.

That Municipal Council support the submission of an application to the Provincial Capital Assistance Program in the amount of \$28,500 for the detailed design phase regarding the Granville Ferry Water Storage Project.

## LEGISLATIVE AUTHORITY

*Municipal Government Act s. 65(A)*

## BACKGROUND

### Bear River Water System Project:

The need for a sustainable and effective solution to provide potable water to the community of Bear River is a long-standing critical issue for the area. Staff continue to make progress with this project and following a feasibility study completed in May 2023, intend to have a detailed design of the water system completed.

### Granville Ferry Water Storage Project:

The water tower storage tank in Granville Ferry has experienced significant challenges in recent years. This is a critical piece of infrastructure that is vital for the community. Staff intend to have a detailed design for the renewal of the storage tank completed which they expect will provide a long term solution to the ongoing potential health, safety, and capacity issues.

## DISCUSSION

On May 9, 2023 the Province issued notice of available funding opportunities for Municipalities. Of those, the Provincial Capital Assistance Program (PCAP) provides an opportunity to obtain funding for projects relating to a critical need for municipal infrastructure.

- PCAP provides up to 50% of eligible project costs.
- Projects must be ready to proceed with the required information to complete an application.
- Eligible costs include not only construction but engineering and design fees.
- Funding supports projects that focus on:
  - long term sustainability;
  - address immediate health and/or safety issues;
  - and will have a significant impact on the community.

As part of the application it is required that staff include a Council Resolution supporting the submission of the project, therefore support for each project application must be provided through separate resolutions.

**FINANCIAL IMPLICATIONS**

Council previously allocated funding from the Capital Budget to support the design phase of these projects, therefore there are no additional financial implications at this time.

If approved, the funding would reduce the total expense of the design phase by 50%. The total estimated cost for the design phases included in the Capital Budget are as follows:

Bear River Water System Project: \$205,000

Granville Ferry Water Storage Project: \$28,500

**POLICY IMPLICATIONS**

N/A

**ALTERNATIVES / OPTIONS**

- Do not apply for the Provincial Capital Assistance Program 2023 for either project.
- Apply for only one project under the Provincial Capital Assistance Program 2023.

**NEXT STEPS**

If approved, staff will submit the resolution as part of the application package.

**ATTACHMENTS**

N/A

**Prepared by:**

Amy Barr, Contracts and Procurement Coordinator

**Reviewed by:**

Jim Young, P.Eng, Director of Municipal Operations

**Approved by:**

  
Chris McNeill, Chief Administrative Officer

**Approval Date:**

JUNE 5/23  
(Date)



# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Nancy Comeau, Assistant Manager of Finance  
**Report Number:** SR2023-53 2023 Bridgetown Regional Consolidated School (BRCS) Trust Award Payouts  
**Subject:** 2023 BRCS School Trust Award Payouts

## RECOMMENDATION(S):

That Municipal Council authorize payment from the Bridgetown School Trust to the Bridgetown Regional Community School in the amount of \$5,365.

That Municipal Council authorize payment up to \$2,800 for scholarships/awards recipients upon attendance of post-secondary education.

## LEGISLATIVE AUTHORITY

Section 65A(1)(c) of the *Municipal Government Act*

## BACKGROUND

The Bridgetown School Commission entrusted school trust funds to the former Town of Bridgetown. This trust was inherited by the County upon dissolution and the distribution of funds remains the responsibility of the County, per the original trust agreement.

The institution submits requests for various awards and scholarships for the graduating class annually. Staff verify compliance with the trust and request authorization from Council for disbursement.

Fiscal Year	Awards	Bursaries	Total
2019/20	\$4,791	\$2,800	\$7,591
2020/21	\$5,015	\$2,800	\$7,815
2021/22	\$5,415	\$2,800	\$8,215

## DISCUSSION

The 2023 requests are attached to this report and detail the scholarships and awards to be disbursed and total \$8,165.

The first part of the recommendation represents disbursements on graduation night and can be found in the top part of the table in the attachment. The second request is for scholarships and awards for students attending post-secondary institutions and is payable upon request.

If the student does not attend post-secondary in the year following graduation, the Municipality holds the funds in trust for that student for the subsequent year. If the student does not attend post-secondary the second year following graduation the funds are then released back to the trust.



### **FINANCIAL IMPLICATIONS**

There is no impact to the existing operational or capital budgets as trust funds are treated separately and not included in the consolidated financial statements for the Municipality. The trust funds are invested in shares and guaranteed investment certificates (GIC) and the disbursements are funded through the investment income received. The total investment income received for the 2022/23 fiscal year was \$11,931.

A Scholarship/Award will be carried over for one year if the student does not attend school immediately following graduation. If after the second year they have not entered secondary education, the funds go back into the investments.

### **POLICY IMPLICATIONS**

There are no related policies as this is governed by the establishment of the Trust fund.

### **ATTACHMENTS**

2023 Distribution of School Trust Funds

#### **Prepared by:**

Nancy Comeau, Assistant Manager of Finance

#### **Reviewed by:**

Angela Anderson, CPA, Manager of Finance/Treasurer

#### **Approved by:**



Chris McNeill  
Chief Administrative Officer

#### **Approval Date:**

JUNE 5/23

## 2023 Distribution of School Trust Funds

Award / Scholarship	#	Amount	Total Paid
BRHS Award* (Art 12)	1	\$100	\$100
BRHS Award* (Biology 12)	1	\$100	\$100
BRHS Award* (Calculus 12)	1	\$100	\$100
BRHS Award* (Co-Op 12)	1	\$100	\$100
BRHS Award* (English 12)	1	\$100	\$100
BRHS Award* (English Communications 12)	1	\$100	\$100
BRHS Award* (Film & Video Production 12)	1	\$100	\$100
BRHS Award* (Food Science 12)	1	\$100	\$100
BRHS Award* (Geo Planetaire 12)	1	\$100	\$100
BRHS Award* (Global Geography 12)	1	\$100	\$100
BRHS Award* (Global History 12)	1	\$100	\$100
BRHS Award* (Math 12)	1	\$100	\$100
BRHS Award* (Math at Work 12)	1	\$100	\$100
BRHS Award* (Math Essentials 12)	1	\$100	\$100
BRHS Award* (Multi-Media 12)	1	\$100	\$100
BRHS Award* (Music 12)	1	\$100	\$100
BRHS Award* (Physical Education 12)	1	\$100	\$100
BRHS Award* (Physics 12)	1	\$100	\$100
BRHS Award* (Pre-Calculus 12)	1	\$100	\$100
BRHS Award* (Psychology 12)	1	\$100	\$100
BRHS Award* (Sociology 12)	1	\$100	\$100
BRHS Award* (Visual Arts 12)	1	\$100	\$100
<i>BRHS Awards</i>			<i>\$2,100</i>
French Oral Prize	1	\$200	\$200
French Written Prize	1	\$200	\$200
BRHS Staff Prize	1	\$200	\$200
Fraser English Prize	1	\$200	\$200
Beeler English Prize	1	\$300	\$300
McIsaac Memorial Bursary	1	\$100	\$100
Highest Standing NUP	1	\$200	\$200
Lance Allen Prize (Grade 11)	1	\$75	\$75
JT Archibald Prize (Grade 11)	1	\$50	\$50
<i>Prize Awards paid to students by school</i>			<i>\$3,525</i>
Iris MacDonald Arts & Letter Scholarship (Grade 8-12)	1	\$920	\$920
<i>Awards to be paid out to students</i>			<i>\$4,445</i>
Iris MacDonald Arts & Letter - school			\$920
<b>Total School Payouts</b>			<b>\$5,365</b>
Max Young Scholarship	3	\$200	\$600
Mary Willett Scholarship	2	\$250	\$500
Minnie Bent Scholarship	3	\$400	\$1,200
RJ Messenger Award	1	\$500	\$500
<b>Scholarships</b>			<b>\$2,800</b>
<b>2023 School Trust Funds to be Disbursed</b>			<b>\$8,165</b>





COUNTY of ANNAPOLIS  
ANNE ARUNDEL COUNTY

## STAFF REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Doug Patterson, Contracts and Procurement Coordinator  
**Report Number:** SR2023-054 Town of Middleton Source Water Protection Advisory Committee Request for Membership  
**Subject:** Town of Middleton Source Water Protection Advisory Committee

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### RECOMMENDATION(S):

That Municipal Council appoint Councillor Wendy Sheridan to be a member of the Town of Middleton Source Water Protection Advisory Committee effective immediately per the terms and conditions stated on the Town of Middleton Committee Terms of Reference and add this to the list of required appointments reviewed by the Nominating Committee.

### LEGISLATIVE AUTHORITY

MGA

### BACKGROUND

The Town of Middleton has a Source Water Protection Advisory Committee. The Committee's terms of Reference call for one committee member to be a "County Councillor."

### DISCUSSION

The request from the town for a councillor committee member was circulated to the Councillors from districts two, nine, and ten, which border the Town of Middleton. Councillor Sheridan of district nine confirmed her interest in accepting the committee role.

That Municipal Council appoint Councillor Wendy Sheridan as a Town of Middleton Source Water Protection Advisory Committee member.

The Terms of Reference section 7 Members' Rules, subsection 7.3 County Councillor states, "It is the responsibility of the Council to represent the interests served by the Town's Water Utility, the SWP areas landowners, and the County Council.

The Terms of reference do not set a start or end date for service by committee members.

**FINANCIAL IMPLICATIONS**

The Applicable County Councillor would be eligible for related travel expenses per AM 1.2.1 Remuneration for Warden, Deputy Warden and Councillors Policy and AM 1.8.4 Travel and Expense Policy.

