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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

Tuesday, June 14, 2022

9:00 a.m.

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



- 9:00 a.m.**
1. **ROLL CALL**
 2. **DISCLOSURE OF INTEREST**
 3. **APPROVAL of the AGENDA (Order of the Day)**
THAT the Order of the Day be approved as circulated, including one presentation at 11:00 a.m.

11:00 PRESENTATIONS (10 minutes each)
 - 3.1 **Karl Hollett – Basinview Centre**
 4. **ADOPTION OF COTW MINUTES**
 - 4.1 THAT the minutes of the regular meeting of Committee of the Whole held on May 10, 2022 be approved as circulated.
 5. **BUSINESS ARISING FROM THE MINUTES**
None.
 6. **NEW BUSINESS**
 - 6.1 **Information Report Reserve Analysis and Benchmarking**
 - 6.2 **Recommendation Report Governance and Boundaries Public Consultation**
That municipal council gather public input by:
 1. initiating an on-line survey throughout the summer regarding Governance and Boundaries; and
 2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and
 3. mailing the same information to all Annapolis County addresses in mid-September guiding the public to the on-line and in-bound telephone number to complete the survey;in order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries.
 - 6.3 **Recommendation Report AM-6.6.6. Signing Authorities Policy Amend**
That municipal council amend AM-6.6.6 Signing Authorities Policy By adding in Sub-section 5(2)(f) “Manager of Finance”, seven-day notice.

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COMMITTEE OF THE WHOLE

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9:00 a.m.

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- 6.4 Recommendation Report Municipal Building Official and Municipal Fire Inspector Appoint Erin Schurman-Kolb**
That municipal council appoint Erin Schurman-Kolb as building Official and fire Inspector for the Municipality of the County of Annapolis.
- 6.5 Recommendation Report Municipal Building Official and Municipal Fire Inspector Appoint Andrew Dobson**
That municipal council appoint Andrew Dobson as building Official and fire Inspector for the Municipality of the County of Annapolis.
- 6.6 Recommendation Report AM-6.1.1 Progress Payments Policy (EAGLE Telecom) Repeal**
That municipal council repeal AM-6.1.1 Progress Payments Policy (EAGLE TELECOM).
- 6.7 Recommendation Report Bridgetown School Trust – Release of Funds**
That municipal council approve a payout from the School Trust bank account per fund directives:
- (1) \$4,645 for student prizes
 - (2) \$920 for programs as per fund directives, and
 - (3) \$2,800 to educational institutions upon request of scholarship/award recipients.
- 6.8 Recommendation Report AM-2.7.9 COVID-19 Proof of Vaccination Policy Amend**
That Municipal Council amend AM – 2.7.8 COVID-19 Proof of Vaccination Policy as circulated.
- 6.9 Recommendation Report AM-1.8.1 Travel and Expenses Policy Amend**
That, effective upon approval, Municipal Council amend AM – 1.8.1 Travel and Expenses Policy by increasing the kilometric and meal allowances as circulated.
- 6.10 Recommendation Report 2022-023 Community Grants**
That municipal council approve the 2022-23 grant allocations as presented in accordance with AM-1.4.9 Community Grants Policy.
- 6.11 Recommendation Report Response to NSFM Survey – Exchange of Services/Changes to the MGA**
That Municipal Council include a discussion of responses to the NSFM survey regarding exchange of services and changes to the *Municipal Government Act* at the Regular Council Meeting on June 21, 2022
- 2022-06-14 COTW Agenda Package

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 14, 2022

9:00 a.m.

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6.12 Citizen Membership on Area Advisory Committees

To direct staff to extend the current appointments of citizen members on the Bridgetown Area Advisory Committee, the Cornwallis Park Area Advisory Committee, the East End Area Advisory Committee, the Habitation Community Area Advisory Committee, and the Upper Clements Area Advisory Committee, to November 30, 2024, in order that they may continue current work on secondary plans, and to advertise to populate any citizen member vacancies on these committees.

7. COMMITTEE & ORGANIZATIONAL REPORTS

7.1 CAO Report – Monthly Report (May)

7.2 Warden’s Report – verbal

7.3 Trans County Transportation Society Report

Annapolis County Planning Advisory Committee (2022-05-31)

7.4 Bridgetown LUB Amendment Application from CMH to Amend by Rezoning 4 PIDs – First Reading

That Municipal Council give first reading to amend the Bridgetown Land Use Bylaw (LUB) by rezoning the land identified as parcels PID No. 05144787, 05144795, 05114293 and 05005475, in the community of Bridgetown from the Institutional (I1) and Open Space (O1) Zones to the Residential Multiple (R2) Zone as well as the removal of Part 9.3.2 (d) regarding the location of multi-unit buildings on local streets. The aforementioned text and map amendments will permit the proposed redevelopment plan submitted by CMH for the former school to a multi-unit residential development consisting of sixteen (16) two-bedroom apartments and three single unit residential dwellings, in accordance with the recommendation of the Planning Advisory Committee.

7.5 Kings Transit Authority Report

Audit Committee (2022-06-08)

7.6 Audit Committee Letter (June 8, 2022)

That municipal council authorize two members of the Audit Committee, being the Warden and the Chair, to sign the June 8, 2022 Audit Committee Report, in accordance with the recommendation of the Audit Committee.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE

AGENDA

Tuesday, June 14, 2022

9:00 a.m.

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



7.7 *Audit Representation Letter June 8, 2022*

That municipal council authorize the Warden and CAO to sign the Audit Representation Letter dated June 8, 2022, pursuant to the recommendation of the Audit Committee.

7.8 *MCOA Consolidated Financial Statements to March 31, 2021*

Deputy Warden Gunn moved, seconded by Councillor Sheridan, that municipal council approve the Draft MCOA Financial Statements to March 31, 2021, as prepared and amended by Kent & Duffett, and to authorize the Warden and CAO to sign the document for submission to the Minister.

8. **ADJOURNMENT**

THAT the Committee of the Whole adjourn its meeting until the next regularly-scheduled meeting on Tuesday, July 12, 2022

.



Presentation to County of Annapolis – June 14th, 2022

To update Council on progress at the NEW Basin Centre and explore community support for the Pool Segment of this facility Only.

Presented by Karl Hollett – General Manager – Basin Centre

Proformas for 2022 2022 for Non-Profit Aquatics program attached.

The Basin Centre

In every small community there is a primary point of focus where basic needs are met; food, services, a place to meet. We are now bringing the new Basin Centre to life to provide this community with a place to come, enjoy and get basic services and more.

The Basin Centre

**A NEW SERVICE CENTRE FOR OUR
COMMUNITY**

Date Updated:

4/28/2022

1. THE NEW BASIN CENTRE

1.1 Introduction

The Vision for the BASIN CENTRE is to provide our community with services and products we need on a daily basis while providing a place our neighbors and friends can meet and be enjoyed by all. In our small community, a Centre with a cooperative economic model that sees an economic benefit as each of its businesses work in cooperation in a corporate plan for success. This will see our businesses create cooperative success as we strive to meet the needs of our community.

see us soon at www.basincenter.ca

1.2 MORE than a grocery store.

Business Model

Firstly, a major overhaul of the space for the Grocery Outlet was necessary, this was more than a face lift a service re-boot.



The business Model that will work in our community is one that is focused on supplying basic needs and more, but with attention to quality and price in tandem. At the BASIN FOODS OUTLET we WILL incorporate value and quality endeavoring to keep fresh supply with value offerings.

i. Outlet Value Sales

A rotating value offering of food items from reputable food production companies and providing them with an outlet to sell "not exactly perfect" items out of their core markets. These 'value sales' will provide our customers with exceptional deals while not impeding the suppliers core markets... The Receiving component for the entire facility will flow through the receiving dock at Basin Food Outlet and internal distribution to the various Basin businesses will happen from here by on site logistics Coordinator.

ii. Custom Meat Preparation & Mise EN Plus Services

In an operation this size, catering to a smaller community, a core client is a must to ensure costs are covered and controlled and to ensure a higher utilization for specialized services if they are to be offered. A butcher and assistant(s) will be employed to;

- Prepare and package daily store meat inventory ensuring best quality, freshness and custom work. Fresh Meat and sliced Deli inclusive.
- Prepare custom meat products such as Meatballs, meatloaf, hamburger patties, sausage and Roulades for sale in pre-prep meals in store as well for supply for menu in restaurant.
- Prepare for daily delivery of meat products to the onsite Restaurant Neptune's Fork as pre-ordered by Chef the day prior.
- Prepare catering orders placed at Restaurant components such as sliced meats, cheese, etc.

iii. Fresh Daily Bread and Pastry Products

The On-site restaurant Neptune's Fork will have a completely equipped bakery to provide freshness on a number of fronts;

- Provide the Basin Food Outlet DAILY fresh from our ovens bread, rolls, and pastries to set this operation apart as the 'fresh' Bakery source in the area.
- Provide the restaurant with fresh breads, rolls and desserts being sold in the Restaurant.
- Provide the restaurant with Mise en place services plus bread process items.

iv. Ready for HOME Meals and takeaway to enjoy meals.

- Final Preparation and packaged in the on-site restaurant; a selection of FRESH and wholesome meal options will be sold, pre-sales via FOFS food ordering window APP will allow people to order for pick-up with convenience.
- Ready for immediate pick-up and enjoy will be ready here as well.

- Ready to cook meal options will be provided at the Outlet Store delivering a 'Meal in a Box' option for people to enjoy a great meal at home without a lot of effort.
- v. **Fresh Dairy and Vegetables**
 - Local Dairy products for stop and purchase at competitive prices to take home,
 - Fresh Vegetables and local 'artisan' prepared preserves from local growers.

See us soon at www.basinfoodoutlet.ca



1.3 MORE than a Restaurant...

Remake Complete....



Business Model

The business Model that will work for Neptune's Fork, in our community, must provide a place to gather, a friendly, sit-down place in the morning or during the day, with a coffee and talk about what matters most.. a restaurant that gives us exceptional value and introduces our communities to tastes of the world with best-in-class seafood tastes and comfort foods from all around the world!! The Fabulous Flavours of Fundy! Enjoy a great meal of Fish & Chips, fall of the bone ribs, or a Montreal smoked meat on fresh baked Rye bread...we want to have a reputation of nothing better. This unit will be equipped with the best equipment to allow versatility in preparation to provide our communities with the best in tastes and local beer or cider to go with it.

vi. Creating a spacious, comfortable gathering point.

The environment conducive to comfort and enjoyment MUST include and capture the beauty of the Annapolis Basin. At Neptune's Fork there will be these 'settings' to enjoy your food and company.

- A sit-down restaurant housing 54 people in 4-6 per person table settings.
- A "Chef's Table" Dining Room housing a private setting dining room for up to 10 people where a meeting and a meal can happen, in private.
- A licensed lounge sitting 45 persons
- An Annapolis Basin view table setting of tables for four at a private window, 10 setting areas.
- A 'Community' gathering Table setting for up to 16, 2 such tables exist.

vii. Improving your view

In the Neptune's Fork there will be capture points displaying artifacts of history to help us remember our history and local artist works, our walk along the basin walk will house these artifacts and artwork.

viii. Tasting our best...

At Neptune's Fork we are blending comfort foods focus with the Tastes of Fundy. We are focused on giving a great taste experience focused on the tastes of Fundy and introducing flavours from around the World that require the Best Fundy has to offer.

Our menu will include such comfort foods as English Style Fish and PEI Russet Fries, Montreal Smoked Meat Sandwiches, Pulled Pork on a Ciabatta, Pasta flavours and more...but not limited to just those. Special theme days will feature Asian, Japanese and European Flavours, a taste treat.

See us soon at www.neptunesfork.ca



1.4 MORE than a Pharmacy...

At the Basin Centre, a pharmacy will focus on the core pharmacy service requirements and will also provide a point to purchase other wants or desires.

- Personal Hygiene products
- Home cleaning products
- Confectionary Items
- Variety of Beverage items
- And more

- ix. The pharmacy will be focused on providing a cost-effective pharmacy solution to the community and to the medical professionals locally.

See us soon at www.basinpharmacy.ca

1.4 MORE than a just a haircut...

At the Basin Centre, select service providers will be chosen to focus on providing beauty service requirements and be available for our community.

- A Hair Salon for all your 'best looking' needs,
- A nail Salon for the attention your nails deserve,

- x. The Beauty Services will be available a portion of at least 6 days per week to provide services on ON and OFF workdays.

See us soon at www.basinbeauty.ca

1.5 IMPROVING your Health....

Business Model

The business Model that will work for BASIN HEALTH, in our community, must provide a place to access basic services and basic supports for those services.

At Basin Centre – Health Services we are establishing a point of access for the community for what we hope to be a growing list needed focus supports.

xi. Health Support

The environment conducive to support at the BASIN CENTRE must encompass an offering that allows patrons to access basic services and needs to help with their health.

These services will include a registered massage therapist offering, a chiropractor, medical services. These services will be supported by a daycare, aquatics Centre, pharmacy and a spa.

xii. Fitness for Life

Fitness for life at the BASIN CENTRE must encompass an offering that allows patrons to access to fitness services as a whole focus or a la carte...

These services will include a per use spa therapy offering, a non-profit aquatics program, a membership fitness Centre. These services will be supported by a 'per-use' daycare with access to family aquatics and a balanced meal service from Neptune's Fork for your kids.

See us soon at www.basinhealth.ca

xiii. Basin Aquatics - *MAKING an Aquatics presence work..*

Support Model

In a small community like Cornwallis, Nova Scotia; elements of leisure or certain services become difficult to deliver cost effectively without considerable support from the community, Businesses in the community, and or municipal support.

The Basinview Centre previously operated on a very cost intensive model that was primarily supported by Local Government, a model that was not sustainable. Over the past year, new ownership has extensively restructured the Modus Operandum to effectively spread the costs of facility operations to viable business models to be co-developed in the new Basin Centre.

Further, we have sought to structure a much leaner, controlled operation advancing the Fitness element into a fiscally responsible unit with significant accountability checkpoints to alleviate financial failure in its future.

The structure of the New aquatic Centre will be to divide the fitness element; focused fitness classes and fitness workout centre into a separate for profit operation that individuals can buy a membership in independently of the Aquatics.

Basin Aquatics will be run by a non-profit organization, we are proposing the re-vitalization of the former Lifplex Corp. to be set-up with 5 community members dedicated to our community's well-being and willing to provide leadership and contribute their time to making this work for our community.

In conclusion, we have developed a plan that will require Local municipal support to put this in place but will require increased support from persons using the facility and corporate involvement that will see a reduced contribution from Local government and cap the support level in year 3.

Please see our Pro-formas for 2022, 2023 & 2024 to understand the "best way forward".

Operational Model

The previous Basinview facility operated primarily as 2 units; YMCA independent of all other working elements in the facility and provided their own infrastructure support internally at the County of Annapolis cost.

The new Basin Centre will operate as a cohesive unit ensuring all elements of infrastructure support are configured to provide a streamlined, cost-effective delivery to all operations in the facility.

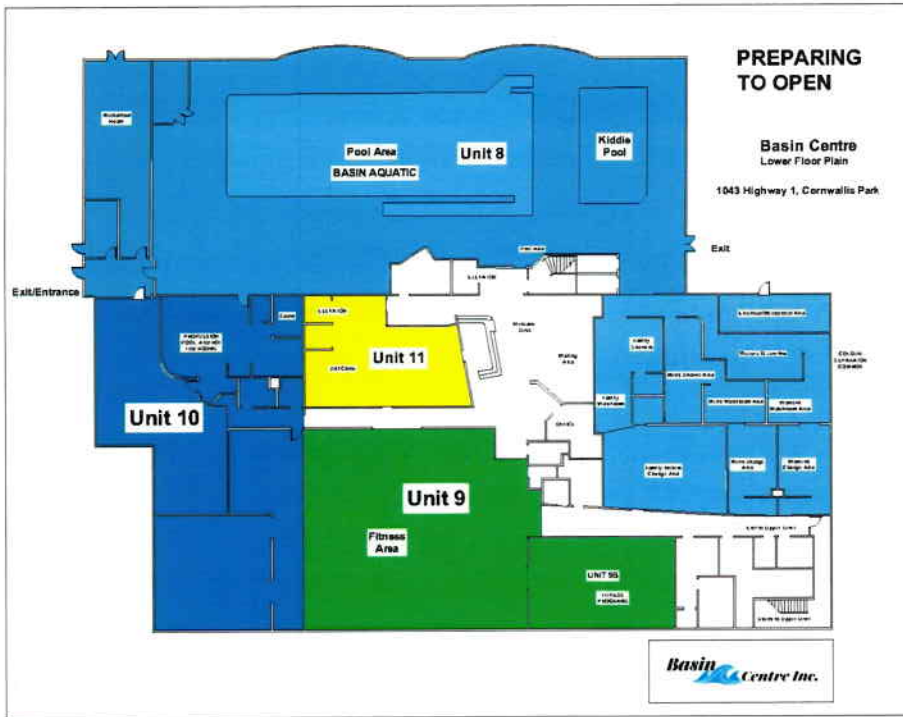
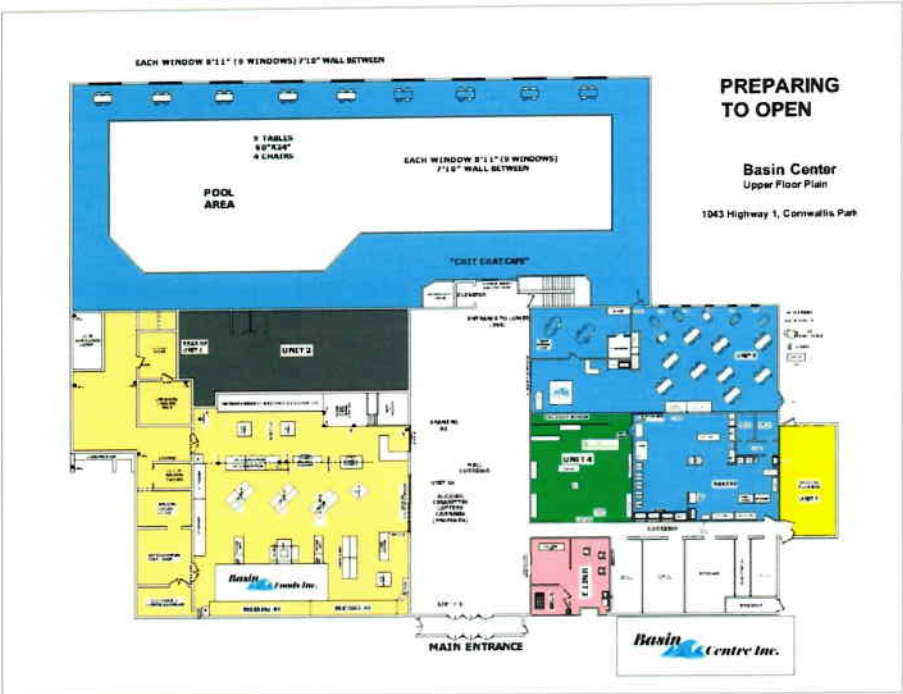
In a quick review of the financial operational model you will see our Payroll element has been reduced by approx. 50% from the YMCA financial statements while still ensuring the aquatics element is safely and efficiently delivered.