**POLICY IMPLICATIONS**

N/A

**ALTERNATIVES / OPTIONS**

N/A

**NEXT STEPS**

N/A

**ATTACHMENTS**

1. Town of Middleton Source Water Protection Advisory Committee Terms of Reference.
2. Wellfield Protected Area
3. Wellfield Zone Map

**Prepared by:**

Doug Patterson, Contracts and Procurement Coordinator

**Reviewed by:**

Angela Anderson, Manager of Finance

**Approved by:**



Chris McNeill,  
Chief Administrative Officer

**Approval Date:**



**TOWN OF MIDDLETON  
CODE A – GENERAL ADMINISTRATION**

<b>Subject: Source Water Protection Advisory Committee Terms of Reference</b>	<b>Number: 3.10</b>
<b>Coverage: Council, Staff &amp; Public</b>	<b>Approved by: Council</b>
<b>Effective Date: January 21, 2019</b>	<b>Revision Date:</b>

**1. Objective**

The purpose of the Source Water Protection Advisory Committee is to provide a forum for the Landowners, the Town of Middleton and other Stakeholders to work cooperatively to maintain the water quality and quantity of the Town of Middleton's water supply. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

The Source Water Protection Advisory Committee is established in response to the need to develop a Source Water Protection Plan. The Committee will report to the Middleton Town Council and is recognized by the Town of Middleton, Municipality of the County of Annapolis and the Town of Middleton Water Utility.

**2. Definitions**

- 2.1 **Committee** means the Source Water Protection Advisory Committee.
- 2.2 **County** means the County of Annapolis.
- 2.3 **Protected Water Area** means an area surrounding a source of drinking water as a protected water area, designed under the Environment Act by the Minister of Environment. Regulations for a PWA can only be developed in the context of Section 106 of the Environment Act. Lily Lake is a Protected Water Area.
- 2.4 **SWP Areas** means the portion of the source water supply area that will be covered by the source water protection plan – this includes the wellfield and Lily Lake.
- 2.5 **Town** means the Town of Middleton.

**3. Membership**

- 3.1. The Committee will consist of:
- Three (3) Landowner representatives – two (2) residing in the Town, one (1) residing in the County, preferably owning land within the SWP areas;
  - Two (2) Councillors, Town and Town Water Utility;
  - One (1) Councillor, County;

Non-voting members:

- Chief Administrative Officer;
- Director of Public Works, Town;
- Planner, Town;
- Planner, County;
- Representative of NS Department of Environment;
- Other resources as needed, NS Lands and Forestry, NS Transportation, NS Agriculture, etc.

3.2 Applications for appointment to the Committee shall be invited by public advertisement.

3.3 The Chair and the Vice-Chair of the Committee are appointed annually by the membership at the meeting closest to January 1<sup>st</sup>.

#### **4. Qualifications**

4.1. Any member of the Committee is eligible for reappointment.

4.2. Any member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.

#### **5. Mandate**

The Committee has the following responsibilities:

- 5.1. Assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically.
- 5.2. Provide the Town, County and Utility with recommendations on matters concerning land-use issues, as well as water quality, levels and flows in the SWP areas.
- 5.3. Assist with revisions of the regulations for the Protected Water Area as required.
- 5.4. Review and make recommendations on activities affecting the SWP areas, as requested by the Town.
- 5.5. Provide and develop information and education about the SWP areas for local residents, landowners and users of the SWP areas.
- 5.6. Provide a forum to deal with issues and concerns in the SWP areas. The Committee will address problems and solutions on matters of concern, as they arise.
- 5.7. Advice on forest matters and other land use issues.

- 5.8. Develop Best Management Practices for activities in the SWP areas. These Best Management Practices will also be used to guide any approval processes for activities.
- 5.9. Liaise with government agencies and other resources not represented on the Committee on matters affecting the SWP areas, such as NS Agriculture, NS Lands and Forestry, NS Transportation, and the federal Department of Fisheries and Oceans.
- 5.10. To provide information on Committee activities to landowners in the SWP areas.

## **6. Rules of Engagement**

- 6.1. The Committee will endeavour to conduct business by consensus. The Chair may put the matter to a vote if they deem that a consensus is not achievable.
- 6.2. A quorum consists of a majority of members of the Committee.
- 6.3. The Committee will meet as necessary, but no less than three (3) times a year.

## **7. Members' Roles**

### **7.1. Landowners**

The landowners are responsible for having representation on the SWP Advisory Committee. They are in a unique position of knowing the SWP areas and their land, in addition to their own and their neighbours' land use practices. The landowners are encouraged to express their concerns and interests; advise and provide information to the Committee on land use management and source water protection; communicate with other landowners on Committee activities and report any problems that they may encounter with the SWP areas.

### **7.2. Town Councillors**

It is the responsibility of the Councillors to represent the interests of the citizens served by the Town's Water Utility and the Town Council. The Councillors will also represent the Town's interests as a landowner in the SWP areas.

### **7.3. County Councillor**

It is the responsibility of the Council to represent the interests of the citizens served by the Town's Water Utility, the SWP areas landowners, and the County Council.

### **7.4. Town Staff**

Town staff will report to the Committee on activities undertaken by the Town and the County and any approvals in the SWP areas. Staff will work with the Committee providing information and advising on topics relating to source water protection, watershed management, land use and the operation of the Town's Water Utility. Staff will also bring forth concerns relating to water quality and management.

**7.5. Department of Environment**

The NS Environment representative will work with the Committee providing information and advising on topics related to source water protection, watershed management, the Environment Act and Protected Water Area Regulations.

**8. Certification**

I, Jennifer Boyd, Town Clerk of the Town of Middleton, do hereby certify that the policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 21<sup>st</sup> day of January 2019.

GIVEN under the hand of the Town Clerk and the corporate seal of the Town of Middleton this 31<sup>st</sup> day of January 2019.

  
Jennifer Boyd  
Town Clerk



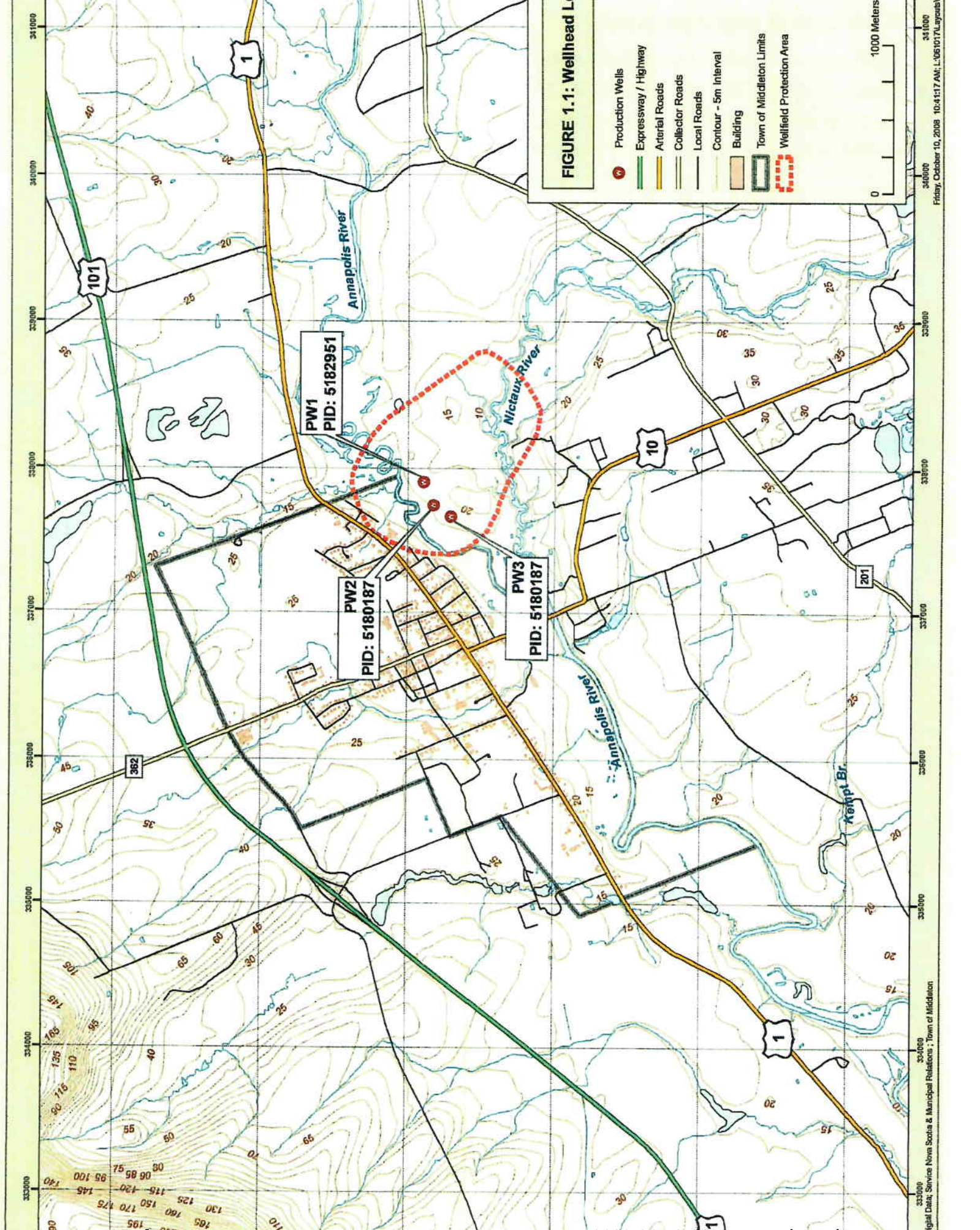


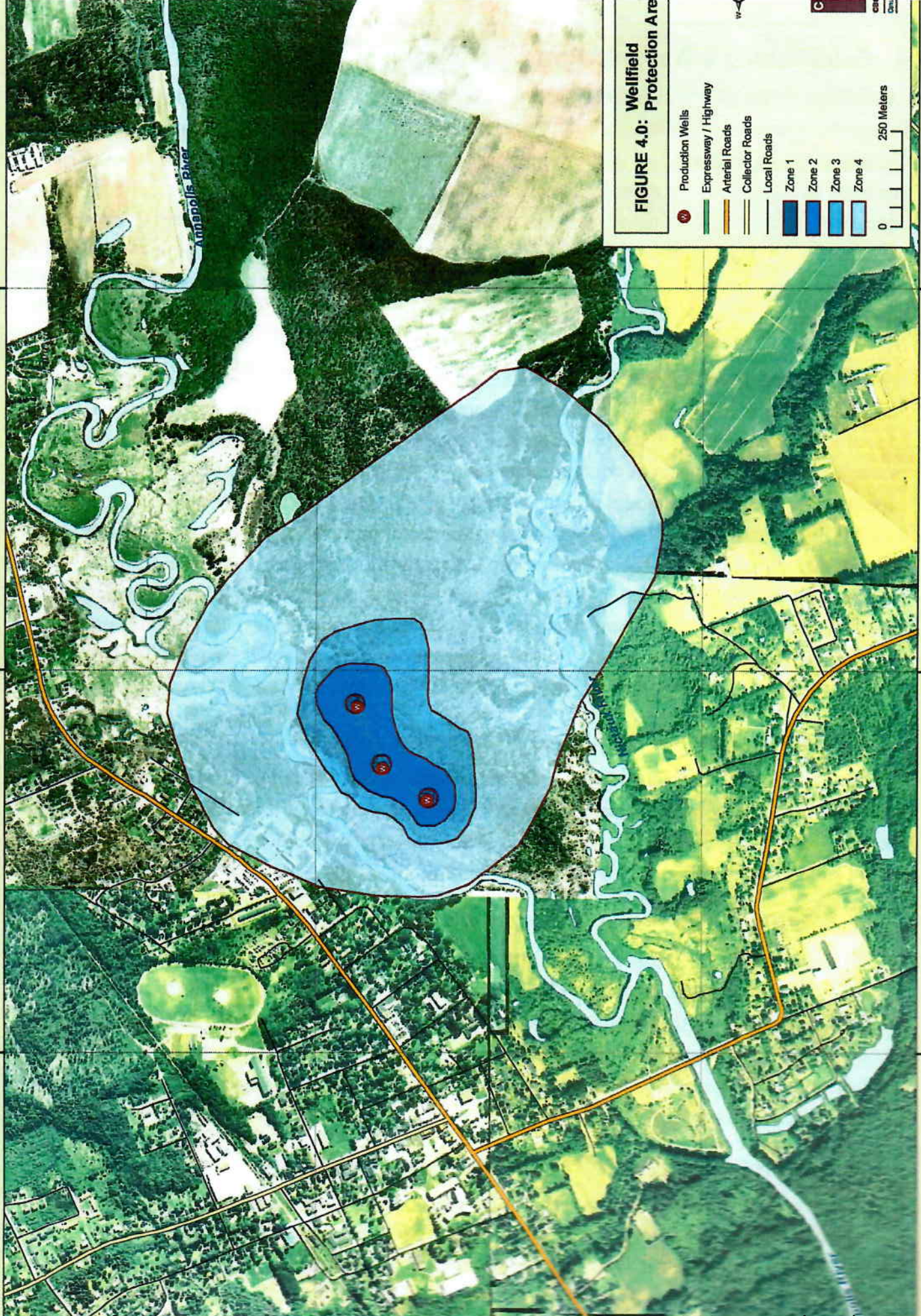
FIGURE 1.1: Wellhead L1



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**FIGURE 4.0: Wellfield Protection Area**

- Production Wells
  - Expressway / Highway
  - Arterial Roads
  - Collector Roads
  - Local Roads
  - Zone 1
  - Zone 2
  - Zone 3
  - Zone 4
- 0 250 Meters

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# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Cheryl Mason, Administrator under Dangerous and Unsightly Premises  
**Report Number:** SR2023-55 Call Tender to Demolish Dangerous Structure Port George  
**Subject:** Tender to Demolish Dangerous Structure – Port George

## RECOMMENDATION(S):

That Municipal Council authorize the Administrator under Dangerous and Unsightly Premises to call a tender to demolish the dilapidated outbuilding, remove the demolition debris and level the land to make it safe at civic 12285 Shore Road East, Port George, PID 05039268 AAN 04913892.

## LEGISLATIVE AUTHORITY

Municipal Government Act, Chapter 18, PART XV, Section 346  
County of Annapolis Dangerous and Unsightly Premises Policy AM-1.4.15

## BACKGROUND

The property is located at 12285 Shore Road East, Port George, Annapolis County, Property Identification Number 05039268 / Assessment Account Number 04913892. The County of Annapolis received a complaint regarding the dangerous condition of the structure on April 7, 2022 and the Administrator under Dangerous and Unsightly Premises requested a Bylaw Enforcement Officer to visit the property to inspect and provide pictures of the structure regarding the concerns of the community as the building is next to a neighbouring building and fence and borders on the shore of the Bay of Fundy where residents and tourists frequently walk. The inspection confirmed the structure was dangerous in the current condition and the structure accessible to anyone on or about the property as the windows in the front were broken out and the back wall and roof were deteriorated to the point of being unsafe as defined in the *Municipal Government Act Section 3(r)*.

The first 30 day Order was sent April 14, 2022 and a second 30 day Order was hand-delivered on June 10, 2022. Since that time, many calls and visits have been made to the property with the owner present or been contacted by phone who had advised they were working on the building and requested more time. The Administrator visited the property on August 23, 2022 and spoke with the owner again advising that they needed to make application for the demolition which would move the process along. A demolition application was provided to the owner but to date the building department has not received a completed form. A Building Official had also visited the property and felt that the current condition of the structure was unsafe.

Several visits and conversations had afforded the property owner time to start the process and they had even been given time over the winter to make arrangements once spring had arrived for the demolition, as roads were closed for trucks to transport demolition debris to a construction and demolition facility.

On April 3, 2023 an Order to Proceed with Demolition had been hand-delivered to the owner of the building encouraging him to make application for the demolition and that if not the County of Annapolis would proceed with the demolition.

On May 19, 2023, the Administrator inspected the property and took pictures confirming the continued deterioration of the structure and there has been no apparent work done to make this structure safe by the owner therefore the only next step is to request approval to call a tender to have the structure demolished, the debris removed from the property and land levelled to make it safe.

### **DISCUSSION**

Attached is a chronology of the complaint investigation taken place since the complaint was received.

### **FINANCIAL IMPLICATIONS**

Any costs associated with the calling of the tender and payment for the work is invoiced directly to the property owner and due and payable within 30 days. Should the invoice not get paid, a lien is placed on the property and collectable as taxes which could potentially result in the property going on the tax sale list.

### **POLICY IMPLICATIONS**

No legal action can be taken against the Municipality of the County of Annapolis as per the *Municipal Government Act* PART XV 353.

### **ALTERNATIVES / OPTIONS**

Options:

- 1 – Extend the time for the property owner to make necessary arrangements to demolish the building himself and remove the debris, or
- 2 – Proceed with the Tender process to demolish the dilapidated outbuilding, remove the demolition debris and level the land to make it safe.

### **NEXT STEPS**

A tender by invitation is to be called by contacting contractors who have requested to be on our list to provide this service and have met the necessary requirements.

The property owner will be advised of the proceeding of this request to the Committee of the Whole meeting to be held on June 13, 2023 and as per 7.2 of the Dangerous and Unsightly Premises Policy - *An order made by the Administrator may be appealed to the Committee of the Whole if such appeal is registered within seven (7) days after the order is delivered.*

**ATTACHMENTS**

- 1 (a) & (b) Chronology of Complaint and Process
- 2 (a) & (b) Pictures taken on April 7, 2022 and then May 19, 2023

**Reviewed by:**

Angela Anderson, Manager of Finance

**Approved by:**

  
\_\_\_\_\_  
Chris McNeill, Chief Administrative Officer

**Approval Date:**

  
\_\_\_\_\_  
JUNE 5/23

**Attachment 1(a) to Staff Report - Tender to Demolish Dangerous Structure – Port George**  
**Committee of the Whole, June 13, 2023**

FILE CHRONOLOGY (NOTE: THIS PROPERTY HAS RECEIVED MANY COMPLAINTS REGARDING THE UNSIGHTLY CONDITION OF THE PROPERTY OVER LAST FEW YEARS BUT THE MOST RECENT FILE DETERMINED THE BUILDING WAS NOW UNSAFE.)