The leased element covered in the lease calculation is ONLY for the pool area. The changerooms washrooms still show in blue will be primarily used by Aquatics but will be shared by Fitness, Daycare, focused fitness classes. This calculation represents a reduction in allocated square footage by 46%.

The entry area into the previous YMCA will also be considered common and accessible for all fitness/ daycare elements to provide a point of waiting/ relaxation. The elevator will be maintained as an open access from upstairs to downstairs operations and vice versa.

In conclusion, we will not seek to be all things to all people, however, we will seek to provide our community with superb services focused on quality and value in an environment conducive to a community resource point.

A View of the NEW Basin Centre



Minutes of the regular Committee of the Whole meeting held on Tuesday, May 10, 2022, at 9:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

Roll Call

District 1 – Bruce Prout, present (9:34 a.m.)
District 2 - Brian “Fuzzy” Connell, present
District 3 – Alan Parish, Warden, present
District 4 – Clyde Barteaux, present
District 5 – Lynn Longmire, present
District 6 – Alex Morrison, present
District 7 – David Hudson, present
District 8 – Michael Gunn, Deputy Warden, present
District 9 – Wendy Sheridan, present
District 10 – Brad Redden, present
District 11 – Diane Le Blanc, present

Also Present: CAO David Dick; Municipal Clerk Carolyn Young; other staff L. Bent, D. Campbell, M. Coles, D. Hopkins, C. Mason, B. Orde, and Jim Young.

Disclosure of Interest

None.

Approval of the Agenda (Order of the Day)

There was a request to add as 6.11 under New Business CMH Application to Amend the Bridgetown Land Use Bylaw (LUB) Text & Zoning Map.

Deputy Warden Gunn moved, seconded by Councillor Longmire, that the Order of the Day be approved as amended. Motion carried unanimously.

Adoption of Minutes

Re: 2022-04-12 Regular

It was moved by Deputy Warden Gunn, seconded by Councillor Sheridan, that the minutes of the regular meeting of Committee of the Whole held April 12, 2022, be approved as circulated. Motion carried unanimously.

Re: 2022-04-26 Special

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

Re: 2022-04-28 Special

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that the minutes of the special meeting of Committee of the Whole held April 28, 2022, be approved as circulated. Motion carried unanimously.

Business Arising from the Minutes

None.

New Business

Re: Information Report Dangerous and Unsightly Premises 2021/22 Year End ReportRe: Recommendation Report Derelict Vehicle Collection Program Extension

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that Municipal Council authorize an extension of two (2) years to the multi-year contract option by Brown's Auto Salvage Limited as approved June 18, 2019 to be signed by the Warden and Municipal Clerk. Motion carried unanimously.

Re: Recommendation Report Raven Haven Beachside Family Park Future Plan

It was moved by Deputy Warden Gunn, seconded by Councillor Redden, that Municipal Council approve the Raven Haven Beachside Family Park – 1-5 year plan.

Deputy Warden Gunn took the Chair at 9:26 a.m. so that the Warden could ask questions.

Warden Parish resumed the Chair at 9:29 a.m.

Motion carried unanimously.

Re: Recommendation Report Regional Emergency Management Plan

Deputy Warden Gunn moved, seconded by Councillor Longmire, that Municipal Council approve the Regional Emergency Management Plan (draft dated March 2022), pursuant to the recommendation of the Regional Emergency Management Advisory Committee on March 28, 2022. Motion carried unanimously.

Re: Recommendation Report AM-1.2.5 Declaration of Proclamations Policy Amend

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that Municipal Council approve the addition of National Accessibility Week and International Day of Persons With Disabilities to the AM-1.2.5 Declaration of Proclamations Policy, seven-day notice.

Councillor Prout attended at 9:34 a.m.

Motion carried unanimously.

Re: Recommendation Report Road Naming Process for Shared Access Road off Church Street, Bridgetown North

Deputy Warden Gunn moved, seconded by Councillor Hudson, that Municipal Council initiate the road naming review process to name the shared driveway that provides access to residences off Church Street in Bridgetown North. Motion carried unanimously.

Re: Recommendation Report Road Naming Process for Shared Access Road at Long Lake, Hampton

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that Municipal Council initiate the road naming review process to name the shared access road at Long Lake in Hampton. Motion carried unanimously.

Re: Information Report Mayor vs Warden System of Governance – the Director of HR and Legislative Services noted this presentation was not meant as a recommendation report, it was just to provide background for future discussion.

Councillor Connell moved, seconded by Councillor Redden, that municipal council decide not to seek public input and make a decision to keep the warden system. Motion lost, 2 in favour, 9 against.

Recess

10:53 a.m. – 11:05 a.m.

PRESENTATION

Re: Annapolis County Municipal Housing Corporation – Executive Director Joyce d’Entremont acknowledged Board Chair Nancy McGrath and provided a review of the past two years. Warden Parish thanked Ms. d’Entremont for her presentation.

New Business (cont’d)

Re: Information Report Mayor vs Warden System of Governance (cont’d)

It was moved by Councillor Morrison, seconded by Councillor Longmire to seek public input regarding the move to a mayoral system in conjunction with the 2022 polling district review public consultations and bear in mind the potential of an extension from UARB. Motion carried 8 in favour. 3 against.

Councillor Redden moved, seconded by Deputy Warden, Gunn, to direct staff to prepare mapping to show a 9, and 7 district option, as well as a 10, 8 and 6 district option with a mayor, for review by COTW prior to presenting these options to the public for comment.

It was moved by Councillor LeBlanc, seconded by Councillor Connell, to amend the motion to include and 11 district option.

Councillor Barteaux moved, seconded by Deputy Warden, Gunn, to amend the amendment to include “for a Warden system”. Motion carried unanimously.

The question was called on the amended amendment. Motion carried unanimously.

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

It was moved by Councillor Redden, Gunn, to direct staff to prepare mapping to show an 11, 9, and 7 district option for a warden system, as well as a 10, 8 and 6 district option, for a mayor system, for review by COTW prior to presenting these options to the public for comment. Motion carried unanimously.

LUNCH

11:53 a.m. – 1:15 p.m. with all returning as previously noted.

Re: AM-2.7.8 COVID-19 Vaccination Policy, AM-2.7.9 COVID-19 Response Policy - After discussion, It was moved by Councillor Longmire, seconded by Councillor Hudson, to direct staff to draft a COVID-19 Vaccination Policy for councillors. Motion carried. 10 in favour 1 against (Gunn).

Re: Special COTW June 1, 2022 – it was the consensus of those present to change the date of the June 1, 2022 Special COTW for review of two policies to Monday, June 13, 2022 at 10:00 in council chambers.

Re: CMH Application to Amend the Bridgetown Land Use Bylaw (LUB) Text & Zoning Map

Deputy Warden Gunn moved, seconded by Councillor Hudson, that Municipal Council consider for processing the application from CMH, on behalf of the Municipality of the County of Annapolis, to amend

the Bridgetown Land Use Bylaw (LUB) Text & Zoning Map. The amendments will include rezoning the land identified as parcels PID No. 05144787, 05144795, 05144293 and **05005475**, in the community of Bridgetown from the Institutional (I1) and Open Space (O1) Zones to the Residential Multiple (R2) Zone as well as the removal of Part 9.3.2 (d) regarding the location of multi-unit buildings on local streets. The aforementioned text and map amendments will permit the redevelopment of the property from a former school to a multi-unit residential development consisting of sixteen (16) two-bedroom apartments; and

That Municipal Council, that as part of the processing of File No. 66520-35 2022 LUB-001, CMH (Old Bridgetown School) Bridgetown LUB Text and Zoning Map Amendment Application, to adopt a public participation process involving the referral of the application to the Bridgetown Area Advisory Committee and the Planning Advisory Committee (PAC) for their review and recommendation; and

That Municipal Council that as part of the processing of File No. 66520-35 2022 LUB-001, CMH (Old Bridgetown School) Bridgetown LUB Text and Zoning Map Amendment Application, **to set Tuesday, May 31st 7 pm (location to be determined)** to hold a PAC sponsored public meeting in the Community. Motion carried unanimously.

Councillor Connell left at 2:15 p.m.

Community and Organizational Reports

Re: CAO Report – the CAO circulated a report for the month of April.

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

Re: Trans County Transportation Society

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

Re: Kings Transit Authority

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that Committee of the Whole receive the Kings Transit Authority report for information as circulated. Motion carried unanimously.

Re: Annapolis Valley Regional Library

It was moved by Deputy Warden Gunn, seconded by Councillor Barteaux, that Committee of the Whole receive the Annapolis Valley Regional Library Report for information as circulated. Motion carried unanimously.

In-Camera

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to meet in-camera from 2:25 p.m. until 3:17 p.m. in accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property, of the *Municipal Government Act*. Motion carried unanimously.

Adjournment

Upon motion of Deputy Warden Gunn and Councillor LeBlanc, the meeting adjourned at 3:18 p.m.

Warden

Municipal Clerk



COUNTY of ANNAPOLIS

Information Report

To: Committee of the Whole

Submitted by: Angela Anderson, Manager of Finance

Date: June 14, 2022

Subject: Reserve Analysis and Benchmarking

ORIGIN

During the 2022/23 budget process staff advised Council that a detailed report would be prepared outlining the Municipality's position on reserves and reserve funds including how and why they are created.

LEGISLATIVE AUTHORITY

This report and all analysis have been completed within the following legislative framework.

- *Municipal Government Act*
- Municipal Financial Reporting and Accounting Manual (FRAM)
- Public Sector Accounting Board standards (PSAB)

BACKGROUND

Reserves are generally used to mitigate the impact of fluctuations in operating costs and revenues. They are established at the discretion of Council often as a strategy to fund programs, projects or expenditures.

Reserve funds are established by Council or legislation for a specific purpose. Sometimes these funds are directed by the Province or other legislative body. Interest earned on reserve funds are allocated directly to that specific reserve.

Reserves and reserve funds can provide financial flexibility for unexpected costs such as extraordinary events, stabilization of tax rates, environmental issues and the maintenance/replacement of tangible capital assets.

Deferred revenue (or unearned revenue) is generated when payments are received in advance of providing the services or spending requirements. These are treated as

liabilities until all conditions attached to the funding are met. At this time, the liability becomes a revenue. For example, gas tax funds received with restricted uses.

A detailed review of the County’s reserves and reserve funds should be conducted on an annual basis. Reserves and reserve funds are established as follows:

- The annual budget process
- Specific resolution by Council (outside the budget process)
- Statutory legislation or by-law

In order to utilize funds from any of the reserve or reserve funds staff require a Council resolution either through the budget or individual Council recommendations.

Funding sources for reserves and reserve funds are typically, but not limited to the following:

- Taxation
- Budget surplus(es)
- Government transfers
- Donations/Fundraising

DISCUSSION

Reserves and reserve funds become a strategic financial management tool that can set funds aside for the following:

- Future unexpected events (ex. Floods, fires, pandemics)
- Future expected events (ex. Elections, winter control, asset replacement)
- One-time or special/capital projects (software acquisition, asset purchases)
- Stabilize tax rates in uncertain economic situations
- Ensure fiscal sustainability through long-term financial planning which strengthens the County’s ability to secure financing, government transfers, etc.

Saving for future sustainability and ensuring ratepayers are paying for the service(s) they are benefiting from is an important concept to consider when setting reserve and reserve fund related policies going forward. Optimally this would be a balancing mix of reserves/reserve funds, debt financing and property taxation.

Table 1 – Summary of Reserve and Reserve Fund Projected Balances

**Note: these unaudited balances reflect the approve 2022/23 budgeted activity and reflect a point in time.*

Reserve/Reserve Fund	Balance
Unrestricted Reserves	
Operating	1,501,401
BT Operating	76,065
Capital	169,490

BT Capital	- 52,463
Total Unrestricted Reserves	1,694,492
Special Purpose Reserves	
Sewer Capital	515,280
BT Sewer Capital	157,974
Fire Services	1,467,554
Recreation	168,273
LED Streetlight	178,800
Parks Levy	46,015
Letter of Intent	59,411
Total Special Purpose Reserves	2,593,308
Deferred Revenue	
Gas Tax	2,567,186
Trust Funds	
Max Young Arena Trust	609,716
Water Utility Reserve Funds	
County Water	671,790
BT Water	598,635
Total Water Utility Reserves	1,270,425

Reserve and Reserve Fund Benchmarking

Government Finance Officers Association (GFOA)

It is recommended by the GFOA that reserves and reserve funds are replenished within one to three years of use¹. Of course there are external factors that will affect this including the magnitude of the expenditure(s), however, as a rule of thumb it is recommended to replace what was taken within the term of Council (1-4 years).

Another best practice offered by the GFOA is to maintain unrestricted general reserves at a minimum threshold of two months' worth of operating expenditures². This equates to approximately 16-17%.

Target: \$3.67M

County: \$1.57M which represents about 7.31% of the recommended 16-17%

BMA Municipal Study (Ontario)³

¹ GFOA. <https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund>.

² GFOA. <https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund>.

³ chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.owensound.ca/en/city-hall/resources/Documents/2021-Final-BMA-Study.pdf.

This study is utilized heavily in Ontario for benchmarking and assessing fiscal health of Municipalities based upon the Financial Information Return (FIR) submissions.

There following are the reserve indicators:

Financial Indicator	County of Annapolis	Implications/Comparison
Tax Reserves as a % of Taxation	10.47%	Median: 82% Minimum: 24%. Currently the County indicator 10.47%. This would sustain the County for around 2 months.
Tax Reserves as a % of Own Source Revenues	8.61%	Median: 67% Own source revenues include investment income, user charges, sales, etc.

Both of these indicators reflect financial stability and ability to respond to internal and external financial pressures. Prior advice was a minimum target of 25% of own source revenues, but this has since been modified to 16-17% of total operating expenditures (GFOA). These have been calculated excluding area rates, just primary property taxation.

Municipal Reports – Province of Nova Scotia⁴

The Province of Nova Scotia indicates risk levels based on operating reserves as a percentage of total expenses. The previous indicator report for the Municipality showed us in the high risk category with an indicator of 9.9%.

The updated calculation for this indicator is 7.31% taking the total operating reserves divided by the total budgeted expenses for the 2022/23 budget. The Municipality remains in the high risk area, including the increase in reserve contributions resulting from the 2022/23 Approved Budget of \$525,545.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the receipt of this report, however, the financial analysis provided may be utilized for policy setting, and future budgetary purposes.

Reserves and reserve funds show up as equity on the annual financial statements, with the exception of Gas Tax reported as a deferred revenue in the liabilities section of the statement of financial position, and contribute/offset the accumulated surplus.

Resulting from the 2022/23 approved operating and capital budgets, the contributions to reserves and reserve funds by funding source are as follows:

⁴ chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://beta.novascotia.ca/sites/default/files/documents/1-2454/municipality-county-annapolis-municipal-profile-and-financial-condition-indicators-results-2019-en.pdf.

Budgeted tax contributions	\$607,977
Government Transfer - Gas Tax	\$846,949
(Deferred revenues)	
Water/Sewer User Charge contributions	<u>\$732,187</u>
Total Contributions	\$2,186,513
Capital Expenditures	\$2,788,927
Net Increase/(Decrease) in Reserves, Reserve Funds, and Deferred Revenues	\$(602,414)

Council's commitment to replenishing reserves and reserve funds by keeping the tax rate consistent for the 2022/23 budget will reduce this net decrease in reserves and reserve funds by \$525,545.

Note these figures do not reflect any 2020/21 or 2021/22 surplus contributions. The surplus contribution for 2020/21 is anticipated to be approximately \$44K as it relates to these funds.

A significant portion of the funding for the capital program comes from Gas Tax. This has been a reliable funding source for the Municipality, but is not guaranteed. In the event that gas tax was reduced or eliminated the Municipality would have to finance the capital programs by relying on existing capital reserve funds or utilizing different sources such as taxation, debt, other grant opportunities, investments, etc. It is important to remain cognizant that this funding may not always remain the same.

Asset Management is an initiative that will further sophisticate the long-term financial strategy for reserves and reserve funds. It will be refined by actual estimated replacements and the utilization of lifecycle maintenance events extending the life of the assets versus the assumption of basic end of life replacement

POLICY IMPLICATIONS

The County does not currently have a specific reserve policy at this time, however staff are working on one to be brought forward to Council prior to the next budget cycle.

These policies typically address the intended purposes of each reserve held by the County, indicate optimal minimum balances to ensure financial sustainability and outline the anticipated contributions to each reserve as applicable.

ATTACHMENTS

Report Prepared by: Angela Anderson
Angela Anderson, Manager of Finance

Report Approved by: David Dick
David Dick, CPA, CA, Chief Administrative Officer



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole

Submitted By: Carolyn Young, Municipal Clerk

Date: June 14, 2022

Subject: Governance and Boundaries – Public Consultation

RECOMMENDATION

That municipal council fulfil the requirement for public consultation in three phases by:

1. initiating an on-line survey throughout the summer regarding Governance and Boundaries; and
 2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and
 3. mailing the same information to all Annapolis County addresses in mid-September guiding the public to the on-line and in-bound telephone number to complete the survey;
- in order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries.

LEGISLATIVE AUTHORITY

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

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

BACKGROUND

The Municipality is mandated to conduct a municipal boundary review this year and make application to the Utility and Review Board (UARB) by the end of 2022 to confirm or alter the number and boundaries of the polling districts. The UARB User Guide for the boundary review advises this about council's discretion in how they invite public consultation:

Public consultation

Public consultation is an inherent part of the required study. The type and amount of consultation is within council's discretion, but it should give members of the

public an opportunity to express their views on the size of their council, upon the location of boundaries for town wards or municipal polling districts, or whether a town should be divided into wards, should that be applicable. Giving the public an opportunity to provide its valuable input is a key part of the decision-making process leading to an application by a municipality or town.

The recommendation is providing three opportunities for public input over a 2-3 month period.

Municipal council has also requested public input on the system of governance – Warden or Mayor.

The recommendation is made considering the public – we have been conducting in-person public meetings for the County-Wide Plan preparation since May, and which could include two more rounds of in-person public meetings; we also expect to have in-person public meetings during our Strategic Plan development. The suggested recommendation is giving the public on-line or by phone (with a person!) options to provide their input, rather than in-person meetings.

What are other similar-sized municipalities doing?

- East Hants is offering an online survey and three public meetings.
- The Consultant for the District of Guysborough is offering an online survey and three drop-in open-house-style meetings.

FINANCIAL IMPLICATIONS

To provide on-line and print information on Mayor and Warden Systems of Governance, and to show the 3 map options for each system.

On-line survey,	\$ 0
Bridgetown Reader, 3-pages	\$ 147 (plus HST)
*County-wide mail out:	
8.5 x 11 Glossy flyer (printing)	\$1,275 (plus HST)
Canada Post (printer to CP, towns not included)	\$1,819.53 (plus HST)
(* based on recent county-wide plan meetings mail out costs)	

In-person meetings would add cost for hall, staff time/travel, etc.

POLICY IMPLICATIONS

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

ALTERNATIVES

Staff considered in-person meetings and suggests this format to avoid citizen engagement burn-out by offering options over an extended amount of time.

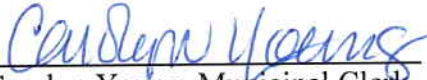
NEXT STEPS

If approved, launch on-line survey, followed up by ad in local paper, followed up with mail out, setting up in-person meetings if that is added.


ATTACHMENTS

- Sample On-Line Survey
- Map 1 11 District Option – if remaining with Warden System
- Map 2 9 District Option – if remaining with Warden System
- Map 3 7 District Option - if remaining with Warden System
- Map 4 10 District Option – If moving to Mayor System
- Map 5 8 District Option – if moving to Mayor System
- Map 6 6 District Option – if moving to Mayor System

Report Prepared by:


Carolyn Young, Municipal Clerk

Report Approved by:


CAO David Dick, CPA CA

County of Annapolis

Governance and Boundaries

Municipalities are bound by the *Municipal Government Act* (MGA) Section 369 (1) to *conduct a boundary review* every eight years. 2022 is the year for the review in preparation for the 2024 municipal election.

Council has considered numerous options and would like to receive community input. This survey is one of the ways in which we can elicit community response.

Council has also discussed their system of governance. Currently, council governs with a Warden system. They are seeking input from you to find out if you would like that changed to a Mayor system. Once a change is made, council cannot revert back. An odd number of votes allows for clear majority as a tie vote is a lost motion.

What is the difference?

• Warden System

The Warden is a council member chosen by the council of a county or district municipality to be the chair of the council [Reference - Section 12 MGA]

- Has a term of office that expires when the term of office for council ends, or a shorter term of office if adopted previously by council through bylaw or policy (AM-1.2.3 Warden and Deputy Warden Policy - County of Annapolis has adopted a 2-year term for the warden)
- Is selected by fellow councillors at the first meeting of council following an election or following the end of their term
- May be removed from office by council by a two-thirds vote after 20 days' notice in writing has been provided
- Continues to be the councillor for the district that elected them even if they cease to be warden

• Mayor System

A Mayor is a Council member elected at large by the citizens to be the chair of the council [Reference – Sections 11 & 12 MGA]

- Has a term of office that expires when the term of office for council ends
- Is elected directly by eligible voters
- Cannot be removed from office by a vote of council
- Is elected "at large" (does not represent a district)

Question # 1 - Governance

Would you prefer a Warden system of governance, to continue with the existing system of governance; or would you prefer a Mayor system of governance, directly electing a Mayor as a governance model for the County of Annapolis? (Please select one)

☐ Warden

☐ Mayor

Question #2 – Number of Districts

If they select Warden in Question #2, they automatically get these options:

Which would be your preferred option for the number of districts (councillors) under a Warden System of Governance? (Please select one)

☐ 11 (status quo)

☐ 9

☐ 7

If they select Mayor in Question#2, they automatically get these options:

Which would be your preferred option for the number of districts (councillors) PLUS a Mayor in a Mayor System of Governance? (Please select one)

☐ 10

☐ 8

☐ 6

We thank you for your time and value your input which will be brought to council for their consideration.

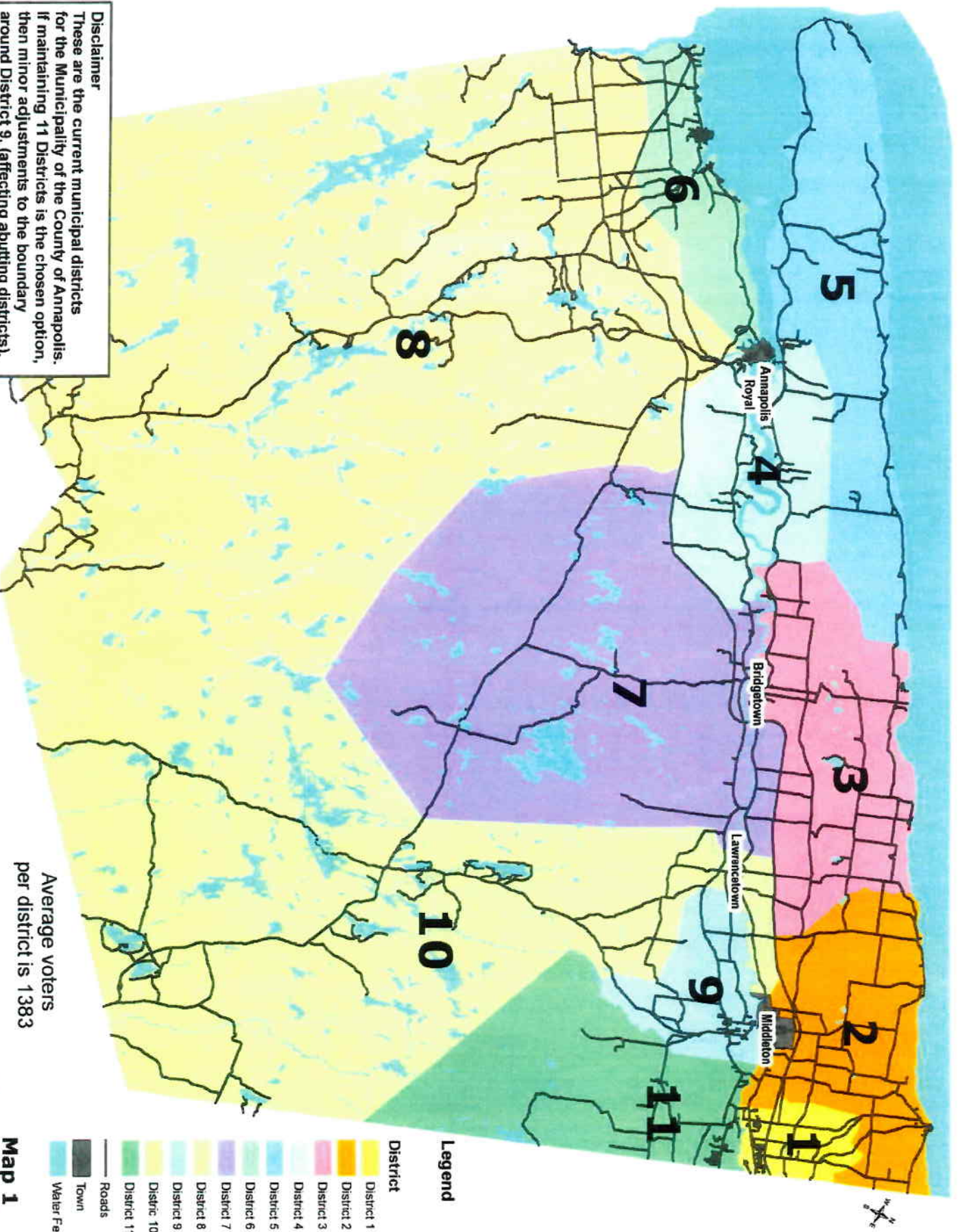
Disclaimer
 These are the current municipal districts for the Municipality of the County of Annapolis. If maintaining 11 Districts is the chosen option, then minor adjustments to the boundary around District 9, (affecting abutting districts), would be necessary to adjust to the +/- 10% variance and allow for growth.

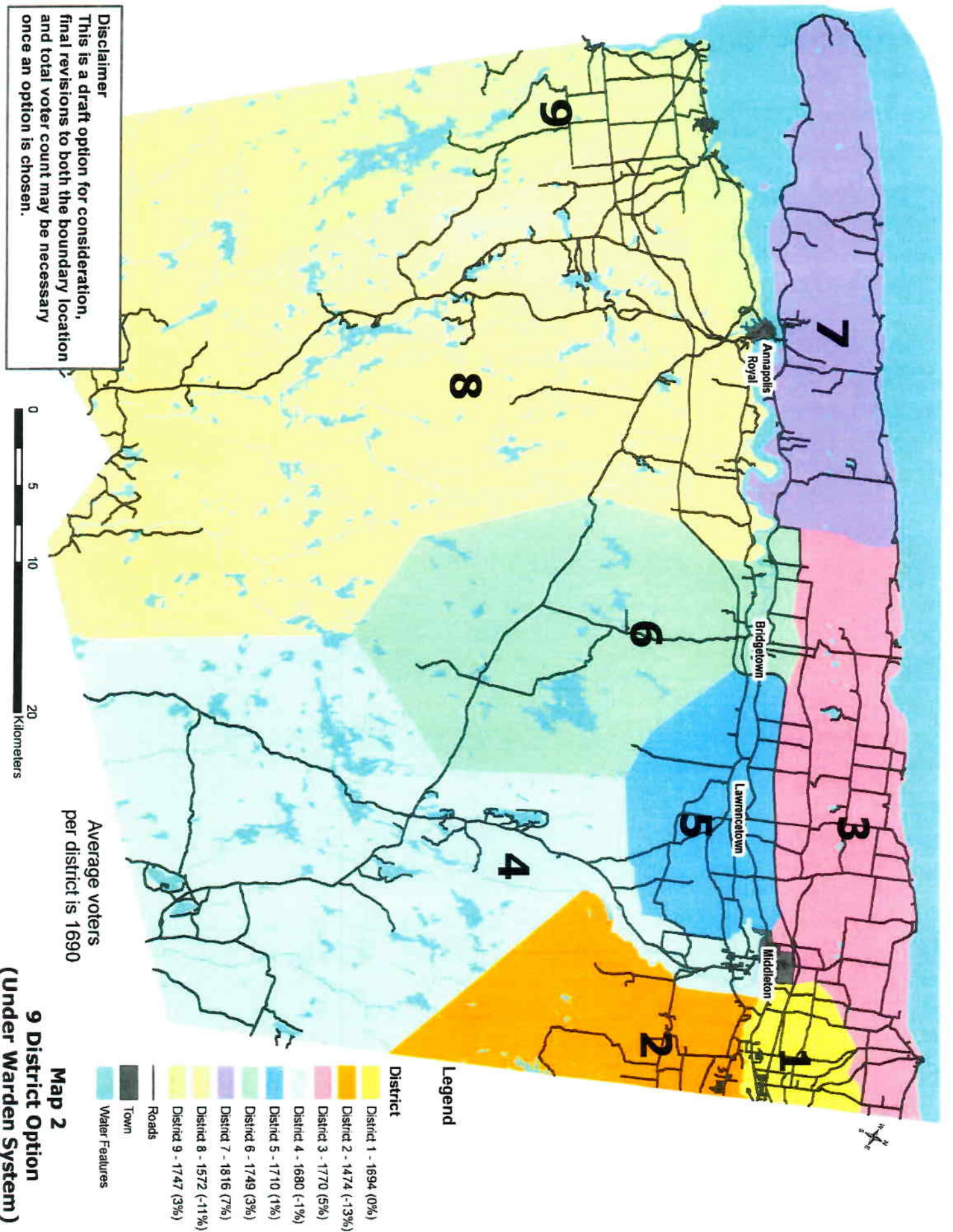


Average voters per district is 1383

Map 1
11 District Option
(Under Warden System)

- Legend**
- District**
 - District 1 - 1345 (-3%)
 - District 2 - 1326 (-4%)
 - District 3 - 1482 (7%)
 - District 4 - 1370 (-1%)
 - District 5 - 1212 (-12%)
 - District 6 - 1304 (-6%)
 - District 7 - 1409 (2%)
 - District 8 - 1293 (-7%)
 - District 9 - 1516 (10%)
 - District 10 - 1481 (7%)
 - District 11 - 1474 (7%)
 - Roads**
 - Town**
 - Water Features**





Disclaimer
 This is a draft option for consideration,
 final revisions to both the boundary location
 and total voter count may be necessary
 once an option is chosen.