Timeline of this file:

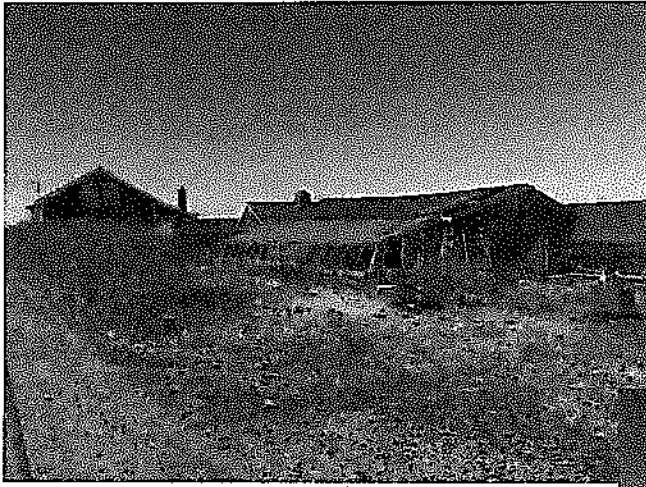
April 7, 2022	Complaint received barn roof coming off – structure missing boards plus the property is in need of maintenance.
April 7, 2022	Z. Cromwell, Bylaw Enforcement Officer, inspected the property and provided pictures.
April 14, 2022	Administrator, C. Mason, sent 30 day Order to contact the office regarding the unsafe outbuilding and unmaintained property – diary May 14, 2022.
June 7, 2022	Administrator under Dangerous and Unsightly Premises, C. Mason, had not received a response from the owner and requested the Bylaw Enforcement Officer to visit the property to provide updated pictures. There was no evidence of any work having taken place.
June 10, 2022	Administrator, C. Mason, sent 2 <sup>nd</sup> 30 day Order to contact the Administrator and make arrangements for the building to receive maintenance or demolish - diary July 10, 2022.
June 20, 2022	Property owner called to advise he was working on shoring up building but intended to tear the front portion of the building off to keep the remainder of the building with necessary maintenance to be done. Requested time to work – diary August 20, 2022.
August 23, 2022	Administrator visited property and spoke with property owner advising that he needed to make application for the work to be done on the building; demolition if necessary.
August 24, 2022	Administrator was visited by E. Schurman-Kolb, Fire/Building Official who had also visited the property and provided pictures she took confirming that the inside and back of the building was unsafe.
August 26, 2022	Administrator sent a letter regarding the deterioration of the structure and provided a copy of a demolition application to be completed and contact for the Building Official.
September 9, 2022	MLA Carmen Kerr's office called on behalf of family looking for any funding assistance that may be available from the County of Annapolis to assist the property owner. C. Mason advised there were no funds for individuals. It was suggested the daughter contact the Administrator to discuss further. NOTE: Never received a call.
October 21, 2022	Administrator and Bylaw Enforcement Officer, Z. Cromwell, visited property and spoke with property owner. The property owner advised that the demolition was schedule to start October 22, 2022 – diary November 21, 2022 to return for visit.
November 2, 2022	Z. Cromwell, Bylaw Enforcement Officer, visited the property to see progress. There was none. There had also not been an application for demolition applied for with the Building Department.
November 18, 2022	Z. Cromwell, Bylaw Enforcement Officer, visited the property as it was close to the diary date however there was still no change.
November 22, 2022	Administrator wrote final 14 Day Order to contact the office to discuss application for demolition or Administrator to proceed with tender process. Diary December 13, 2022 to see if report required. Never received a response.
December 13, 2022	Administrator confirmed there is still no application to demolish and the structure continues to deteriorate.
January 10, 2023	Z. Cromwell and M. Carroll, Bylaw Enforcement Officers, visited the property to provide updated inspection and pictures. While on site, a neighbour approached them regarding their concerns; the roof metal is coming off, the building has been damaged more and was concerned about the building falling down and causing damage to their property.

Attachment 1(b) to Staff Report - Tender to Demolish Dangerous Structure – Port George  
Committee of the Whole, June 13, 2023

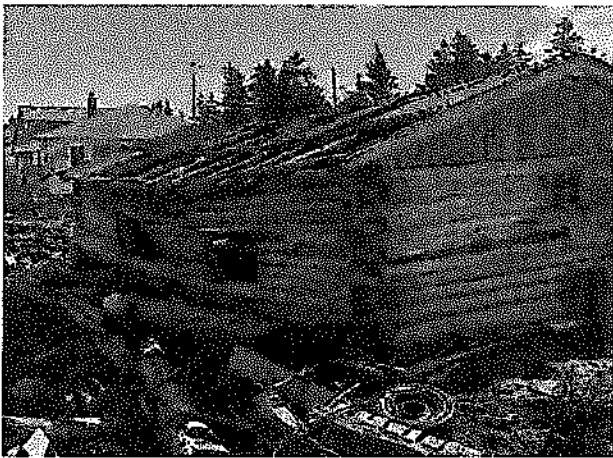
January 11, 2023	Administrator inquired of County staff as to whether a permit had been approved for this property; response on January 11, 2023 was there had not been an application received to date. Administrator felt it would be necessary to give the Acting Chief Administrative Officer a head's up on the status of the file and possible tender proceedings adding that as it was winter there could reason to hold until the spring 2023.
January 19, 2023	Administration sent letter to property owner regarding the Order to Proceed with the request to demolish the structure in the spring of 2023 and advising his right to attend the meeting to appeal the decision of the Administrator.
March 20, 2023	Administrator requested Z. Cromwell, Bylaw Enforcement Officer, to inspect the property for any changes. Further deterioration of the structure was noted.
March 29, 2023	Administrator confirmed with A. Comeau of the Community Development Department that there had still been no application made for the demolition.
April 3, 2023	Order to Proceed with Demolition was sent to the property owner advising the process to be taken should the tender be called for demolition and was hand-delivered to the owner by the Administrator on April 4, 2023 explaining what the letter was for - up to date pictures were taken at that time.
May 4, 2023	Administrator attended the property on May 4, 2023 to confirm there had been no change to the structure – pictures were taken at that time.
May 5, 2023	14 Day Notice of action was hand-delivered advising of the date of the Committee of the Whole on June 13, 2023 and explaining his right to appeal the Administrator's decision.
May 19, 2023	Final visit to the property as 14 days had expired. Administrator then began to prepare the Staff Report for Committee of the Whole. At this point, the owner has still not made application for the demolition nor has he progressed with the demolition nor has the owner contacted the Administrator.
May 23, 2023	Administrator also spoke with new Chief Administrative Officer advising of the need to proceed with the demolition and would be taking to June 13 <sup>th</sup> Committee of the Whole.

Attachment 2(a) to Staff Report – Tender to Demolish Dangerous Structure – Port George  
Committee of the Whole, June 13, 2023

Pictures Taken April 7, 2022 of the Structure



Back of structure taken April 4, 2023



Attachment 2(b) to Staff Report - Tender to Demolish Dangerous Structure – Port George  
Committee of the Whole, June 13, 2023

Pictures taken May 19, 2023





# STAFF REPORT

**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Linda Bent, Manager of Inspection Services  
**Report Number:** SR2023-36 (2) MRHP St. John's Anglican Substantial Alterations – Request Re-Consideration  
**Subject:** Application for Alterations to St. John's Anglican Church, 694 Highway 201, Moschelle – Request for Re-consideration

## RECOMMENDATION(S):

That Municipal Council amend the previous motion:

### **MOTION 230516.01 MRHP St. John's Anglican Church – Application for Alteration**

That Municipal Council allow the replacement of the existing light green asphalt shingles to a copper green colour metal roofing material for the municipally-registered heritage property St. John's Anglican Church & Columbarium at 694 Highway 201, Moschelle and to advise the contractor of the heritage status of the building.

By replacing 'copper green' with 'black', for the St. John's Anglican Church, 694 Highway 201, Moschelle application for reconsideration.

## LEGISLATIVE AUTHORITY

Heritage Property Act Section 17 (3)

Heritage Property Act Section 18 (3)

## BACKGROUND

On March 30, 2023 staff received a request for an alteration to St. John's Anglican Church, 694 Highway 201, Moschelle. The original requested alteration was to replace the existing asphalt shingles with black metal roof material. Municipal Council referred the request to its Heritage Advisory Committee (HAC) for recommendation. HAC met on April 27, 2023 and provided Municipal Council with a recommendation to allow the change from asphalt shingles to a "copper green metal roofing material". On May 16, 2023 Municipal Council made motion to "allow the replacement of the existing light green asphalt shingles to a copper green colour metal roofing material for the municipally-registered heritage property St. John's Anglican Church & Columbarium at 694 Highway 201, Moschelle and to advise the contractor of the heritage status of the building".

## DISCUSSION

May 31, 2023 staff received a request from the property owners requesting re-consideration of the colour of the metal roofing material from "copper green" as per the motion of Council on May 16, 2023 to either black, charcoal or Hartford Green due to the lack of availability of that specific colour from the contractor and their local supplier.

Staff has since consulted with the Provincial Coordinator of the Heritage Property Program, with Communities Culture Tourism Heritage and he concurs with staff that the roof is not a character defining element of the structure and the replacement of the roofing material to black metal would be appropriate.



The options available to Municipal Council are Council has the authority to reject or accept the request for re-consideration.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications regarding this application

#### **POLICY IMPLICATIONS**

None Known

#### **ALTERNATIVES / OPTIONS**

#### **NEXT STEPS**

Upon receipt of a favourable motion from council, the applicant can commence their restoration. Council should be aware that in accordance with Section 18(3) of the *Heritage Property Act*, should Council reject the application, the applicant, after three years, has the right to commence the work without Council's approval.