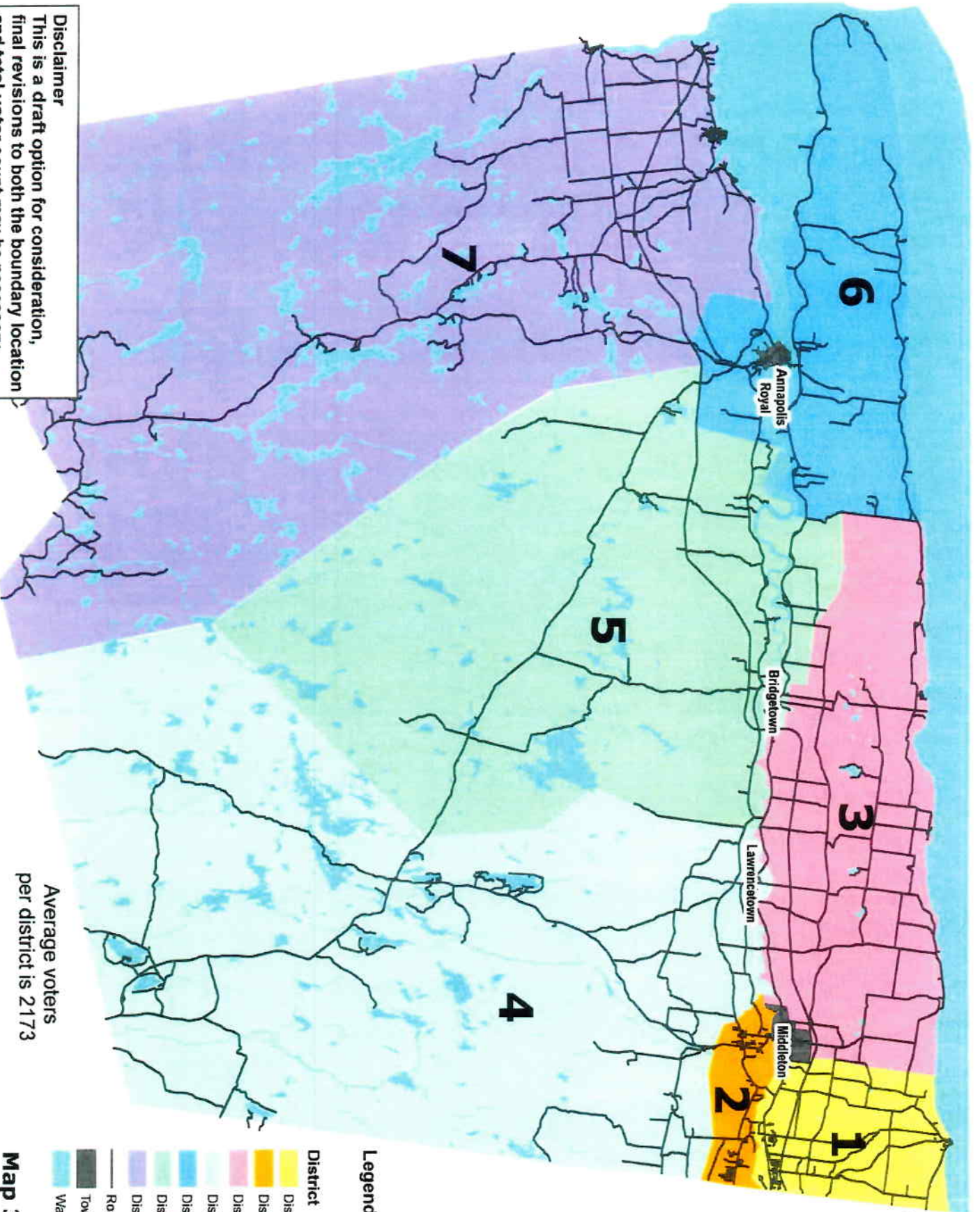


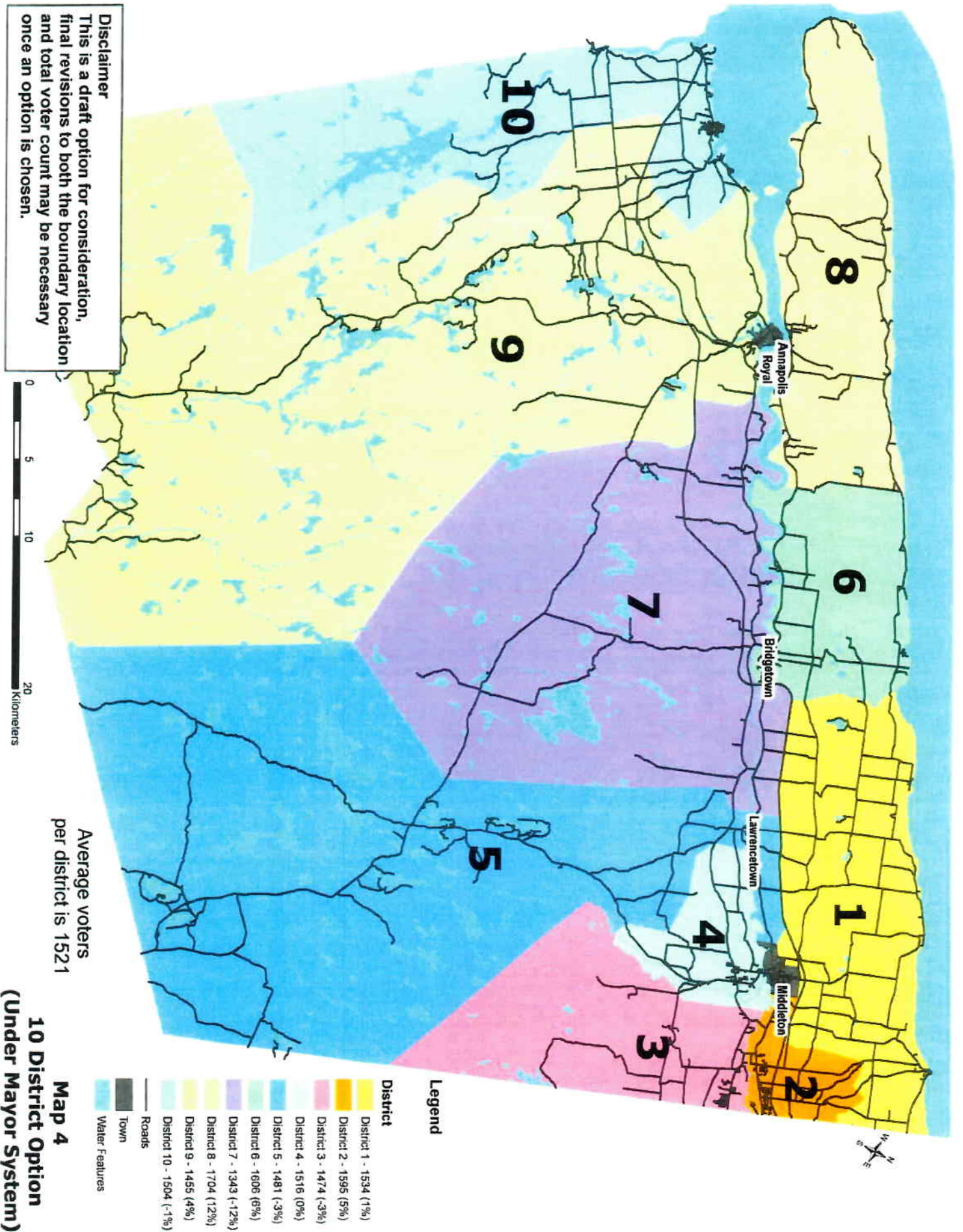
Average voters
 per district is 2173

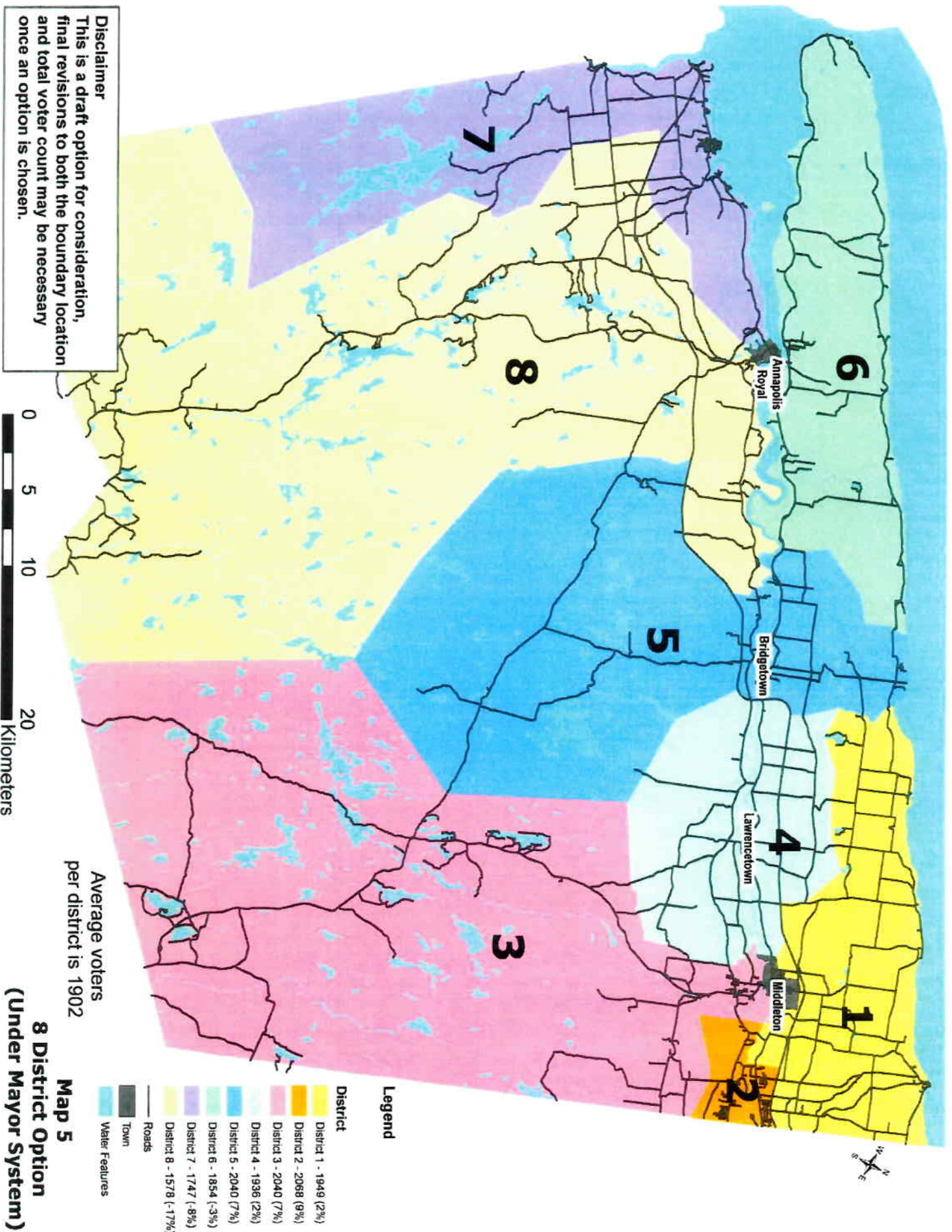
Legend

- | | |
|-----------------|--------------------------|
| District | District 1 - 2211 (2%) |
| | District 2 - 2074 (-5%) |
| | District 3 - 2237 (3%) |
| | District 4 - 1948 (-10%) |
| | District 5 - 2162 (-1%) |
| | District 6 - 2249 (3%) |
| | District 7 - 2331 (7%) |
| | Roads |
| | Town |
| | Water Features |

Map 3
7 District Option
(Under Warden System)







Disclaimer
 This is a draft option for consideration,
 final revisions to both the boundary location
 and total voter count may be necessary
 once an option is chosen.

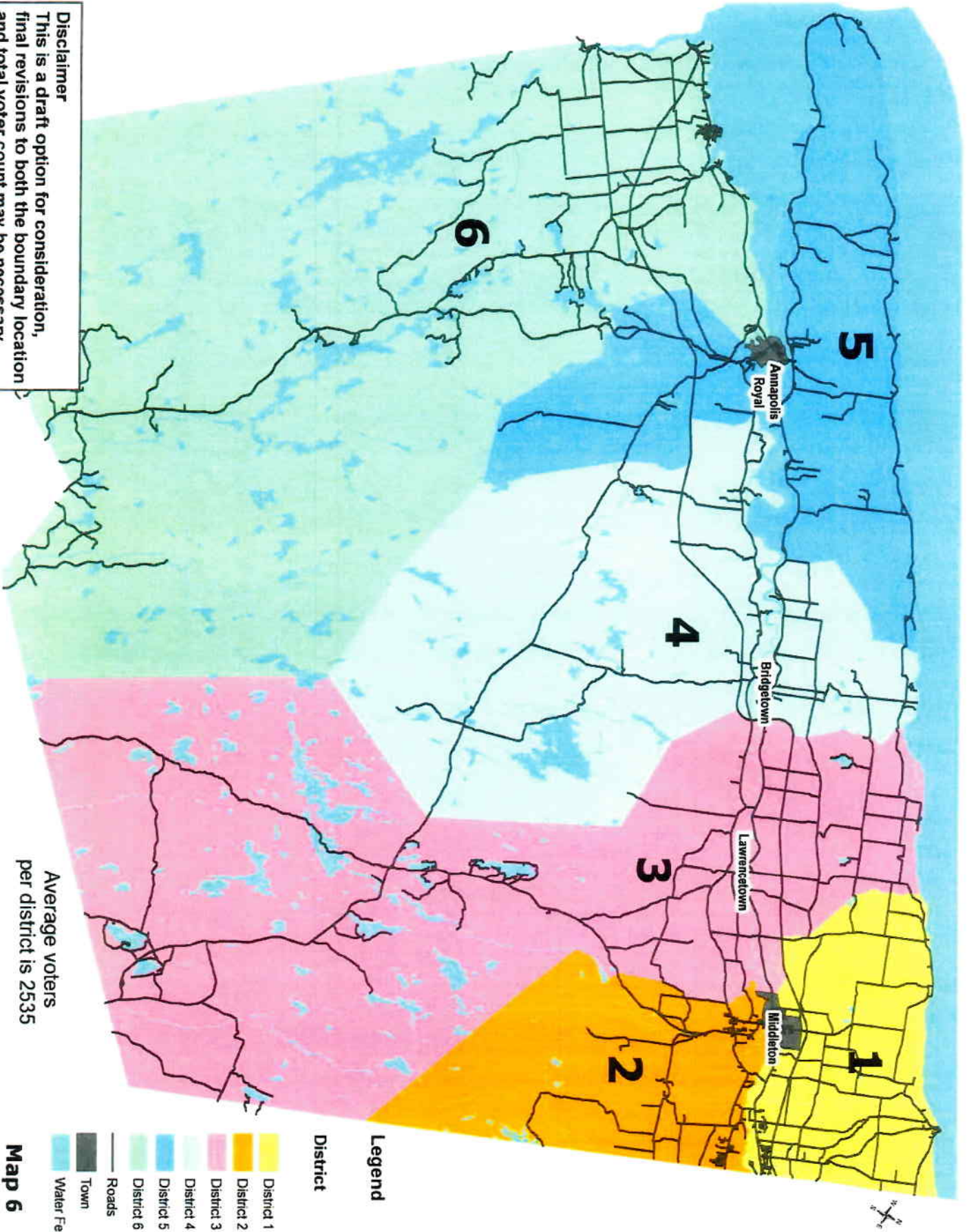


Average voters
 per district is 2535

Map 6
6 District Option
(Under Mayor System)

- District 1 - 2671 (5%)
- District 2 - 2642 (4%)
- District 3 - 2680 (6%)
- District 4 - 2406 (-5%)
- District 5 - 2444 (-4%)
- District 6 - 2369 (-7%)
- Roads
- Town
- Water Features

Legend
District





COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Accounts Payable Coordinator Heather Fox-Perry
Date: June 14, 2022
Subject: AM-6.6.6 *Signing Authorities Policy* - Amend

RECOMMENDATION

That Municipal Council amend *AM-6.6.6 Signing Authorities Policy* by:

- Adding in Sub-section 5(2)(f) "Manager of Finance", (seven day notice).

LEGISLATIVE AUTHORITY

Sections 13(3) and 31(2)(d)(i), *Municipal Government Act*, as amended

BACKGROUND

The addition has been recommended as routine in nature to reflect organizational responsibilities.

FINANCIAL IMPLICATIONS:

None

POLICY IMPLICATIONS

To keep the policy current with commerce (banking) requirements.

ALTERNATIVES/OPTIONS


None considered.

NEXT STEPS


Update policy internally on Sharepoint and externally on our website.

ATTACHMENTS

AM-6.6.6 Signing Authorities Policy showing amendments

Report Prepared by: 
Heather Fox-Perry
Accounts Payable Coordinator

Report Reviewed by: 
Angela Anderson
Manager of Finance

Report Approved by: 
David Dick, CPA, CA
Chief Administrative Officer

<p>THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p>AM – 6.6.6</p>
<p>Section Financial Administration</p>	<p>Subject Signing Authorities Policy</p>

1. APPLICATION

The separation of duties is a powerful internal control. To increase the chance an error is caught before a transaction is complete and to ensure that decisions are not based on erroneous data, it is important to establish internal controls that prevent one person from controlling a process from start to finish. Given the number of employees at the County of Annapolis a complete separation of duties is not realistic. However, a clear policy around signing authority is one way to reduce the risk of error or fraud.

2. AUTHORITY FOR POLICY

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

3. POLICY INTENT

To clarify internal control mechanisms relating to the signing of cheques or issuing of electronic funds transfers.

4. DEFINITIONS

In this Policy,

- (1) "CAO" means the County's Chief Administrative Officer;
- (2) "County" means the Municipality of the County of Annapolis.
- (3) "Municipality" means the Municipality of the County of Annapolis.
- (4) "Person Responsible" means the person designated as having budget responsibility for a specific cost centre.

5. ADMINISTRATION AND GENERAL PROVISIONS

- (1) All expenditures in excess of \$5,000 shall be made by cheque or electronic funds transfers (i.e., not by credit card, cash, other tender types).
- (2) All cheques or electronic funds transfer payments lists shall be signed by two of the following designated signing authorities:
 - (a) the Warden;
 - (b) the Deputy Warden;
 - (c) the CAO;
 - (d) a Deputy CAO;
 - (e) the Treasurer.
 - (f) the Manager of Finance.
- (3) When being presented with cheques to sign or electronic funds transfers to approve, a signing officer shall also be presented with purchase orders or expenditure approvals initialed or signed by the Person Responsible for the cost centre to which the expenditure is to be assigned.
- (4) Upon approval for distribution of Electronic Funds Transfer by designated signing authorities, the Accounts Payable Clerk will upload the SAP payment file to the bank. A second staff member with bank access must then approve the file for release.

<p>THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</p>	<p>AM – 6.6.6</p>
<p>Section Financial Administration</p>	<p>Subject Signing Authorities Policy</p>

<p>Municipal Clerk's Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p>Seven (7) Day Notice June 14, 2022</p> <p>Council Approval..... June 21, 2022</p> <p style="text-align: right;"><i>Carolyn Young</i> June 21, 2022</p> <p>Municipal Clerk Date</p> <p style="text-align: right;">At Annapolis Royal Nova Scotia</p>	
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Approved March 18, 2014

Amendments

April 18, 2017:

- included additional permission for a Deputy CAO to sign in circumstances that the CAO may be incapacitated or in a circumstance that would be a perceived as a conflict for the CAO to sign.

May 16, 2017:

- adding permission for the Senior Administrative Assistant to sign in circumstances that the Municipal Clerk may be absent, incapacitated or in a circumstance that would be a perceived as a conflict for the Municipal Clerk to sign.

May 21, 2019:

- In Section 3 added "or issuing of electronic funds transfers;"
- In Sub-section 5 (1) replaced "\$10,000" with "\$5,000;" and added "or electronic funds transfers;"
- In Sub-section 5 (2) added "or electronic funds transfer payments lists;"
- In Sub-section 5 (3) added "or electronic funds transfers to approve;"
- Added Sub-section 5 (4).

September 17, 2019:

- In Sub-section 5 (2) (f) replaced "Senior Administrative Assistant" with "Deputy Municipal Clerk" to reflect changes to job title.

May 18, 2021:

- Amended by:
 - Deleting in Sub-section 5(2)(d) "during a period that the CAO is absent, otherwise incapacitated or in a circumstance that would be perceived as a conflict for the CAO to sign";
 - Deleting in Sub-section 5(2)(e) "Municipal Clerk" and replacing with "Treasurer"; and
 - Deleting Sub-section 5(2)(f) "the Deputy Municipal Clerk during a period that the Municipal Clerk is absent, otherwise incapacitated or in a circumstance that would be a perceived as a conflict for the Municipal Clerk to Sign."

June 14, 2022:

Amended by:

- Adding in Sub-section 5(2)(f) the "Manager of Finance"

Amended June 21, 2022

Page 2 of 2



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Linda Bent, Manager of Inspection Services
Date: June 14, 2022
Subject: Appointment of Erin Schurman-Kolb as Municipal Building Official and Municipal Fire Inspector for the Municipality of the County of Annapolis

RECOMMENDATION

That Municipal Council appoint Erin Schurman-Kolb as Building Official and Fire Inspector for the Municipality of the County of Annapolis.

ORIGIN

As part of succession planning for staffing, the Municipality hired two building officials/fire inspectors. The start date for these positions was May 30, 2022.

LEGISLATIVE AUTHORITY

Nova Scotia Building Code Act – Part 5 (2)
Nova Scotia Fire Safety Act – Part 19 (b)

BACKGROUND

Part 5(2) of the Nova Scotia Building Code Act states that Municipal Council shall appoint a building official to administer and enforce the NS Building Code.

Part 19(b) of the Nova Scotia Fire Safety Act states that a Municipality shall appoint a fire inspector to carry out fire inspections.

DISCUSSION

By appointing Erin Schurman-Kolb as Building Official and Fire Inspector for the Municipality of the County of Annapolis, Council grants her the ability to administer the Municipality's S2 Building Bylaw, Nova Scotia Building Act & Regulations, current National Building Code and the Municipality's Policy 1.4.1 System of Fire Inspection Policy, Nova Scotia Fire Safety Act & Regulations and current National Fire Code.

FINANCIAL IMPLICATIONS

Costs associated with the appointments may include out of office training through the Nova Scotia Building Officials Association and the Fire Inspectors Association of Nova Scotia. Costs associated with additional training, as mentioned, and salary was included in the approved 2022-2023 operating budget.

POLICY IMPLICATIONS

None known.

ALTERNATIVES

These appointments are a statutory requirement and staff cannot perform their job duties unless appointed.

NEXT STEPS

Once appointed by Council, a Building Official and Fire Inspection can commence inspections and act under the authority of the NS Building Code Act and NS Fire Safety Act.

ATTACHMENTS

N/A

Report Prepared by: _____


Linda Bent, Manager of Inspection Services

Report Approved by: _____


David Dick, CAO



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Linda Bent, Manager of Inspection Services
Date: June 14, 2022
Subject: Appointment of Andrew Dobson as Municipal Building Official and Municipal Fire Inspector for the Municipality of the County of Annapolis

RECOMMENDATION

That Municipal Council appoint Andrew Dobson as Building Official and Fire Inspector for the Municipality of the County of Annapolis.

ORIGIN

As part of succession planning for staffing, the Municipality hired two building officials/fire inspectors. The start date for these positions was May 30, 2022.

LEGISLATIVE AUTHORITY

Nova Scotia Building Code Act – Part 5 (2)
Nova Scotia Fire Safety Act – Part 19 (b)

BACKGROUND

Part 5(2) of the Nova Scotia Building Code Act states that Municipal Council shall appoint a building official to administer and enforce the NS Building Code.

Part 19(b) of the Nova Scotia Fire Safety Act states that a Municipality shall appoint a fire inspector to carry out fire inspections.

DISCUSSION

By appointing Andrew Dobson as Building Official and Fire Inspector for the Municipality of the County of Annapolis, Council grants him the ability to administer the Municipality's S2 Building Bylaw, Nova Scotia Building Act & Regulations, current National Building Code and the Municipality's Policy 1.4.1 System of Fire Inspection Policy, Nova Scotia Fire Safety Act & Regulations and current National Fire Code.

FINANCIAL IMPLICATIONS

Costs associated with the appointments may include out of office training through the Nova Scotia Building Officials Association and the Fire Inspectors Association of Nova Scotia. Costs associated with additional training, as mentioned, and salary was included in the approved 2022-2023 operating budget.

POLICY IMPLICATIONS

None known.

ALTERNATIVES

These appointments are a statutory requirement and staff cannot perform their job duties unless appointed.

NEXT STEPS

Once appointed by Council, a Building Official and Fire Inspection can commence inspections and act under the authority of the NS Building Code Act and NS Fire Safety Act.

ATTACHMENTS

N/A

Report Prepared by: _____


Linda Bent, Manager of Inspection Services

Report Approved by: _____


David Dick, CAO



COUNTY of ANNAPOLIS
NATURALLY ROOTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Date: June 14, 2022
Subject: AM – 6.1.1 Progress Payments Policy (EAGLE Telecom) [Repeal]

RECOMMENDATION

That Municipal Council repeal AM-6.1.1 Progress Payments Policy (EAGLE TELECOM).

LEGISLATIVE AUTHORITY

Section 48 and 49 of the *Municipal Government Act*, as amended

BACKGROUND

This policy was enacted in June 2018 to clarify the process for progress payments relating to the internet infrastructure project. Given that the County of Annapolis has sold the internet infrastructure, the policy is no longer necessary.

FINANCIAL IMPLICATIONS

None anticipated

POLICY IMPLICATIONS

None known

ALTERNATIVES / OPTIONS

No other options recommended

NEXT STEPS

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

ATTACHMENTS

AM-6.1.1 Progress Payments Policy (EAGLE Telecom) [for repeal]

Report Prepared by: 
Director of Legislative Services and HR

Report Approved by: 
CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 6.1.1
Section Capital Projects	Subject Progress Payments Policy (EAGLE Telecom)

1.0 Purpose

- 1.1 To clarify process for progress payments to Eagle Telecom relating to the Internet Infrastructure Project.

2.0 Authority

- 2.1 This policy is enacted pursuant to the Section 48 and 49 of the *Municipal Government Act*, as amended.

3.0 Definitions

- 3.1 In this Policy words and phrases have the same meaning as in the Canadian Construction Documents Committee (CCDC) # 14 Design-Build Stipulated Price Contract or as provided below.

4.0 General Provisions

- 4.1 (a) Any subcontractors have to sign statutory declarations that they have been paid as part of the progress payment approval process.
- 4.1 (b) No progress payment will be made by the Municipality of the County of Annapolis to Eagle Telecom unless verification is made in full by the County's appointed Owner's Advisor in accordance with the Canadian Construction Documents Committee (CCDC) # 14 Design-Build Stipulated Price Contract - as per section(s) GC 5.3 and is further subject to additional verification and authorization in the following sequence:
- Verification and signature of the Owner's Advisor;
 - Verification and signature of the Director Municipal Operations;
 - Verification and signature of The Finance Director;
 - Approval and signature of the Chief Administrative Officer.
- 4.2 This policy will form part of the Canadian Construction Documents Committee (CCDC) # 14 Design-Build Stipulated Price Contract and adhere to the following section(s) GC 5.3 and Schedule 8. The Canadian Construction Documents Committee (CCDC) # 14 Design-Build Stipulated Price Contract schedules will state what is specified in this policy.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 6.1.1
Section Capital Projects	Subject Progress Payments Policy (EAGLE Telecom)

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice.....</i>	<i>July 14, 2020</i>
<i>Council Approval</i>	<i>July 21, 2020</i>
<u>Carolyn Young</u>	<u>July 21, 2020</u>
Municipal Clerk	Date
<i>At <u>Annapolis Royal</u> Nova Scotia</i>	

Approved June 19, 2018

Amended March 19, 2019 by adding:

"4.1 (a) Any subcontractors have to sign statutory declarations that they have been paid as part of the progress payment approval process."

[Subsequent section re-numbered to become Section 4.1 (b)]

Amended July 21, 2020 by:

- Replacing "Mainland Telecom Inc." with "Eagle Telecom" throughout;
- Deleting all references to interest payable;
- Re-numbering as appropriate.

Amended July 21, 2020	Page 3 of 3
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COUNTY of ANNAPOLIS
SAFETY AND JUSTICE

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Nancy Comeau, Assistant Manager of Finance

Reviewed by: Angela Anderson, Manager of Finance

Approved by: David Dick, CAO

Date: June 14th, 2022

Subject: 2022-02-02 School Trust Award Payouts

RECOMMENDATION

That municipal council approve a payout from the School Trust bank account per fund directives:

- (1) \$4,645 for student prizes
- (2) \$920 for programs as per fund directives, and
- (3) \$2,800 to educational institutions upon request of scholarship/award recipients.

LEGISLATIVE AUTHORITY

Section 65(av) Power to Expend Money

BACKGROUND

Staff at the School determine who the awards/prizes should be paid to and submit a list to us for pay-out. The County issued cheques to the students (or educational facility) as requested.

In June 2021, there were eighteen students who met the criteria of the 39 award/prizes, with payments ranging from \$25 - \$920.

The School Trust bank balance is approximately \$16,575. The Trust has approximately \$445,333 invested in GIC's and RBC Bank Shares.

DISCUSSION

This is an annual distribution.

FINANCIAL IMPLICATIONS

There is no financial impact to the operations funds. The original contributions to set up this Trust are invested in GIC's or RBC Bank Shares, and the interest income from these investments are used for these awards.

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

These distributions are according to the directive of the donor(s).

ALTERNATIVES/OPTIONS

n/a

NEXT STEPS

n/a

ATTACHMENTS

2022 Distribution of School Trust Funds


Report Prepared by:


Nancy Comeau, Assistant Manager of Finance

Report Reviewed by:


Angela Anderson, Manager of Finance

Report Approved by:


CAO David Dick, CPA CA

2022 Distribution of School Trust Funds

Payment to be issued to BRCS for disbursement to the Recipients on Graduation Night:

• BRHS Staff Prize	1 @ \$100	\$ 100
• Beeler English Prize	1 @ \$300	300
• Fraser English Prize	1 @ \$200	200
• French Oral Prize	1 @ \$200	200
• French Written Prize	1 @ \$200	200
• McIssac Memorial Bursary	1 @ \$100	100
• Highest Standing NUP Prize	1 @ \$200	200
• Lantz Allen Prize	1 @ \$ 75	75
• J.T. Archibald Prize	1 @ \$ 50	50
• Iris MacDonald Arts & Letter Award	1 @ \$920	920
• General Prize Fund (BRCS Awards)	23 @ \$100	<u>2,300</u>
<i>Total issued to BRCS for payout at graduation</i>		\$4,645
• Iris MacDonald Contribution to BRCS		<u>920</u>

Total Payment to be Issued to BRCS

\$5,565

Payments to be issued to Educational Institution on request by Recipient:

• Minnie Beatrice Bent Scholarships	3 @ \$400	\$1,200
• Max Young Scholarships	3 @ \$200	600
• Mary Alice Willett Scholarships	2 @ \$250	500
• R.J. Messenger Award	1 @ \$500	<u>500</u>

Total Available to be Issued to Educational Institutions

2,800

Total School Trust Funds to be Disbursed

\$8,365

The Recipient List will be available after the Graduation Service on June 28, 2022.



COUNTY of ANNAPOLIS
NATURALIST ROUTED

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Date: June 14, 2022
Subject: Recommendation Report – Amend AM – 2.7.9 COVID-19 Proof of Vaccination Policy

RECOMMENDATION

That Municipal Council amend AM – 2.7.8 COVID-19 Proof of Vaccination Policy as circulated.

LEGISLATIVE AUTHORITY

Municipal Government Act Sub-section 48(3)

BACKGROUND

2022-05-10 Committee of the Whole It was moved by Councillor Longmire, seconded by Councillor Hudson, to direct staff to draft a COVID-19 Vaccination Policy for councillors. Motion carried. 10 in favour 1 against (Gunn).

DISCUSSION

The vaccination policy continues to be in keeping with best practice being adopted by many Nova Scotia municipalities and businesses.

FINANCIAL IMPLICATIONS

None known

POLICY IMPLICATIONS

None known

ALTERNATIVES/OPTIONS

- Not approve the recommended amendments
- Repeal the policy

NEXT STEPS

If approved, commence practice effective immediately

ATTACHMENTS

N/A

Report Prepared by:


Dawn Campbell, Director of Legislative Services and HR

Report Approved by:


CAO David Dick, CPA CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 2.7.8
Section Health and Safety	Subject COVID-19 Vaccination Policy	

1. APPLICATION

- 1.1 This policy governs the COVID-19 proof of vaccination procedure for all councillors and employees of the Municipality of the County of Annapolis ("the County").

2. AUTHORITY

- 2.1 *Municipal Government Act*, as it is amended.

3. DEFINITIONS

- 3.1 **COVID-19** refers to the outbreak of the novel coronavirus known as COVID-19.

4. PURPOSE

- 4.1 The County is committed to providing a work environment that keeps our employees and the community safe. This commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical therefore that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 4.2 The purpose of this Policy is to set out the standards that employees must meet in the workplace so that each employee can do their part to keep each other and the public safe.

5. PROCESS

Mandatory Vaccination

- 5.1 The County requires all councillors and employees to be fully vaccinated (~~have both injections of one of the recognized vaccines~~) against COVID-19 in accordance with Nova Scotia's COVID-19 immunization plan.
- 5.2 Employees and councillors must provide confirmation of their vaccination status by providing an acceptable copy of the Nova Scotia COVID-19 Vaccination Record or other acceptable record if ~~the employee was~~ vaccinated outside of Nova Scotia.
- 5.3 If an employee is not vaccinated, the employee must disclose in writing to the Employer the reason for not being vaccinated. The Employer recognizes that it has a duty to accommodate employees who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion. The Employer will review the information and, after consultation with the employee, take alternative actions such as requiring that the employee undergo testing at a regular interval to be determined by the Employer, restricting access to the workplace, placing the employee on an unpaid leave of absence, and / or taking some other step so that the employee does not pose a hazard to other employees or anyone else with whom they would have contact through their work.

Approved Oct. 19, 2021

Page 1 of 3

- 5.4 If a councillor is not vaccinated, the councillor must disclose in writing to Municipal Council the reason for not being vaccinated. Municipal Council will review the information and, after consultation with the councillor, take alternative actions such as requiring that the councillor undergo testing at a regular interval to be determined by the Council, restricting access to municipal offices / worksites and / or requiring the councillor to attend meetings virtually.
- 5.5 The Employer will provide councillors and employees with self-administered rapid test kits. Any councillor or employee who tests positive on a rapid test will be required to provide confirmation of a negative PCR test before being allowed to be in the workplace isolate in accordance with provincial requirements.
- 5.6 Vaccinations will be only one part of the Employer County's steps to maintain a safe workplace. The County of Annapolis may continue to implement other measures, such as wearing a mask and physical distancing even if the Province discontinues those steps.
- 5.7 The County may, at its discretion, apply this Policy to contractors who are working on municipally-owned premises.

6 COMPLIANCE

- 6.1 Regardless of their vaccination status, councillors and employees are required to follow all COVID-19 protocols that the County of Annapolis has in place.
- 6.2 If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the County of Annapolis can require that the employee follow alternative measures such as weekly testing or, where there is no other option that the County considers reasonable, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, this pandemic ends or the County ends the leave.
- 6.3 If a councillor does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) Municipal Council can require that the councillor follow alternative measures such as weekly testing or attending meetings virtually.

7 CONFIDENTIALITY

- 7.1 Information relating to an employee's proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will be kept confidential by the County. All medical information and vaccination records will be stored separately from employees' personnel files, kept secure at all times and destroyed when no longer needed.

8 REVIEW OF POLICY

- 8.1 The impact of the COVID-19 pandemic will undoubtedly continue to change. The County will, therefore, review this Policy on an ongoing basis, adjusting it if necessary and revoking it if warranted.

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	<u>PENDING June 14, 2022</u>
Council Approval	<u>PENDING June 21, 2022</u>
<i>Carolyn Young</i>	<u>PENDING</u>
Municipal Clerk	Date
At <u>Annapolis Royal</u> Nova Scotia	



COUNTY of ANNAPOLIS
NATURAL BEAUTY

RECOMMENDATION REPORT

To: Committee of the Whole

Prepared by: Dawn Campbell, Director of Legislative Services

Date: June 14, 2022

Subject: Recommendation Report – Amend AM – 1.8.1 Travel and Expenses Policy

RECOMMENDATION

That, effective upon approval, Municipal Council amend AM – 1.8.1 Travel and Expenses Policy by increasing the kilometric and meal allowances as circulated.