#### **ATTACHMENTS**

Site Map – showing property location

Letter from owner requesting re-consideration - dated May 31, 2023

Staff Report to HAC - dated April 27, 2023

#### **Prepared by:**

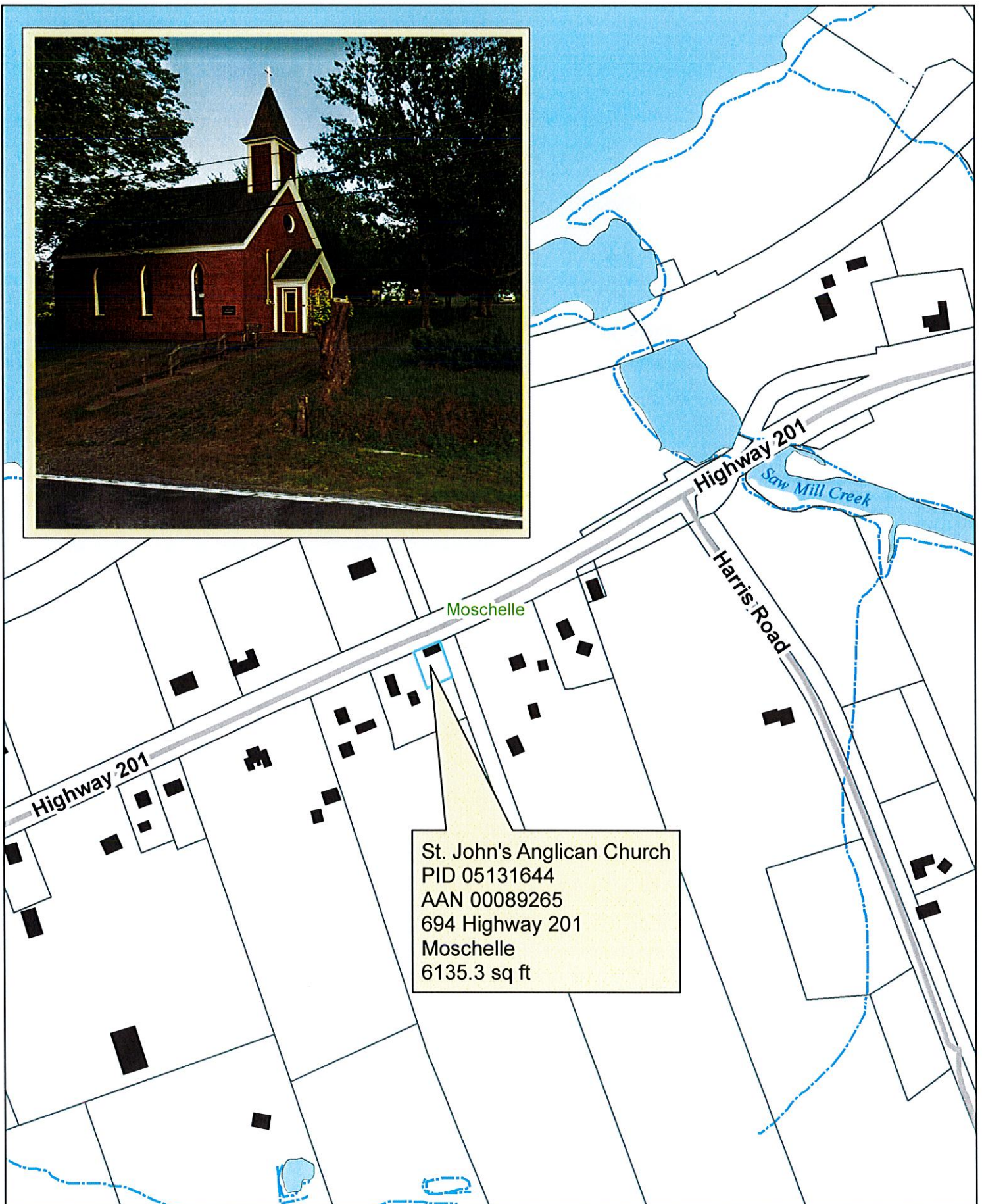
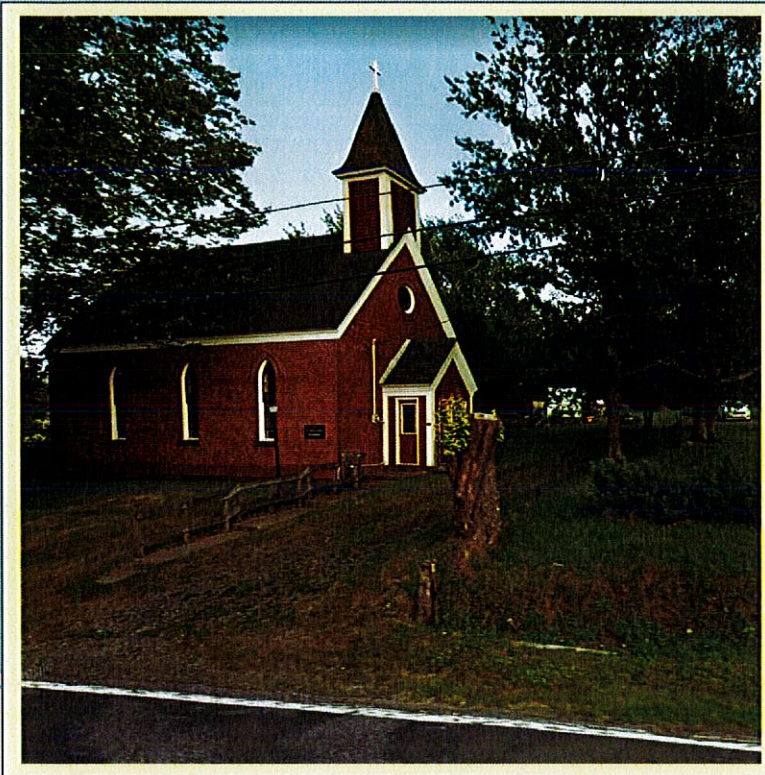
Linda Bent, Manager of Inspection Services

#### **Approved by:**

  
Chris McNeill,  
Chief Administrative Officer

#### **Approval Date:**

  
(Date)



St. John's Anglican Church  
PID 05131644  
AAN 00089265  
694 Highway 201  
Moschelle  
6135.3 sq ft



May 31, 2023

To Annapolis County Council Members:

We received your letter with your suggestions for the roof of St. John's Church Columbarium.

Thank you for your recommendation. Our Contractor, who prefers using local suppliers, cannot obtain that particular color. Our choice would be Hartford green, black or charcoal. We really hope you would consider one of these.

The building is only used maybe 6-8 hours a year and the heating system has been removed so a darker roof would still be cost efficient.

Please note, we all want the best look for our beautiful heritage property.

Yours  
Deani Faern

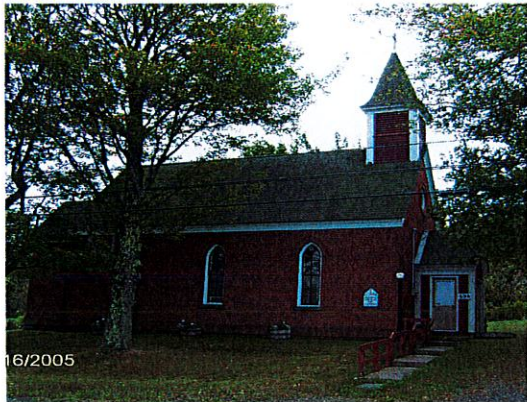


**MUNICIPALITY OF ANNAPOLIS COUNTY  
MEMORANDUM**

**TO:** Heritage Advisory Committee  
**FROM:** Linda Bent, Manager of Inspection Services  
**DATE:** April 27, 2023  
**SUBJECT:** St. John's Anglican Church, Moschelle, Roofing Alteration Request Application

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**BACKGROUND**



A request for an alteration to a registered municipal heritage property was received from Diane Fairn, a representative of St. John's Anglican Church property dated March 30, 2023. The property specifics are as follows:

- a. Civic Number: 694 Highway 201, Moschelle
- b. PID No. 05131644
- c. Assessment Account No. 00089265
- d. Deed Reference: Book 88, Page 52, Reg. Date: January 1, 1887
- e. Property Area: 6,135.3 sq. ft.
- f. Present Use – church & columbarium

**DISCUSSION**

Based on the application, the scope of the project is essentially a replacement of the pre-existing green asphalt shingles. The applicants are requesting to replace the asphalt shingles with black metal roof material. This requested change, does fall within the clause of substantial alteration and as such requires the prior review and recommendation of the Heritage Advisory Committee.

**RECOMMENDATION**

If one takes the pragmatic view that a roof is necessary and while the materials proposed are different from what was used at the time of registration, I do not believe this work will detract from the property. The placement of the metal roofing could add longevity to this structure. This

building is surrounded by large trees and sits higher than the road. When one drives by the property, it is not the roof that stands out, but the brick work. As noted in the staff report during the municipal heritage designation process in 2005:

*"Where St. John's Anglican Church stands out or above other church buildings in the area is in its brick work. The lines are clean, the layout is tight and the details speak for themselves. The windows are the beauty points of the building, from the decorative tracery windows along the sides to the rosette window above the front entrance; it is the brick work around the surrounds that set this building out as a treasure".*

In fact, in the 2005 report staff made note that the roof covering was in need of replacement at that time and was not identified as a character defining element.

With any structure comes the requirement to repair and maintain. The difference with repairs or alterations of historic properties ordinarily comes with responsibility to ensure that the fabric of the building remains intact. That is repairs, replacement, changes or alterations must be conducted in a manner sympathetic to the historical aspects of the structure. In this case, the application before HAC concerns a maintenance item, the replacement of the asphalt shingles to black metal roofing material.

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Heritage Property Act Excerpt

- 17 (1) Municipal heritage property shall not be substantially altered in exterior appearance or demolished without the approval of the municipality.
- (2) An application for permission to substantially alter the exterior appearance of or demolish municipal heritage property shall be made in writing to the municipality.
- (3) Upon receipt of the application, the municipality shall refer the application to the heritage advisory committee for its recommendation.
- (4) Within thirty days after the application is referred by the municipality, the heritage advisory committee shall submit a written report and recommendation to the municipality respecting the municipal heritage property.
- (5) The municipality may grant the application either with or without conditions or may refuse it.
- (6) The municipality shall advise the applicant of its determination. R.S., c. 199, s. 17.