LEGISLATIVE AUTHORITY

Section 23 of the *Municipal Government Act*, as amended

BACKGROUND

Inflation and increases to the cost of living have prompted consideration to update the County's kilometric and meal allowances. The kilometric allowance has not increased since 2014 and meal allowances have not increased since 2015.

DISCUSSION

Canada Revenue Agency rates are maximum amounts permitted that will not be considered as a taxable benefit (current allowable attached for reference). This recommendation has also considered best practice of current rates for other similar municipalities (comparison attached). The recommended amendments are based on:

- Kilometric rate recommended is that permitted by Canada Revenue Agency
- Meal allowances proposed parallel best practice of similar municipalities

FINANCIAL IMPLICATIONS

This change will increase "pay outs" for travel related costs. However, the ability and increasing frequency of meeting virtually may off-set these increases. We anticipate the financial impact will be less than \$10,000 and accounted for within existing budgets.

POLICY IMPLICATIONS

None known

ATTACHMENTS

N/A

Report Prepared by:


Dawn Campbell, Director of Legislative Services and HR

Report Approved by:


CAO David Dick, CPA, CA

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.8.1
Section Travel Allowances & Other Expenses	Subject Travel and Expenses Policy

1. APPLICATION

It shall be the policy of the Municipality of the County of Annapolis to compensate elected officials (including warden, deputy warden, and municipal councillors), non-councillor designates (including citizen appointees and other committee designates / representatives) and municipal employees for reasonable expenses incurred when participating in activities related to council / municipal business provided that appropriate prior authority is obtained in accordance with this policy. This policy applies for all travel and expenses except as provided under other municipal policies; i.e., *AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy*.

2. AUTHORITY

Section 23 of the *Municipal Government Act*, as amended

3. TERMS OF POLICY

- 3.1 Any person authorized to travel for the benefit of the municipality and for the purposes of municipal business is expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved.
- 3.2 If an elected official, designate or employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official or employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.
- 3.3 An employee's place of work shall be considered the starting point and point of return of any trip, unless the employee leaves from and/or returns directly home and the distance travelled is less.
- 3.4 An elected official's / designate's residence shall be considered the starting point and point of return of any trip, unless he / she leaves directly from another location and the distance travelled is less.
- 3.5 When two or more elected officials and / or designates and / or employees are attending the same seminar, convention or meeting, carpooling shall be practised whenever possible.

4. SPECIFIC REQUIREMENTS

- 4.1 Councillors may participate in two events per year (April 1 – March 31), apart from FCM which is by policy, and NSFM (which is different when local).
- 4.2 Where an elected official, designate or employee is chosen by municipal council or the CAO as a representative of the municipality to any organization, he / she is entitled to either reimbursement of expenses by the organization or by the municipality; however, if the he / she chooses to be reimbursed by the municipality, any reimbursement to which that designated representative is entitled from the organization shall be paid to the municipality. In no circumstance shall the chosen representative receive reimbursement by both the organization and the municipality.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.8.1
Section Travel Allowances & Other Expenses	Subject Travel and Expenses Policy

- 4.3 The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-county conferences and municipally-related activities subject to prior approval by CAO / Director / Manager / Supervisor in accordance with approved budgets and Standard Operating Procedures.
- 4.4 The County shall not reimburse expense claims for alcohol purchases by an individual.
- 4.4 Employees authorized to travel may submit a claim for reimbursement of travel expenses for actual travel while engaged in the performance of duties or on the municipality's behalf, in accordance with the guidelines and schedules herein.
- 4.5 Travel advances for elected officials, designates or employees are subject to the approval of the CAO or in his / her absence, the Director of Corporate Services. Approved travel advance claims shall be submitted to the Accounts Payable Clerk at least five working days prior to the departure date. Within thirty (30) days of the completion of a business trip for which a travel advance was made, the elected official / appointee / employee must account for the advance by submitting a travel expense claim for allowable expenses and by remitting any balance in excess of the expenses actually incurred and claimed. If the advance has not been accounted for within the prescribed time limit the Accounts Payable Clerk will deduct the balance owing to the municipality from any sum of money that may be due and payable to that elected official / designate / employee.

All travel claims must be signed by the person making the claim and approved for payment by the employee's supervisor, by the employee's service group manager or by the CAO; with respect to elected officials / designates, all travel claims must be approved by the warden. All claims made later than 45 days after the completion of a business trip require the approval of the CAO.

- 4.6 An elected official, designate or employee who plans to attend out-of-town conferences / municipally related activities shall be solely responsible to co-ordinate all registrations, bookings, schedulings, cancellations and other arrangements to be paid for by the municipality. Assistance may be provided by the Municipal Clerk. This will provide the municipality with a preferred level of service at competitive rates. However, the final responsibility for all matters related to out-of-town municipal activities shall be the responsibility of the individual.
- 4.7 Members of Municipal Council and the CAO may be accompanied by their spouse or a guest while attending the Union of Nova Scotia Municipalities (UNSM) annual conference and be reimbursed for additional conference registration fees and additional accommodation costs, if any. This also applies to the two members of municipal council selected to attend the Federation of Canadian Municipalities (FCM) Annual Conference, except that no reimbursement will be provided for the cost of airfare for the spouse or guest. This also applies to the CAO with respect to attendance at the annual conference of the Association of Municipal Administrators of Nova Scotia (AMANS), the Canadian Association of Municipal Administrators (CAMA) or International City/County Management Association (ICMA).

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.8.1
Section Travel Allowances & Other Expenses	Subject Travel and Expenses Policy

4.8 The spouse or one guest may accompany a municipal employee receiving an award, certificate or diploma at the annual conference of a municipal association and the employee will be reimbursed for additional conference registration fees, meal allowances and additional accommodation costs, if any. Similarly, the spouse may accompany an employee authorized to attend an employer sponsored pre-retirement seminar (1 occasion only). The employee will be reimbursed for additional seminar fees, meal allowances and additional accommodation costs, if any.

4.9 Elected officials, designates or employees who register for conferences, courses, seminars or municipally related activities that result in fees / costs and do not attend shall be responsible for any and all costs incurred by the municipality except if attendance was not possible / practical for the following reasons:

- illness (personal or immediate family);
- weather conditions;
- travel emergencies;
- municipal emergencies / urgencies;
- other reasons as approved by municipal council.

From time to time, there may be instances where there are conflicting opinions as to the acceptability of specified expenses between the claimant and authorizing personnel. These matters shall be referred to Chief Administrative Officer for direction.

4.10 For expenses not billed directly to the municipality, all lodging, meals, parking fees and other incidental expenses will be reimbursed upon submittal to the Accounts Payable Clerk on the proper "Expense Claim" form along with receipts.

4.11 Claims for per diem meal allowance or personal vehicle kilometric allowance shall be submitted to the Accounts Payable Clerk on the proper "Expense Claim" form but do not require receipts. Such claims shall be paid in accordance with rates as set forth in *Appendix A* and *Appendix B*, as may be amended by resolution of municipal council from time to time. All claims must be approved by an employee's supervisor or in the case of an elected official or designate by the warden.

No additional allowances are payable for carrying passengers and two or more persons travelling during the same time period to the same destination should car pool to the greatest extent appropriate or practical in the circumstances.

4.12 The municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles. Person(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring: the automobile(s) is properly insured for such use; compliance with all relevant statutory requirements; and payment of insurance premiums.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.8.1
Section Travel Allowances & Other Expenses	Subject Travel and Expenses Policy

- 4.13 Where possible and financially advantageous for the municipality, the CAO or designate may approve a short-term rental of an automobile for a person or persons travelling on municipal business. The municipality will pay the daily rental, insurance, gasoline, and kilometric charges invoiced by the rental agency, as applicable.
- 4.14 Reporting requirements may include some items as taxable income or taxable benefits.
- 4.15 All expenditures and/or expense claims are subject to review and internal and external audit verification.
- 4.16 By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Municipal Council shall review this policy as part of the orientation process and, by motion, the Council, shall either re-adopt or amend the policy.

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 14, 2022**
Council Approval **PENDING June 21, 2022**

Carolyn Young

June 22, 2022

Municipal Clerk

Date

At Annapolis Royal, Nova Scotia

Effective 97/06/17, Amended 99/01/19, 00/04/18, 01/05/15, 02/08/20, 04/05/18, 05/04/19; 06/04/18; 10/03/16; 10/12/21; Amended 11/04/19;

2013/04/16 Added "This policy applies for all travel and expenses except as provided under other municipal policies; i.e., AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy," in Section 1.

2013/05/21 Added "Councillors may participate in two events per year (April 1 – March 31), apart from FGM which is by policy, and UNSM (which is different when local)," in Subsection 4.1.

2013/12/17 Added to Appendix A:

Effective April 1, 2014:

- 51¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

2014/12/16 Amended Appendix B:

Effective January 1, 2015:

- breakfast (between 12:00 a.m. and 12:00 noon) \$15.00
- lunch (between 12:00 noon and 5:00 p.m.) \$20.00
- dinner (between 5:00 p.m. and 12:00 midnight) \$30.00
- \$65.00**

2015/05/19 Amended by:

- removing "employees" in Sub-section 4.1;
- deleting and replacing Sub-section 4.3 as follows:

The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-town conferences and municipally-related activities subject to prior approval by CAO/Director/Supervisor and in accordance with approved budgets.

The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-county conferences and municipally-related activities subject to prior approval by CAO / Director / Manager / Supervisor in accordance with approved budgets and Standard Operating Procedures.

Amended April 2021

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.8.1
Section Travel Allowances & Other Expenses	Subject Travel and Expenses Policy

2017/12/19 Amended by adding:
Sub-section 4.4 *The County shall not reimburse expense claims for alcohol purchases by an individual (and re-numbering subsequent sections as appropriate);*

AND
Sub-section 4.16 *By the January 31st immediately following a regular election held under the Municipal Elections Act, Municipal Council shall review this policy and, by motion, the Council, shall either re-adopt or amend the policy.*

2020/12/20
Policy was reviewed and re-adopted without changes.

2021/04/20 Amended by:
- removing "The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration, and direct travel expenses for elected officials / designates / in accordance with current policies for attendance at meetings, conferences and municipally-related activities subject to approved budgets and prior approval of Municipal Council," in Sub-section 4.1.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.8.1
Section Travel Allowances & Other Expenses	Subject Travel and Expenses Policy

APPENDIX A

KILOMETRIC ALLOWANCE

Effective April 1, 2014:

- 51¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

Effective July 1, 2022:

- 61¢ per kilometre for the first 5,000 kilometres driven; and
- 55¢ per kilometre driven after that.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.8.1
Section Travel Allowances & Other Expenses	Subject Travel and Expenses Policy

APPENDIX B

MEAL ALLOWANCES

Effective January 1, 2015:

• <i>breakfast (between 12:00 a.m. and 12:00 noon)</i>	\$15.00
• <i>lunch (between 12:00 noon and 5:00 p.m.)</i>	\$20.00
• <i>dinner (between 5:00 p.m. and 12:00 midnight)</i>	<u>\$30.00</u>
	\$65.00

Effective July 1, 2022:

• <i>breakfast (between 12:00 a.m. and 12:00 noon)</i>	\$20.00
• <i>lunch (between 12:00 noon and 5:00 p.m.)</i>	\$20.00
• <i>dinner (between 5:00 p.m. and 12:00 midnight)</i>	<u>\$35.00</u>
	\$75.00

Kilometric rate comparison

County of Antigonish	Provincial rate
County of Colchester	Provincial rate
County of Cumberland	Provincial rate
County of Kings	Provincial rate
District of East Hants	Travel allowance \$400-3,000 based on kms travelled during year
District of Yarmouth	0.4670 per km
Region of Queens	Provincial rate
West Hants Regional Municipality	Provincial rate
Province of Nova Scotia	0-16 000 km 51.13 ¢/km 16 000.1+ km 45.13 ¢/km

Meal allowance comparison

County of Antigonish	Breakfast \$ 15.00 Lunch \$ 20.00 Dinner \$ 36.00
County of Colchester	as prescribed by the Federal Government (National Joint Council)
County of Cumberland	Breakfast \$ 20.00 Lunch \$ 20.00 Dinner \$ 35.00
County of Kings	Breakfast per diem \$20.00 Lunch (mid-day) per diem \$20.00 Dinner (evening) per diem \$33.00 Any Meal within Kings County \$15.00
District of East Hants	Breakfast \$ 13.00 Lunch \$ 15.00 Dinner \$ 27.00
District of Yarmouth	Breakfast \$ 20.00 Lunch \$ 20.00 Dinner \$ 35.00
Region of Queens	Reimbursed at cost if supported by the original receipt and deemed to be reasonable based on the location
West Hants Regional Municipality	Breakfast \$ 17.00 Lunch \$ 20.00 Dinner \$ 30.00
Province of Nova Scotia	Breakfast \$ 8.00 Lunch \$ 15.00 Dinner \$ 20.00

Province of Nova Scotia Rates
Kilometrage and Transportation Allowance Rate
Changes Effective April 1, 2022

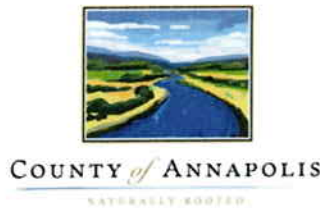
KILOMETRAGE REIMBURSEMENT RATES - REGULAR RATES

KILOMETRES DRIVEN	OLD RATE	NEW RATE
0-16 000 km	46.15 ¢/km	51.13 ¢/km
16 000.1+ km	40.73 ¢/km	45.13 ¢/km

Meal Allowances

The per diem claimable for each meal (which is interpreted as the actual amount expended up to the maximum rate inclusive of taxes and gratuities) is set out as follows:

Breakfast per diem	\$8.00
Lunch (mid-day) per diem	\$15.00
Dinner (evening) per diem	\$20.00



RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Nancy Chisholm, Recreation Coordinator
Date: June 14, 2022
Subject: Recommendation Report – 2022-23 Community Grants

RECOMMENDATION

That Municipal Council approve the 2022-23 grant allocations as presented in accordance with *AM-1.4.9 Community Grants Policy*.

LEGISLATIVE AUTHORITY

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

BACKGROUND

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

FINANCIAL IMPLICATIONS

Summary of grant submission amounts by Category (See Appendix A for further details)

Grant Category	Total Project/Program Costs	Amount Recommended IAW Policy
Community Programs Assistance Fund	82,038.46	6,000.00
Marketing and Promotion Partnership Programs	23,250.00	2,000.00
Capital Projects Assistance Program	47,000.00	22,000.00
Community Halls and Centres Assistance Program	29,193.15	15,442.50
Trails Assistance Program	222,858.81	23,000.00
Totals	\$404,340.42	\$68,442.50

The 2022-23 General Operating Budget has allocated \$200,000 (including carry forward from 2021-22) for community grants under AM-1.4.9. If this recommendation is approved for the allocation of the grant applications listed in Appendix A there will be \$131,557.50 remaining in the community grants policy for the rest of this fiscal year.

POLICY IMPLICATIONS

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

ALTERNATIVES

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

NEXT STEPS

1. If approved, Continue on with issuance of the Grant Funding in accordance with policy AM 1.4.9;
2. Inform applicants of Council's decision regarding their application; and
3. Approved applications will be divided into districts for the applicable councillor to distribute the funding.

ATTACHMENTS

Appendix A: List of processed Grant Applications as of June 2022.

Report Prepared by: 
Nancy Chisholm, Recreation Coordinator

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

Report Approved by: 
David Dick, Chief Administrative Officer, CPA CA

Community Programs Assistance Fund (50% of total cost up to a max of \$2,000 max)

Group	Total Project Cost	Recommended	Identified Project / Need
Annapolis Valley Farm to School Committee (AVRCE)	23,000.00	2,000.00	Farm to School Snack program. The program provides free locally grown vegetables and fruit from Annapolis Valley farms to participating schools in the Annapolis Valley Regional Centre of Education (AVRCE). They also provide along with the fresh food, information sheets on the local farm, and fun facts for students and curriculum links for teachers. They received funding from the community health boards and have applied to the two other municipal units included in their catchment area for similar amounts (Kings and West Hants). Remaining funds are requested through the school board.
Valley Doulas (in partnership with King's County Family Resource Centre)	26,075.00	2,000.00	Community Prenatal Education and Postpartum Support. The Valley Doulas is a partner of the Kings County Resource Centre. Families that attend the prenatal programming are located in three municipalities (West Hants, Kings and Annapolis). The program is designed to provide free support to women and families, followed by accessible and timely postpartum support. They are seeking grant funding from the other municipal units (Kings \$7500 & West Hants \$1500), and the Town of Kentville (\$2000). They also apply and reach out to local community organizations.

Precision Dance Association	32,963.46	2,000.00	Program support for dance. Both Recreational and Competitive programs for youth aged 13-18. The association is a non-profit dance studio run out of Melvern Square. The majority of funds come from registrations/fees and fundraising efforts.
Totals	\$ 82,038.46	\$ 6,000.00	

Marketing & Promotion Partnership Programs (not to exceed \$5000)

Group	Total project cost	Recommended	Identified Project/Need
Southwest Nova Biosphere Reserve Association	23,250.00	2,000.00	Amazing Places Program, Regional promotion through interpretive Centre, and "Touring through Time" Update.
Totals	\$ 23,250.00	\$ 2,000.00	

Capital Projects Assistance Program - Large Capital Grants (shall not normally exceed \$25,000)				
Group	Total Cost	Project	Recommended	Identified Project / Need
Soldiers Memorial Hospital Foundation			10,000.00	The Soldiers Memorial Hospital Foundation requested a pledge of \$50,000 from Council to support their Primary Health Care Centre fundraising campaign. Council previously approved a multi-year grant funding allocation: five (5) \$10,000 payments over five (5) years beginning in the 2020-21 fiscal year. This recommendation is intended to be year three of five.
Margaretsville Community Hall Society	47,000.00		12,000.00	Willet Park Development Project. 2 shuffleboard game areas, 2 horseshoe pitches, refurbish service building, park electrical service, park fencing, and portable toilet.
Totals	\$ 47,000.00		\$ 22,000.00	

Community Halls & Centres Assistance Program

Group	Total Project Cost		Recommended	Description
Cornwallis Community Association	2,242.50		2,242.50	Roof repair to hall, remove and dispose of loose and damaged shingles, replace missing ones, tarring shingles for maximum adhesion.
Moschelle Community Hall Society	5,000.00		2,400.00	Installation of a wheelchair ramp including the labour. Phase two of their accessibility project.
Round Hill Hall Company	3,375.00		2,400.00	Dismantle old pump house area of basement (black mold issue), remove back window and close in, and replace support posts behind bathroom area.
Three Rivers Community Centre	3,500.00		2,400.00	Purchase of new 8 foot plastic tables for hall.
Paradise Community Hall	6,015.65		2,400.00	Painting exterior of the hall and upgrading ceiling lights.

Wilmot Centre Society	Community	4,000.00	2,400.00	Renovations to hall. Front entrance steps for wheelchair access, steps for exit from west room and basement renovations to eliminate moisture buildup.
West Community Club	Paradise Community Club	5,060.00	1,200.00	Installation of a Heat Pump for the hall.
Totals		\$ 29,193.15	\$ 15,442.50	

Trails Assistance Program				
Group	Total Project Cost	Recommended	Description	
South Shore - Annapolis Valley Recreational Trail Association	43,000.00	10,000.00	Upgrading and repairs to SSAVT. Two culvert replacements, trail surface repair class "A" material, Bush removal and ditching, trail grading.	
Annapolis Valley Trails Coalition	113,400.00	8,000.00	Annual trail costs and maintenance. Projects for 2022/23 include: Continued work on the western loop, be involved in the Shared Strategy for Trails in NS, increase number of amenities across the HMT, and increase the connectivity and accessibility of trails in the Valley region.	
Annapolis County Trails Society	66,458.81	5,000	Continued improvements and maintenance along HMT and bridge rebuild and repairs from weather events this past winter.	
Totals	\$ 222,858.81	\$ 23,000.00		

Summary totals

Below are the total amounts for the projects/programs that applied for a Community Grant, the total amount recommended for the applications and the remaining balance in the Community Grants Program if approved for the rest of the fiscal year.

Total Amount for Projects/Programs: \$404,340.42

Total Recommended Amount:	\$68,442.50
Community Grants Budget:	\$200,000.00
Difference:	\$131,557.50



COUNTY of ANNAPOLIS
SAFARIWAY ROUTE

RECOMMENDATION REPORT

To: Committee of the Whole
Prepared by: Dawn Campbell, Director of Legislative Services
Date: June 14, 2022
Subject: Response to NSFM Survey Regarding Exchange of Services / Changes to *Municipal Government Act*

RECOMMENDATION

That Municipal Council include a discussion of responses to the NSFM survey regarding exchange of services and changes to the *Municipal Government Act* at the Regular Council Meeting on June 21, 2022.

LEGISLATIVE AUTHORITY

Section 519 of the *Municipal Government Act* requires the Minister of Municipal Affairs to provide 12 months' notice to the Nova Scotia Federation of Municipalities about any legislation, regulation or administrative actions that could decrease revenues or increase expenditures of municipalities:

Requirement to notify Union

519 (1) *The Minister shall notify the Union of Nova Scotia Municipalities at least one year prior to the effective date of any legislation, regulation or administrative action undertaken by or on behalf of the Government of the Province that would have the effect of decreasing the revenue received by municipalities in Nova Scotia or increasing the required expenditures of municipalities in Nova Scotia.*

(2) *Subsection (1) does not apply with respect to any legislation, regulation or administrative action applying to the Province generally and not mainly to municipalities. 1998, c. 18, s. 519.*

BACKGROUND

On May 2, 2022, the Minister of Municipal Affairs forwarded a letter to the president of the NSFM notifying of upcoming / possible changes which would financially impact municipalities (*copy attached*).

An NSFM Memo on May 24th noted the following:

SERMGAR Member Survey

The Service Exchange Renegotiation and Municipal Government Act Review (SERMGAR) committee would like to hear from municipal councils. The committee has developed a survey that has been distributed via email last week **to Mayors, Wardens, and CAOs.**

The survey is intended for municipal councils, not individual elected officials, to indicate the **official position of your council** on the survey questions. Directions for responding are contained in the survey email. If your council has not yet received this email, please contact NSFM.

Please confer with your mayor/council and attempt to respond prior to June 13.

Several municipalities are including / have included a discussion of survey responses at their regular council meetings.

FINANCIAL IMPLICATIONS

Per May 2nd letter

POLICY IMPLICATIONS

None known

ALTERNATIVES / OPTIONS

Councillors could respond individually without consultation

NEXT STEPS

Per above

ATTACHMENTS

Letter from Minister of Municipal Affairs dated May 2, 2022 *Survey Questions*

Report Prepared by:


Director of Legislative Services and HR

Report Approved by:


CAO David Dick, CPA CA



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

May 2, 2022

Mayor Amanda McDougall
President, Nova Scotia Federation of Municipalities
Suite 1106, 1809 Barrington Street
Halifax, NS B3J 2K8

Dear President McDougall:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs & Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice for such changes for fiscal year 2023-24 and beyond.

The Department of Municipal Affairs & Housing canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The following is a summary of the results of that process.

DEPARTMENT OF MUNICIPAL AFFAIRS & HOUSING (DMAH)

Renegotiating the Memorandum of Understanding with the Municipalities

The Minister of Municipal Affairs and Housing Mandate Letter of September 14, 2021, directs the Minister to *renegotiate the Memorandum of Understanding with municipalities*. The current Provincial-Municipal Service Exchange has been unchanged since 1995, and DMAH is reviewing all existing financial aspects associated with the provincial-municipal relationship, including: the Municipal Financial Capacity Grant, grants in lieu of municipal taxes, local roads, other departmental grants, education (including sewer and wastewater for schools), housing, policing, and mandatory contributions. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the result of consultations and negotiations.

Municipal Financial Capacity Grant (MFCG)

The Minister of Municipal Affairs and Housing Mandate Letter of September 14, 2021, directs the Minister to *double the equalization payment [MFCG] for the first year, until a new Memorandum of Understanding can be reached*. Municipalities received this double payment in fiscal year 2021-2022. It is expected that the MFCG levels for 2022-23 will continue to reflect previous levels (\$30.4M) until a new MOU is negotiated.

Changes to Definition of Income for Housing Programs & Services

In 2021, DMAH completed a review of the income definition for public housing programs. Income definitions determine eligibility and rent levels for public housing, rent supplement, and home repair programs. As a result of the review, the Child Disability Benefit, the GST Tax Credit & Affordable Living Tax Credit, and the Veterans Disability Pension were all excluded from the definition of income for public housing programs and services effective December 2021.

Using calculations based on the Net Operating Losses (NOL) for public housing and services from 2021-22, as well as the number of current public housing clients that are in receipt of these excluded sources of income, it is estimated that the annual municipal share of NOL will be impacted by approximately \$8,000 beginning in 2022-23. It is important to note that the impact to the municipal share of NOL could experience minor annual changes depending on any changes to the number of public housing clients in receipt of the identified benefits. The summary of the 2023 impact is as follows:

Municipal Name	Impact to Municipality	2021-22 NOL	% of NOL
Cape Breton Regional Municipality	\$172	\$2,157,152	0.01%
County of Annapolis	\$201	\$132,593	0.09%
County of Cumberland	\$1081	\$222,121	0.49%
County of Kings	\$694	\$256,780	0.19%
County of Pictou	\$55	\$150,373	0.04%
District of East Hants	\$43	\$69,274	0.06%
District of Guysborough	\$198	\$85,101	0.23%
District of Shelburne	\$196	\$7,469	2.62%
Halifax Regional Municipality	\$2,920	\$4,003,185	0.03%
Region of Queens Municipality	\$281	\$142,247	0.20%
Town of Amherst	\$243	\$246,897	0.10%
Town of Annapolis Royal	\$176	\$23,695	0.74%
Town of Berwick	\$2	\$33,523	0.01%
Town of Bridgewater	\$537	\$63,564	0.84%
Town of Kentville	\$248	\$72,564	0.34%
Town of Middleton	\$13	\$75,428	0.02%
Town of New Glasgow	\$41	\$222,735	0.02%
Town of Pictou	\$433	\$115,797	0.37%
Town of Yarmouth	\$497	\$220,492	0.23%
TOTAL	\$8,032	\$8,300,989	0.10%

Code of Conduct

Consultations for improving the regulations associated with codes of conduct for elected officials will be taking place in fiscal 2022-23. The process for addressing code of conduct issues will be developed with input from the municipalities and the NSFM. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the model regulations that are advanced as a result of consultations.

DEPARTMENT OF ENVIRONMENT & CLIMATE CHANGE (ECC)

Coastal Protection Act

It is possible that municipalities will incur incremental costs in implementing the Coastal Protection Act in the coming fiscal year. ECC is providing notice of changes that will be required in municipal building and development approval processes now that coastal protection legislation (Bill 106) has passed. The legislation will provide consistent province-wide legal protection for our coast by restricting development and related activity in areas where structures will be at risk of damage due to coastal flooding and erosion, or where it will damage sensitive coastal ecosystems.

Under this legislation municipalities will be enabled to approve a building permit or development permit for construction within a coastal protection zone to be defined by regulation if the proposed location of the construction is above a minimum building elevation specified in the regulations and is situated upland of a site-specific horizontal setback determined by a designated professional. This will require minor modifications to municipal administrative processes for these types of permits.

It is expected that the responsibility for competent, accurate and objective determination of the horizontal setback will rest with the designated professional, using a methodology and forms prescribed in the regulations. Minimum building elevations will be prescribed by the Province for each of approximately 82 sections of coastline.

Subject to the final form of the regulations, if the act applies to a permit application, the municipality will be required to determine whether the proposed construction location is above the minimum building elevation and upland of the site-specific setback determined by the designated professional in an erosion risk factor assessment report the landowner will be required to submit to the municipality with the permit application and confirm the designated professional was a member in good standing of a professional body designated in the regulations at the time the erosion assessment was signed.

Specifics of which professional groups will qualify to determine the setback, standards and forms to be used and other administrative details will be set out in the regulations. Additional detail on the delineation of the coastal protection zone, restrictions and exemptions that apply within it will also be set out in regulations.

DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS (IGA)

Procurement

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be tendered unless subject to an exemption. Thresholds were last updated on January 1, 2022, and are as follows:

	CETA Thresholds	CFTA Thresholds
Goods	\$366,800	\$121,200
Services	\$366,800	\$121,200
Construction	\$9.1M	\$302,900

It is anticipated there will be new thresholds for CETA and CFTA for 2024-25. These thresholds are calculated based on data that will not be available until the end of next year, so at this time, the scope for municipal involvement is not known. IGA will advise as soon as they receive updated information.

DEPARTMENT OF JUSTICE

Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's municipalities with DNA analysis arising from criminal investigations. DNA analysis is an important and affordable service that helps solve crimes. The 2022-23 financial cost of this program is expected to stay the same at \$799,688 however the proration of the cost to municipalities will be reassessed upon DMAH's release of the "Uniform Assessment" for 2022-23.

RCMP Collective Bargaining Agreement

The RCMP National Police Federation's collective bargaining agreement with the Government of Canada was signed on August 6, 2021. It included economic increases and market adjustments for the period April 1, 2017 to March 31, 2023, which the RCMP implemented according to the timelines stipulated in "Appendix C" of the collective bargaining agreement. The average cost increase to municipalities under the Provincial Police Service Agreement in the 2022-23 fiscal year is 11%.

Amendments to the Part XX of the *Municipal Government Act*

The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021, directs the Minister to *[a]mend the Freedom of Information and Protection of Privacy Act to give order-making ability to the Privacy Commissioner*. These amendments, as well as other amendments aimed at modernizing the act are anticipated to be brought forward by government at a future sitting of the House of Assembly. To ensure consistency in access and privacy, Part XX of the *Municipal Government Act* will be updated at the same time, which may include resource

implications or increased legal costs. However, the financial implications associated with changes to part XX of the *Municipal Government Act* to give order-making power to the privacy commissioner are unknown at this time.

DEPARTMENT OF LABOUR, SKILLS AND IMMIGRATION (LSI)

Expansion of Firefighter's Cancer Presumption under the *Workers' Compensation Act* (Firefighters' Compensation Regulations).

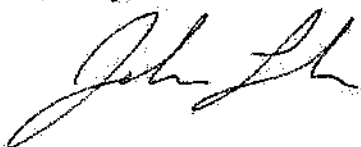
Following consultation with the firefighting community, organizations that represent firefighters, and municipalities, the Province of Nova Scotia has approved LSI's request to expand presumptive coverage for firefighters under the *Worker's Compensation Act*. This added coverage for paid and volunteer firefighters will increase the number of presumptive cancer coverage from 6 to 19 and cover heart attacks that occur within 24 hours of an emergency call.

The Province of Nova Scotia also approved LSI's request to extend financial support to help municipalities cover initial and annual liability costs for the next four fiscal years. Over this period, the Province of Nova Scotia will cover liability costs to a total of \$80.6 million. Municipalities will not incur any additional cost for the enhanced benefit until the fiscal year of 2025-26.

	2021-2022	2022-23	2023-24	2024-25
Province paid portion	\$67.4M	\$4.4M	\$4.4M	\$4.4M
Associated costs covered	Initial liability	Annual liability	Annual liability	Annual liability

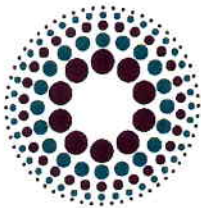
The Department acknowledges that several items included in this letter have financial impacts that are unknown at this time. The Department will attempt to clarify these impacts and alleviate any issues during the implementation of these items in 2023-24. If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the Department for clarification.

Sincerely,



John Lohr
Minister of Municipal Affairs & Housing

corr063



NOVA SCOTIA FEDERATION OF MUNICIPALITIES

Membership Survey to Support the Service Exchange Renegotiation and MGA Review Committee

Purpose of this survey:

As Nova Scotia municipalities head into the renegotiation of the Service Exchange Agreement, it is important to take stock of their needs and aspirations to better serve their constituents. The Province is also reviewing the Municipal Government Act (MGA) and Halifax Regional Municipality Charter (HRMC) and it is important for NSFM to collectively envision an MGA/HRMC that helps municipalities confront modern challenges. This survey will help to develop an in-depth understanding of the problems and opportunities that should be addressed in these two importance processes.

This survey includes 20 questions and is organized into four sections. The first section focuses on service exchange, the second section focuses on the MGA/HRMC, the third section focuses on municipal revenue. The survey ends with questions about special considerations that your municipal unit requires and final comments.

Please note, this information is collected for internal use only. Survey responses will only be reported in aggregate form. Information that identifies specific municipalities will not be released.

If you have any questions, please contact info@nsfm.ca.

Q1: What is the name of your municipality?

(Dropdown menu)

Questions related to the Service Exchange Agreement Renegotiation

In 1994, the Provincial-Municipal Service Exchange Agreement reallocated responsibilities and restructured the fiscal framework. The objectives of the Service Exchange Agreement were 1) to create strong, financially viable local governments, 2) to develop a clearer, fairer, provincial-municipal partnership, and 3) to rationalize service provision.

Information for Q2 and Q3:

Under the Service Exchange Agreement, the provincial government took responsibility for:

- Social Services and Child Welfare
- Public Health and Long-term Care

This PDF copy of the survey is for review purposes only.

Responses must be submitted using the online platform:

<https://form.surveypal.net/Service-Exchange-Renegotiation-and-MGA-Review-Survey>

- Administration of Justice
- Environment (regulatory aspects of sanitation and health standards)
- Highway Police Patrols and central police services

The provincial government also continued to hold a range of responsibilities, such as those pertaining to healthcare, education, housing, and provincial roads.

Municipalities took responsibility for:

- Making mandatory contributions to correctional services
- Policing
- Local Roads
- Sidewalks
- Public Transit
- Land-use Planning
- Building Inspection
- Recreation
- Control of Invasive Weed Species

Municipalities continued to be responsible for water and wastewater, management of solid waste, public libraries, and mandatory contributions to education and regional housing authority net operating losses.

Some municipalities also pay a per kilometre service exchange balancing fee (initially \$3500 per/km pegged to CPI) in lieu of accepting the transfer of local roads under the Provincial-Municipal Service Exchange.

Q2: Considering the responsibilities listed above, which responsibilities does your council believe municipalities should maintain or assume and why?

(Open Response Box)

Q3: Considering the responsibilities listed above, which responsibilities does your council believe the Province should maintain or assume and why?

(Open Response Box)

Information for Q4: Municipalities often respond to challenges and opportunities in their jurisdictions at their own discretion.