## STAFF REPORT

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**Report To:** Committee of the Whole

**Meeting Date:** June 13, 2023

**Prepared By:** Nancy Whitman, Recreation and Community Grants Coordinator

**Report Number:** SR2023-56 Community Grants Applications

**Subject:** 2023-24 Community Grants

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### RECOMMENDATION(S):

That Municipal Council approve a grant to the Red Bear Healing Home Society in the amount of \$1,000 to support free voice mail services in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Ernest Buckler Literary Event Society in the amount of \$1,000 to support their "Reading Where We Live" event in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Annapolis Region Community Arts Council in the amount of \$2,000 to support their event showcasing artworks by Harold Cromwell in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Valley Doulas – Kings County Resource Centre in the amount of \$2,000 to support prenatal education and postpartum support programs in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Annapolis Valley Farm to School Committee in the amount of \$2,000 to support the Farm to School snack program in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Annapolis Royal Football Club in the amount of \$1,500 to support the purchase of a new lawn mower in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the South West Nova Biosphere Association in the amount of \$2,500 to support the creation of the first Amazing Place in South West Nova Scotia at Delap's Cove in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Clean Annapolis River Project Society in the amount of \$5,000 to support marketing costs for the Annapolis River Festival in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Lawrencetown & District Lions Club in the amount of \$5,000 to support marketing costs for the Port George Jamboree in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Hampton Lighthouse and Historical Society in the amount of \$1,200 to support the cost of a portable toilet for the tourist season in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Heart of the Valley Festival in the amount of \$3,000 to support the Heavy Events Clinic during the festival in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Bridgetown and Area Chamber of Commerce in the amount of \$5,000 to support marketing costs for the annual Ciderfest celebrations in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Farm to Feast Cafe in the amount of \$5,000 to support costs for the Greenhouse Project at the NSCC Annapolis Campus in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Port Royal Lighthouse Association in the amount of \$5,000 to support costs for the ongoing restoration and upgrades to the lighthouse at Schafner Point in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Bridgetown Curling Club in the amount of \$3,931.44 to support the purchase of a new ice compressor in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Paradise Historical Society in the amount of \$4,626.45 to support the installation of gutters and floor repairs for the "Paradise School" in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Middleton and District Rink Commission in the amount of \$2,771.92 to support arena repairs and upgrades in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Age Advantage Association in the amount of \$5,000 to support the development of new content with the MapAnnapolis project in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Soldiers Memorial Hospital Foundation in the amount of \$10,000 as a contribution towards health care facilities in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the St Anne's Anglican Youth Camp in the amount of \$5,000 to support costs with roof and floor repairs to the Kaulback building in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Lawrencetown Exhibition Youth Arena in the amount of \$10,900 to support cost for the warm room extension in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Margaretsville Shore Society in the amount of \$25,000 to support their Shoreline Renewal and Safety project in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Annapolis Valley Exhibition Society in the amount of \$20,000 to support 2023 capital upgrades and improvements in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Trans County Transportation Society in the amount of \$20,000 to support transit operational costs in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Cats for Keeps Rescue Society in the amount of \$7,000 to support operational costs for their rescue services in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Three Rivers Community Association in the amount of \$2,400 to support the installation of a generator in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Moschelle Community Hall Society in the amount of \$2,250 to support the replacement of the deck and ramp in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the West Paradise Community Club in the amount of \$1,200 to support installation of a water softener system in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Wilmot Community Centre Society in the amount of \$2,400 to support repairs and upgrades to the hall in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Port Lorne Community Centre Association in the amount of \$1,200 to support the shed roof replacement and other improvements to the hall in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Clarence Community Club in the amount of \$2,400 to support the creation of a multi-use outdoor venue space in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Friends of the Annapolis Pool Society in the amount of \$16,500 to support their capacity building, expansion in operating hours, and support training in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the South Shore Annapolis Valley Trail Association in the amount of \$5,000 to support trail maintenance and upgrades for Annapolis County sections of the trail in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Annapolis County Trails Society in the amount of \$5,000 to support continued improvements to the Harvest Moon Trail Annapolis County sections in accordance with *AM-1.4.9 Community Grants Policy*.

That Municipal Council approve a grant to the Annapolis Valley Trails Coalition in the amount of \$5,000 to support trail and park developments in Annapolis County in accordance with *AM-1.4.9 Community Grants Policy*.

#### **LEGISLATIVE AUTHORITY**



**BACKGROUND**

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

**DISCUSSION**

Grant Applications listed by category.

<b>Community Programs Assistance Fund (50% of program cost up to \$2,000)</b>				
<b>Group</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>	<b>Recommended</b>	<b>Identified Project / Program</b>
Red Bear Healing Home Society	\$1,000.00	\$57,586.00	\$1,000.00	Red Bear Connects 24/7 free voice mail service in NS. Serving people who are economically/socially disadvantaged in N.S. and connecting them to needed resources.
Ernest Buckler Literary Event Society	\$1,000.00	\$7,052.65	\$1,000.00	Literary Event, Reading Where We Live. Taking place in West Dalhousie Community Hall.
Annapolis Region Community Arts Council	\$2,000.00	\$17,554.00	\$2,000.00	Presentation of artworks by well-known African-Nova Scotian artist Harold Cromwell. Several events; working with schools, and planning a family and youth event.
Valley Doulas - Kings County Resource Centre	\$2,000.00	\$34,050.00	\$2,000.00	Prenatal Education and Postpartum Support Program.
Annapolis Valley Farm to School Committee	\$2,000.00	\$19,650.00	\$2,000.00	Farm to School Snack Program. Provides free, locally grown vegetables and fruit from Annapolis Valley Farms to students in schools across the AVRCE. Also provides educational material.

Annapolis Royal Football Club	\$1,500.00	\$3,000.00	\$1,500.00	Purchase of new lawn mower; old one is no longer serviceable. The club looks after field maintenance and mowing at both Annapolis West Education Centre and Champlain Elementary School as these fields are all used for soccer. The club registers annually up to 200 youth from Annapolis Royal and area, with the majority of youth coming from the county. This purchase will directly support summer soccer, both schools, and community as well.
<b>Total</b>	<b>\$9,500.00</b>	<b>\$138,892.65</b>	<b>\$9,500.00</b>	
<b>Marketing &amp; Promotion Partnership Programs (max. grants shall not normally exceed \$5,000)</b>				
<b>Group</b>	<b>Amount Requested</b>	<b>Total project cost</b>	<b>Recommended</b>	<b>Identified Project / Need</b>
South West Nova Biosphere Reserve Association	\$2,500.00	\$19,000.00	\$2,500.00	Creation of the first Amazing Place in South Western Nova Scotia at Delap's Cove Wilderness Trails. Program and Regional Tourism Promotion.
Clean Annapolis River Project Society	\$5,000.00	\$44,450.00	\$5,000.00	Marketing support for Annapolis River Festival.
Lawrencetown & District Lions Club	\$5,000.00	\$27,200.00	\$5,000.00	Marketing support for Port George Jamboree.
Hampton Lighthouse and Historical Society	\$1,200.00	\$1,200.00	\$1,200.00	Rental of a portable washroom for the tourist season.

Heart of the Valley Festival	\$3,000.00	\$4,600.00	\$3,000.00	Support for the Heavy Events Clinic and competition as part of the festival.
Bridgetown and Area Chamber of Commerce - Ciderfest 2023	\$5,000.00	\$19,050.00	\$5,000.00	Marketing support for the annual Ciderfest celebration. Plan to expand advertising and events and social media campaign to encourage residents and visitors to stay for the day/weekend in the county. County will be recognized in advertising.
Total	\$21,700.00	\$91,850.00	\$21,700.00	
<b>Capital Projects Assistance Program</b>				
Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
<b>Small Project Matching Grants (one-time grants and shall not normally exceed \$5,000.)</b>				
Farm to Feast Café Association	\$5,000.00	\$20,000.00	\$5,000.00	The Greenhouse Project located at NSCC Annapolis Campus. Installation of two greenhouses. To increase food literacy, provide fresh local produce year round, and learning and volunteering opportunities 7 days a week.
Port Royal Lighthouse Association	\$5,000.00	\$36,487.00	\$ 5,000.00	Ongoing restoration and upgrades to the lighthouse at Schafner Point, Port Royal. Carpentry work, window pane replacement. Reroofing door and window overhangs, etc.

Bridgetown Curling Club	\$3,931.44	\$7,862.89	\$3,931.44	New ice compressor with electronic controller for heat and/or temperature. Provides curling opportunities for all ages, other events and provides rental space as well.
Paradise Historical Society	\$4,626.45	\$9,351.45	\$4,626.45	Installation of gutters and floor repairs for the municipal historical site known as Paradise School. Have received municipal approval to conduct repairs.
Middleton and District Rink Commission	\$2,771.92	\$5,543.84	\$2,771.92	Arena repairs and upgrades. New steel foyer door and replacement of main power switch in plant room. The Town of Middleton has committed to the other half of the costs.
The Age Advantage Association	\$5,000.00	\$30,000.00	\$5,000.00	Continued work with Mapannapolis and promoting our region. Development of additional content, marketing, blog, newsletter creation and production. They work with COGs and volunteers by using mapping software. This tells stories about places, different people, and cultures in the Annapolis Region. Using this platform these stories are explored, expanded, told, and history preserved.
<b>Large Capital Grants (one-time capital grants and shall not normally exceed \$25,000.)</b>				
Soldiers Memorial	\$10,000.00	Unknown	\$10,000.00	Year four of five. \$10,000 for five years

Hospital Foundation				was previously committed by council pending approval of annual Operating Budget. Contribution towards health care facilities.
St Anne's Anglican Youth Camp	\$25,000.00	\$45,050.00	\$5,000.00	Youth camp available to all faiths and groups to rent. Kaulback Building refurbishment. Roof and floor repairs. The recommended amount is less than requested. In accordance with our policy, this request is better suited for the Small Project Matching Grant.
Lawrencetown Exhibition Youth Arena	\$10,900.00	\$32,683.00	\$10,900.00	Warm Room extension, to allow expanded sitting and standing capacity.
Margaretsville Shore Society	\$25,000.00	\$163,875.00	\$25,000.00	Shoreline Renewal and Safety project. Supports tourism and recreation opportunities and attracts over 7,000 visitors from surrounding communities, throughout Canada, and international travellers. ACOA is funding the remaining portion of the project in addition to the County's grant program specific to wharves.
Annapolis Valley Exhibition Society	\$20,000.00	\$26,080.00	\$20,000.00	2023 Capital Upgrades and improvements. Horse Barn roof, lighting, east washroom, and new steel door and accessories.

Trans County Transportation Society	\$20,000.00	\$526,604.44	\$20,000.00	Assisting with transit service operational expenses. Presentation made to council on February 8, 2023.
Cats for Keeps Rescue Society	\$7,000.00	\$10,000.00	\$7,000.00	New organization offering cat rescue and fostering/adoption services. Assistance with operational expenses, primarily veterinary costs.
Total	\$144,229.81	913,537.62	\$124,229.81	
<b>Community Halls &amp; Centres Assistance Program</b> (Maximum grants shall not normally exceed \$1,200. At the discretion of Municipal Council, a facility may be eligible for a grant of up to \$2,400 if it exceeds 2,000 square feet in size.)				
Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Three Rivers Community Association	\$2,400.00	\$34,000.00	\$2,400.00	Installation of a Generator for community use during extended power outages. Majority of funding is being received from the Community Generator Program.
Moschelle Community Hall Society	\$2,250.00	\$4,500.00	\$2,250.00	Replacement of deck and ramp - west of building.
West Paradise Community Club	\$1,200.00	\$2,760.00	\$1,200.00	Water Treatment. Installation of high efficiency water softener system.
Wilmot Community Centre Society	\$2,400.00	\$3,430.00	\$2,400.00	Leaky roof repair, Class A for yard, replace broken glass windows, replace cleaning supplies, painting and curtain replacement and wooden tables.

Port Lorne Community Centre Association	\$1,200.00	\$1,235.00	\$1,200.00	Shed roof replacement, repair and paint picnic table. Removal of waste. In kind from community to offset expenses / labour secured.
Clarence Community Club	\$5,000.00	\$15,423.80	\$2,400.00	Outdoor multi-use Venue space. The recommended amount is less than the request. The application should be under the Community Halls and Centres Assistance Program, with a maximum grant of \$2,400.
Total				
	\$9,450.00	\$61,348.80	\$11,850.00	
<b>Organizational Restructuring &amp; Planning Grants (one-time organizational restructuring and planning grants and shall not exceed \$20,000)</b>				
<b>Group</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>	<b>Recommended</b>	<b>Identified Project / Need</b>
Friends of the Annapolis Pool Society	\$16,500.00	\$85,070.00	\$16,500.00	Capacity building in support of the Annapolis Pool and growing the region's ability to support our collective pools.  Goals for 2023: *Pool open from June through September, doubling their season. *Increase operating hours to include evenings and Saturdays. *Free programming for all. Removing financial barriers. This goal will be satisfied with separate grants specific to free programming from the province and the Annapolis Health Foundation. *Become a training hub for lifeguards and swim instructors supporting pools throughout the



				<p>county and greater region.</p> <p>Although the pool is located on Town of Annapolis Royal property, the society is a fiscally separate organization that program and operate the pool separately from the town. According to their data from 2022; 47% county based patrons, 45% town based patrons, and 8% tourists. They have also secured \$91,000 towards their season expense budget and have been successful with seeking out other grant funding opportunities to help offer free programming for all.</p>
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"The grants are considered a contribution to the organizational restructuring and planning to help build capacity and create efficiencies within the internal structure of the organization and may be funded by a transfer from the operating reserve."

Total	\$16,500.00	\$85,070.00	\$16,500.00	
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**Trails Assistance Program (Grants shall not normally exceed \$5,000 per year)**

Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
South Shore Annapolis Valley Trail Association	\$10,000.00	\$46,000.00	\$5,000.00	<p>Trail maintenance and upgrades.</p> <p>Recommended amount is based on policy, however in the past council has approved a greater amount due to rising costs of maintaining the trails, and costs associated with repairs from extreme weather events. Council approved \$10,000 for this association last fiscal year. Total work on Annapolis County</p>

				sections of the SSAVT in 2022 was \$55,774.51.
Annapolis County Trails Society	\$10,000.00	\$142,100.00	\$5,000.00	Continued improvements to the Harvest Moon Trail (HMT) and new section development from Annapolis Royal to Upper Clements. Recommended amount is based on policy, however in the past council has approved a greater amount due to rising costs of maintaining the trails. This season as well public consultation was held, and work to expand the HMT to the west. Specifically trail building from Annapolis Royal to Upper Clements.
Annapolis Valley Trails Coalition	\$8,000.00	\$111,000.00	\$5,000.00	The Coalition has a mandate to enhance development of trails, manage a trails coordinator, oversee and consult on projects working with other trails groups. Top priorities for 2023 are the Bridgetown High Connector, Cornwallis Accessible Trail, connectivity and access and accessibility planning. Recommended amount is based on policy, however in the past council has approved a greater amount due to rising costs of maintaining the trails, and costs associated with new projects. Council

				approved \$8,000 for this association last fiscal year.
Total	\$28,000.00	299,100.00	\$15,000.00	

<i>Total Requested/Recommended</i>	<u>\$212,879.81</u>		\$198,779.81	
<i>Total cost of projects/programs impacting Annapolis Co.</i>		\$1,589,799.07		
<i>Budgeted</i>			\$270,700.00	
<i>Remaining funding for fiscal year based on recommendations</i>			\$71,920.19	

### FINANCIAL IMPLICATIONS

The 2023-24 General Operating Budget has \$270,700.00 allotted for community grants under *AM-1.4.9, Community Grants Policy* in the current fiscal year. If the above recommendations are approved there will be \$71,920.19 remaining in the community grants policy for this fiscal year.

### POLICY IMPLICATIONS

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

### ALTERNATIVES / OPTIONS

- To not approve the recommendation(s); or
- To approve a lesser or greater amount(s).

### NEXT STEPS

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

### ATTACHMENTS

None

**Prepared by:**

Nancy Whitman, Recreation and Community Grants Coordinator

**Reviewed by:**

Dawn Campbell, Director of Legislative Services / Deputy CAO

**Approved by:**

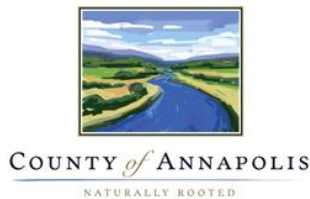
A handwritten signature in blue ink, appearing to read "Candace Young for:", is written over a horizontal blue line.

Chris McNeill  
Chief Administrative Officer

**Approval Date:**

A handwritten date "June 6, 2023" in blue ink is written over a horizontal blue line.

(Date)



## **BOARDS and COMMITTEES**

### **Information Report**

#### **Joint, Regional or Community Organizations (AM-1.3.7)**

**Report To:** Committee of the Whole  
**Submitted by:** Brad Redden, Deputy Warden  
**Submission Date:** June 13, 2023  
**Subject:** Inter-municipal Service Agreement (IMSA) Board

#### **BACKGROUND**

##### Kings Transit

- RFP for Phase one of ISIP funding project has been issued; closed End of May. Good response.
- Phase 2 submitted to Federal Government, Climate Resiliency Report was requested, and environmental contractor is working on it.
- External audit work is underway, auditor is in the office

##### Valley Waste

- Contract reviews are nearly finished, 30<sup>th</sup> of May meeting with Chester is the end of the reviews.
- Regulation changes upcoming.
  - Producers have extended responsibility for packaging end-of-life.
  - Changes to accounting regulation in how end of life assets are handled.
  - Changes from environment mostly around what construction and demolition sites can accept.
    - Change in volume will be dealt with as it happens
    - Have looked into a project with DivertNS for treated and or painted lumber.
    - Ground water monitoring will likely require us to keep Valley Waste site compliant.
- Sold 2008 Roll-off truck for 30K, 50% of what was paid for it. Sold bins as well.

- Re-Use - it is open, smashing success. First few weeks are ~\$1800; pre-COVID numbers were ~\$1000
- Total Waste is down 498 tonnes
  - 205 tonnes domestic waste
  - 50 tonnes recycling
  - C and D is down. Decreased revenue
- Fund Compost Contract re-negotiation, alternate locations are Guysborough and Miramichi. This is primarily because other facilities can't handle Valley Waste's volume.

#### IMSA Board

- IMSA board accepted our proposal about waste contract timing and path forward.
- Finance position is closed and candidates have been short-listed.

#### **ATTACHMENTS**

None



**New Business**  
**Parks and Recreation Facilities**

**I move**

That staff prepare a report on the staffing and maintenance of all parks and recreation facilities in the County.

Please ensure that your response to this survey is conveyed over the online survey platform.

## **NSFM Membership Survey: Policing**

This survey is meant to deepen NSFM's understanding of membership concerns with policing services and assist in the analysis of the strengths and weaknesses of the different policing models found in Nova Scotia.

Individual responses will be kept confidential and reviewed internally. Reports on the results and findings of this survey will not attribute particular responses to any municipality or police force.

NSFM is looking for one (1) response per municipality. Responding Mayors, Wardens, or CAOs, may wish to respond in collaboration with elected officials on your Police Commission or Advisory Board, the Commanding Officer of your police force, and perhaps council as a whole.

After gathering respondent information, this survey includes 13-17 required questions, and 6 optional questions. These questions (with the exception of Question #17) are meant to be apply to all policing models (i.e.: RCMP policing service and local police forces) and are categorized as cost concerns, governance concerns, service-levels concerns, and staffing concerns.

If you are unable to answer any of the following questions on the timeline provided, simply state "Unknown" or "Requires Additional Time".

**We request that responses be submitted by June 20, 2023.**

### **1. Name of Responding Municipality**

### **2. Who was involved in responding to this survey?**

- ☐ Mayor/Warden
- ☐ Police Commissioners/Advisory Board members
- ☐ Police Chief
- ☐ municipal council
- ☐ Other (please specify)

Please ensure that your response to this survey is conveyed over the online survey platform.

## Cost-Related Concerns

3. Please use the comment box below to state the total cost of policing service for your municipality in 2023/24. To assist NSFM in our analysis, please provide costs by category if possible (i.e.: operational costs, capital costs, indirect costs, forensic laboratory services, etc.).

If practical, please send the following to [wp@nsfm.ca](mailto:wp@nsfm.ca). These documents will be kept confidential and internal to NSFM.

- i. MPSAs: please provide your Multi-Year Financial Plan.
- ii. PPSAs: please provide the budget provided by the RCMP.
- iii. Municipally owned police departments: please provide a breakdown of your policing budget and related costs.

4. What expenses, other than regular salary, are causing notable budgetary pressure? (e.g.: forensic laboratory services, technology upgrades, training, overtime, mandatory municipal contributions to corrections, fuel, etc.). If your council does not have insight on specific cost drivers, please state "Unknown".

5. (Optional) What other cost concerns does your municipality have?

Please ensure that your response to this survey is conveyed over the online survey platform.

## **Governance-Related Concerns**

6. How would you describe the state of your Board of Police Commissioners/Advisory Board (i.e.: are all positions filled, are meetings regularly occurring, are these meetings productive and responsive to issue that your municipal council is concerned about)?

7. Does your council or Board of Police Commissioners/Advisory Board experience difficulties obtaining requested information on your police force?

8. What sort of information have you had difficulty obtaining (e.g.: vacancies, budgetary information, etc.)?

9. (Optional) What other governance-related concerns does your municipality have?

Please ensure that your response to this survey is conveyed over the online survey platform.

## Service-Level Concerns

Using the checklist below, please indicate which central support or specialized services provided by the RCMP your police department utilized over the last five years.

These services are organized under the headings of Operational Communications and Emergency Operational Coordination, Tactical and Specialized Operations, Investigative Service Units, and Other Support Services.

### **Operational Communications and Emergency Operational Coordination**

- ☐ Division Emergency Operations Centre
- ☐ Risk Manager Program
- ☐ Provincial Ground Search and Rescue
- ☐ Provincial Operational Communication Centre
- ☐ Emergency Management

### **Tactical and Specialized Operations**

- ☐ Police Service Dogs
- ☐ Critical Incident Program
- ☐ Emergency Response Team
- ☐ Emergency Medical Response Team
- ☐ Underwater Recovery Team
- ☐ Special Tactical Operation

### **Investigative Service Units**

- ☐ Major Crime
- ☐ Proceeds of Crime
- ☐ Commercial Crime
- ☐ Human Trafficking
- ☐ Internet Child Exploitation
- ☐ Synthetic Drugs
- ☐ Violent Crime Linkage Analysis System
- ☐ Cybercrime Coordinator
- ☐ Truth Verification/Polygraph services
- ☐ Interview Assistance

Please ensure that your response to this survey is conveyed over the online survey platform.

**Other Support Services**

- ☐ Forensic Analysis
- ☐ Finger Printing
- ☐ Identification Services
- ☐ Collision analysis
- ☐ Traffic Services
- ☐ Community Policing Service
- ☐ Source Witness Protection
- ☐ Bomb disposal
- ☐ Victim Services
- ☐ Information Commissioner Criminal Investigations

**14. Other?**

**15. Has your police force experienced slow responses or additional costs when accessing central support services over the last five years?**

**16. In which cases of central support or specialized services has this occurred?**

**17. For Municipal Police Forces:** Has your police force found alternative sources or developed independent resources that provide the supports and specialized services mention above? If so, which ones? Please indicate the source of support or independent resources.

Please ensure that your response to this survey is conveyed over the online survey platform.

18. Has the public demanded additional services or reforms of your police force (e.g.: increased attention to equity, reallocation of resources, etc.)?

19. Please list these additional services and briefly explain the challenge this presents to your police force.

20. Does your police force engage in Community Policing strategies? For clarity, Community Policing is defined as policing strategies that proactively address conditions that give rise to public safety issues by engaging in partnerships with community members and problem-solving techniques.

21. (Optional) What other service-level concerns does your municipality have?

## Staffing Concerns

22. How has your police force utilized the Additional Officer Program?

23. When was the last time your staffing complement of armed officers and support staff increased? What positions were added?

24. Does your police force support or feature civilianization of certain positions? In what areas of policing do you find civilianization to be most feasible?



Please ensure that your response to this survey is conveyed over the online survey platform.

25. What is your approved number of officer positions?

26. How many vacancies, on average, are there among your police force?

27. (Optional) What other staffing concerns does your municipality have?

28. (Optional) Please share any stories or anecdotes that you believe illustrate the state of policing in your municipality. Responses to this question will be kept confidential and NSF staff will ensure that responses quoted in reports are not attributable to a specific municipality or police force.

29. (Optional) Is there anything else that you would like to add about your police force and how your municipal policing model can be improved or better supported?



## INFORMATION REPORT

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**Report To:** Committee of the Whole  
**Meeting Date:** June 13, 2023  
**Prepared By:** Deputy Warden B. Redden; Councillors L. Longmire and D. LeBlanc  
**Subject:** Federation of Canadian Municipalities Conference 2023

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Deputy Warden Redden as well as Councillor Longmire and Councillor LeBlanc attended the Federation of Canadian Municipalities conference and AGM in Toronto from May 24<sup>th</sup> to 28<sup>th</sup>. It was an excellent educational and networking opportunity which facilitated a great exchange of ideas between municipalities from Coast to Coast to Coast about many of the most serious issues facing us today. Some highlight but certainly not all of the conference included:

- **Help FCM's Green Municipal Fund build a national climate resilience program.** 530 million dollars of federal funding available to Municipalities through 3 difference application streams.
- **Your equity journey: From getting started to keeping the momentum.** Building Equity and engagement in our municipalities, examples from across our country
- **Becoming asset managers: Building team and self-resiliency.** Developing staff mental health and building mental health culture.
- **A New Fiscal Framework for Municipalities.** A look at how municipalities are funded and a different approach being trialed in Quebec.
- **From National Adaptation Strategy to local climate resilience.** A look at risk and reward from an insurers perspective and leveraging increases asset value to finance climate action

### **Help FCM's Green Municipal Fund build a national climate resilience program.**

Green building fund has 530 million in funding from the federal government which will be available at the start of fiscal year starting April 2024. They have train and education seminars ready to go leading up to this for Councils and Staff. The presentation included a number of examples of past projects from urban centres of Charlottetown, Laval, and Selkirk. On example from the NWT was about the pooling of resources across numerous Municipalities to hire a geotechnical expert to consult and decreased ground stability from the melting of Permafrost in arctic communities.

## **Your equity journey: From getting started to keeping the momentum.**

Presented by Canadian race relations foundation. Examples of past success from around the country covering engagement, ethics and challenges of delivery municipal service in an equitable manner. These included The Office of inclusion in Wood Buffalo, the City of Guelph's Unified Vision, and the tools they used examples from art, social media and even white boards being rolled through parks to engage the public.

## **Becoming asset managers: Building team and self-resiliency.**

Mental health training is evidenced based not customer satisfaction. Metrics including but not limited to absenteeism, presentism short-term disability. Training should be building skills for staff and resiliency not just dealing with current problems, and some discussion about on boarding managers into a system.

## **A New Fiscal Framework for Municipalities.**

Address structural change in how municipalities are funded. Discussion of how municipalities are funded nationally and similar model internationally. Challenges such as increase infrastructure costs and structural changes in our economy eg. Work from home generating less need for commercial space and erosion of the commercial tax base. Quebec is experimenting with a 1% sales tax going to municipalities.

## **From National Adaptation Strategy to local climate resilience.**

A look at risk and reward around mitigating climate change from an insurer's perspective. Data and mapping and to assessing risk, and social vulnerability. We can't ethically just protect value we need to protect the vulnerable. There is no smooth transition to net zero without building resiliency into our municipalities. Loosing 60% of staff to manage every emergency is not efficient. Methods of leveraging increases asset value to finance climate action.

## Farm to Feast Cafe Association Introduction



### Who are we?

The Farm to Feast Cafe Association provides dignified access to local food and works to break the food insecurity cycle by providing nutritious, locally sourced food, shifting the paradigm to food being a right and not a privilege. Its overarching priorities are to provide dignified access to local food, food and garden literacy, economic impact through buying local, and providing skills development and meaningful work for those with multiple barriers.

### What do we do?

Current priorities include increasing the amount of raw ingredients sourced locally, increasing the number of meals prepared and distributed, and increasing our reach into Kings County. F2FCA serves students and faculty at Nova Scotia Community College's (NSCC) Annapolis Campus (located in Middleton) and families experiencing food insecurity in the Middleton area.

### Why are we doing this?

History: Farm Cafe began in September 2021 when I took over the dormant College cafeteria, offering a pay what you can lunch program. Through collaboration with the NSCC, Valley Community Learning Association, Restorative Justice, Annapolis County Federation of Agriculture, KCCFC, Canadian Mental Health Association, Family Matters, CORAH, Middleton Rotary and Mentoring Plus, Farm Cafe is working to create a sustainable local food system, while including participation from those most at risk of food insecurity. The F2FCA board has representation from the NSCC staff and students, Valley Community Learning Association, a Career Developer, a Job Coach, Mental Health advocate, entrepreneurs, and social enterprise and innovation consultants.

Over the past months, The Farm to Feast Cafe conducted research and found that the Annapolis Valley has a 30% or higher poverty rate than most of our province, meaning that 1 in 3 people live in deep poverty.<sup>1</sup> Many humans in our rural area reside in 'food deserts'; which means that transportation to emergency food centres is almost impossible, especially when a 'food desert' represents accessibility; the ability to walk 10-15 minutes in order to access nutritious food.<sup>2</sup>

I am grateful to be presenting our vision that can support our local community and farms within the County.

Sincerely,  
Sarah Macdonald  
Executive Director  
Farm to Feast Café Association

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<sup>1</sup> **\*Where the poor people live: Stats Canada puts Nova Scotia poverty on the map - Nova Scotia Advocate** ([nsadvocate.org](http://nsadvocate.org))

<sup>2</sup> **Mapping the evolution of 'food deserts' in a Canadian city: Supermarket accessibility in London, Ontario, 1961–2005 | International Journal of Health Geographics | Full Text** ([biomedcentral.com](http://biomedcentral.com))