Many municipalities continue to make significant expenditures in the areas of Public Health, Environmental Health Services, Long-Term Care Facilities, Housing, Public Safety, Physician Recruitment, Economic Development, and Arts and Culture.

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Q4: What discretionary expenditures by your municipality does your council believe should be better supported by the Province?

(Open Response Box)

Q5: To provide a sense of priorities, state the top three municipal expenditure responsibilities that your municipal council believes should be reviewed and why?

(Open Response Box)

Q6: What new service responsibilities would your municipality find unacceptable?

(Open Response Box)

Questions related to the Municipal Government Act Review

Since the last MGA Review in 2015, several changes have been made to the MGA. These changes have granted municipal authority to take actions that were previously prohibited. These changes allow municipalities to invest and make decisions in new aspects of the communities that they govern.

Q7: The following question provides a list of recent changes to the MGA that have implications for the abilities and responsibilities of municipalities. Using the checklist below, please indicate the discretionary abilities that your council believes are useful for your municipality.

(Checklist Response List)

- Expanded power to expend
- Mandate to establish a Municipal Code of Conduct
- Ability to finance developments that increase accessibility
- Ability to enable municipalities to sell land below market price in some cases
- Ability to engage in negotiation for the purpose of increasing affordable housing units
- Ability to create commercial development districts
- Others? Please add.

Q8: What discretionary abilities conferred by the MGA does your municipal council believe are not useful and why?

(Open Response Box)

Q9: What additional discretionary abilities does your municipal council believe should be granted by changes to the MGA?

(Open Response Box)

This PDF copy of the survey is for review purposes only.
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Information for Q10: A number of other federal and provincial statutes and regulations have implications for municipal budgets as non-discretionary expenses.

Q10: Using the checklist below, please indicate which regulations or responsibilities your municipal council finds to be causing considerable pressure on your budget and capacity to accomplish core goals?

(Checklist Response List)

- Surplus Schools
- Property Valuation Assessment Services
- Federal Wastewater Systems Effluent Regulations
- Cost of Police Evidentiary Lab Analysis Services
- Minimum Planning Requirements (Coastal Protection Act)
- (Upcoming) Worker Compensation Board Premiums for Volunteer Fire Fighters

Q11: Are there any other responsibilities brought about by statutes or regulations not mentioned above that add significant pressure on your budget?

(Open Response Box)

Q12: If your county or district municipality elects a warden, please indicate whether, in the opinion of your municipal council, the warden system should be replaced by the mayoral system.

(Open Response Box)

Q13: Village governance is established in Part XVII of the MGA. In the view of your municipality, should villages be consolidated with districts and counties? Please explain why or why not.

(Open Response Box)

[This survey continues on the next page]

This PDF copy of the survey is for review purposes only.
Responses must be submitted using the online platform:

<https://form.surveypal.net/Service-Exchange-Renegotiation-and-MGA-Review-Survey>

Information for Q14: Municipal mergers can help municipalities cooperate rather than engage in competition with each other. Consolidation is a new approach to municipal mergers that is more collaborative for the municipal partners than dissolution or amalgamation. Below is a chart that describes the difference between consolidation and amalgamation.

	Consolidation	Amalgamation
Examples	Windsor West Hants	Halifax Regional Municipality Cape Breton Regional Municipality
Overview	Municipal Leadership "Bottom Up" Process	Provincial Leadership "Top Down" Process
Legislation	Special Legislation for each merger Joint Councils make the merger decision Councils request special legislation	Municipal Government Act, Part XVII NSUARB Reviews Municipal proposals Cabinet issues merger order
Structure	Joint Transition Committee Joint Committee recommends Coordinator Joint Committee develops organization Staffed with municipal staff, consultants Joint Committee hires first CAO Boundaries reviewed by NSUARB Joint Committee organizes first election	Independent Coordinator Cabinet Chooses Coordinator Coordinator develops organization Staffed by experts, consultants Coordinator hires first CAO Boundaries reviewed by NSUARB Coordinator organizes first election

Source: Antigonish Fact Sheet "Consolidation or Amalgamation? What is the Difference?",
<https://antigonish.ca/>

Q14: Under what conditions does your council believe municipal consolidation is advisable? Reasons could include fiscal insolvency, limited access to qualified personnel, infrequency of competitive elections, or an effort to decrease costs.

(Open Response Box)

Q15: What incentives could be put in place to make amalgamation a viable option?

(Open Response Box)

Questions related to municipal revenue

Q16: Municipalities can be supported in fulfilling all responsibilities with new or expanded sources of revenue. What new or expanded revenue sources or tools does your municipal council believe to be most viable?

(Open Response Box)

[This survey continues on the next page]

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Information for Q17 and Q18:

Municipalities benefit from a range of grants including grants-in-lieu of taxes, the Municipal Financial Capacity Grant, and the Towns Foundation Grant.

Grants-in-lieu of Taxes include Farmland Grant, Nova Scotia Power Grants-in-lieu of Taxes, and Provincial or Federal grants-in-lieu of Taxes.

Other Grant Programs include a) Emergency Services Provider Fund, b) Municipal Innovation Program, c) Provincial Capital Assistance Program, d) Flood Risk Infrastructure, e) Investment Program, f) Fire Protection Grant, g) Municipal Flood Line Mapping Program, h) Beautification and Streetscaping Program, i) Community Works Program, j) Canadian Community Building Fund (formerly the Gas Tax), k) 911 grant.

Q17: What grants has your municipality received for operational expenses and how could these grants be improved?

(Open Response Box)

Q18: What grants has your municipality received for capital expenses and how could these grants be improved?

(Open Response Box)

Special considerations and other comments

Q19: Is there anything about your municipality that your council believes deserves special consideration in terms of expenditure responsibilities, legislation, or financial support?

(Open Response Box)

Q20: Is there anything else that your municipal council would like to share?

(Open Response Box)

Carolyn Young

Subject: FW: East end Committee

From: Brian Connell
Sent: June 8, 2022 4:33 PM
To: Carolyn Young <CYoung@annapoliscounty.ca>
Subject: Re: East end Committee

Yes and it is a concern from one of the citizen members and myself that this is important for the review or maybe we should stop the review until new members are found. In the past we have kept the same members once a review was under way and where covid has stopped most meetings for 2 years. I would think we could get them on the committee and keep them until the review is over. Thanks

From: Carolyn Young
Sent: Wednesday, June 8, 2022 9:30 AM
To: Brian Connell
Cc: David Dick; Alan Parish
Subject: RE: East end Committee

Good morning, Councillor Connell,
I understand from the Warden that you will not be at the Audit Committee meeting today, so I'll ask my questions here!

The policy for the East End Area Advisory Committee states a composition of 4 councillors (1, 2, 9, and 11) and up to 5 citizen members. Currently, there are 4 councillors and one citizen member for the term that ends November 30, 2022, so it is operating within policy. Advertising for the next round of applications for all committees will soon be underway for the consideration of the Nominating Committee.

Is your request for Council to advertise for the 4 additional citizen members right now, for the balance of this term?
This process would currently take us until September for the appointment, when the next round of advertisements will be underway.

The Chair of Nominating is currently aware of this committee deficiency as well as quite a few others.

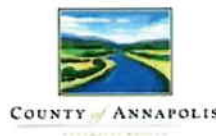
Carolyn Young
Municipal Clerk / Executive Assistant

Telephone: (902) 532-3136

Fax: (902) 532-2096

Email: cyoung@annapoliscounty.ca

Website: AnnapolisCounty.ca



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



From: Brian Connell
Sent: June 7, 2022 9:26 PM
To: Carolyn Young <CYoung@annapoliscounty.ca>
Subject: East end Committee

I would like to put on the COTW agenda that we advertise for new members for the east end committee as soon as possible. Thanks

Carolyn Young

Subject: FW: TCTS Report

From: Bruce Prout
Sent: May 30, 2022 8:39 PM
To: Carolyn Young <CYoung@annapoliscounty.ca>
Cc: Wanda Atwell <WAtwell@annapoliscounty.ca>
Subject: TCTS Report

The monthly Board Meeting of TCTS took place on May 18th in the TCTS Boardroom in Bridgetown.

The following items comprise highlights of the meeting:

1. The minutes of the April 20th meeting were approved.
2. Under Business Arising, the final Budget for 2022/23 was approved. TCTS was very pleased that the Municipality of the County of Annapolis had approved the request for extra funding.
3. There was no correspondence.
4. Highlights of the General Managers report were as follows:
 - a) Staff were very appreciative of the recent wage increase.
 - b) Under NS Trip, TCTS was asked to update their Business Plan this year. The update has been completed.
 - c) Under " Positive Notes" , with COVID numbers continuing to decrease, TCTS is optimistic that more appointments will be forthcoming in future weeks , including charters and group bookings.
5. Under New Business:
 - a) Updates were approved under Policy and Procedures, the Employee Handbook, and the Driver Handbook.
 - b) 3 year Budget Planning was discussed.
 - c) The AGM was discussed.
6. The next monthly meeting, (and AGM), was set for September 21st at the Bridgetown Fire Hall , with the AGM at 3:30 followed by the monthly Board Meeting.

Respectfully Submitted,

Bruce Prout
Councillor for District 1
Phone (902) 765-2911
Email: bprout@annapoliscounty.ca
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2022-05-31 Planning Advisory Committee Recommendation

That Municipal Council give first reading to amend the Bridgetown Land Use Bylaw (LUB) by rezoning the land identified as parcels PID No. 05144787, 05144795, 05114293 and 05005475, in the community of Bridgetown from the Institutional (I1) and Open Space (O1) Zones to the Residential Multiple (R2) Zone as well as the removal of Part 9.3.2 (d) regarding the location of multi-unit buildings on local streets. The aforementioned text and map amendments will permit the proposed redevelopment plan submitted by CMH for the former school to a multi-unit residential development consisting of sixteen (16) two-bedroom apartments and three single unit residential dwellings, in accordance with the recommendation of the Planning Advisory Committee.



Kings Transit Authority

General Manager's Report

First Meeting of the 2022-23 Fiscal Year

As presented at the May 25th, 2022 Board Meeting - Incomplete

Section 1.0

Garage and Fuel prices

Section 2.0

Ridership and Revenue

Section 3.0

Monthly Financial Reporting

Section 4.0

Monthly Financial Summary

Section 5.0

Ridership Initiatives

Section 6.0

Human Resources

Section 7.0

Monthly Activities

Section 8.0

Planned Activities



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Section 1.0 – Garage and Fuel Prices

Buses

In the Month of March we had **19** work orders for repairs on our vehicles.

Bus 59 which is budgeted for a complete refit, costing \$159,000. This amount remains in the Capital budget for 2022-23, moving it forward to complete this scheduled work to extend the lifespan of the vehicle. This work will not begin until the 4 donor buses on the road completely. Most likely in July, possibly August this year.

The 4 buses KTA had donated from Halifax Transit are still in the process of having body work and repairs completed to be able to place into service. 3 "Donor" buses have been completed at the body shop, having all panels replaced and fully painted in white. All 4 donor buses have been floated to and from Truro and are back in the KTA maintenance facility.

We currently have a co-op student from NSCC in the shop as a learning opportunity.

Garage

There are drainage issues which have been present at the garage, outside of the wash bay. We are, approximately every 3-months, having to pump out the drainage system. This costs approximately \$1000 each time, but more so it shows there is a lack of proper drainage system in an area where it needs to be. An engineer has assessed for us free of charge. - ****Update – Updated RFP has been put out in the public sphere. ****

Fuel

Fuel prices remain higher than budgeted. At the end of the 2021-22 Fiscal year, **March 31st, 2022** Kings Transit is reporting **\$90,415.96** overage of the budget in fuel costs. In breaking it down further, the **Core is \$31,306.26** over budget, **Annapolis is \$40,680.49** over budget and **Digby sits at \$18,159.21** over budget. This reason for this is fuel was budgeted at \$0.73/L, when in actuality we are being charged **\$1.85/L** at the time of this report. This high range is what was used as a source for fuel budgeting in 2022-23.

Section 2.0 – Ridership and Revenue

Ridership

When looking at Ridership from 2021 we have seen an **increase of 30.57%**. This is from **125,679** riders up to February of 2021 across our system to **181,040** up until February of 2022.

February 2021 KTA had ridership of **11,772**. February of 2022 we have ridership of **14,380** a total of 2,608 more than 2021. This in itself is an **increase of 22.15%** when comparing February 2021 to 2022.

As expected our ridership has yet to recover to our 2020 levels, sitting at **56.09%** of our ridership in 2020, which was **322,783** riders. Comparatively to **181,040** riders in 2022.

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Revenue

Revenue for February has **increased** from **\$32,858** in 2021 to **\$40,767** in 2022, meaning an **increase** of **\$7,909**, equating to **24.1%**.

When looking at Year to Date, 2021 landed at **\$298,049**. In 2022 we have exceeded that with a significant increase totaling of **\$468,655**. When comparing this to our 2020 levels, which was finalized at **\$798,181**. After it is all said and done that leaves us being **58.72%** of where we were at in 2020.

Service Suspensions

In April there were no service suspensions for any reason.

Section 3.0 – Monthly Financial Reporting

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

Section 4.0 – Monthly Financial Summary

Revenue	\$ 1,827,933.19	\$1,802,907.00	\$ 25,026.19
Expenses	\$ 1,658,119.38	\$ 1,704,547.00	\$ 46,427.92
Surplus/Deficit	\$ 169,814.11	\$ 98,360.00	\$ 71,454.11

Revenue	\$ 547,510.43	\$ 531,524.37	\$ 15,986.06
Expenses	\$ 620,227.86	\$ 533,208.00	\$ 87,019.86
Surplus/Deficit	\$ -72,717.43	\$ -1,683.63	\$ -71,033.80

Revenue	\$ 314,008.21	\$ 307,874.66	\$ 6,133.55
Expenses	\$ 282,337.94	\$ 308,603.00	\$ -26,365.06
Surplus/Deficit	\$ 31,670.27	\$ -728.34	\$ 32,398.61

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Section 5.0 – Ridership Initiatives

We are currently in the stage of wrapping a bus and sending out boosted posts through our social media curated by Revolve Marketing.

Policies and Procedures to our Operating staff to ensure customer satisfaction and ridership safety have been developed and are in the review stage.

DoubleMap is still not providing the service they are contracted too. They issued a \$10,000 invoice for equipment received that was supposed to be new, along with other essentials to have the systems work properly, but the tablets came to us used and the Sim cards do not work in the tablets provided.

I sent the invoice to the DoubleMap management team with a large synopsis of the problems I have seen since being involved with KTA. I refused to pay the invoice at this time, until all contractual agreements have been met. (Ie: working Sim Cards to use the tablets just provided to us, at this time we have not enough tablets to track all the vehicles, this will include the donor buses once they are on the road).

I have yet to receive a response from DoubleMap, however due to the service we have been provided I no longer feel this is best value for KTA and once the ICIP funding starts to be produced for implementation I will need to RFP a new GPS provider with an RFP that suits our needs, not necessarily lowest bidder.

Section 6.0 – Human Resources

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

The 4 candidates that we were looking to hire, 3 have been brought on. The last is working towards his Class 2 license to be able to drive with us. He has no off letter as of yet, it is conditional on completing Class 2 licensing.

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

I continue to work with Valley Enterprise Network in order to provide our professional needs to the broader community for resource support.

We are currently fully staffed with the administrators, we are looking to hire an additional 3 part time operators to compliment any services changes that are made. Hopefully moving them to full time once the routes have taken hold.

Section 7.0 – Monthly Activities

3/23/2022

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

1. Completed Stage 1 of the Policy Manual, sent to staff and Board for review;
2. Zoom calls with Provincial partners to review ICIP funding and next steps;
3. Rapid test program discontinued for the time being;
4. Participated in Valley Regional Enterprise Network (VREN) meetings and discussing employment gaps and training required for specialized industries;
5. Reviewing Website with MCSA and putting in place procedures and policies in regards to updating social media, the website and how our Board Meetings are presented to the public;
6. Working with Revolve in Halifax to complete a Ridership Campaign to receive an 80% grant from the province;
7. Selected training courses and registered the operations supervisor and the accounting clerk;
8. Working with the administrator to ensure all areas of accountability are met;
9. Auditing continues, should be complete by the time of the meeting.

Section 8.0 – Planned Activities

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

1. Continue developing procedures and future training materials from the policy manual;
2. Attending Accessibility Committee at the Town of Kentville;
3. Speaking with the Centerville CDCDA in regards to possible transit solutions;
4. Attending presentation from NSCC COGS in regards to our electrification and zero-emission bus movement;
5. Organizing a Non-Ridership Survey with the VRPTA, in order to assess why people do not ride transit;
6. Continue with planning meetings for ICIP;
7. Finish training of all new employees;
8. Reviewing route and identifying possible new stop locations as well as locations for shelters and benches along route, will be looking at Kings County first, then will assess Annapolis and Digby.
- 9.

Kindest Regards,



Michael Getchell
General Manager
Kings Transit Authority

3/23/2022

**Recommendations from 2022-06-08 Audit Committee Meeting
To
2022-06-14 Committee of the Whole**

Audit Committee Letter (June 8, 2022)

That municipal council authorize two members of the Audit Committee, being the Warden and the Chair, to sign the June 8, 2022 Audit Committee Report, in accordance with the recommendation of the Audit Committee.

Audit Representation Letter June 8, 2022

That municipal council authorize the Warden and CAO to sign the Audit Representation Letter dated June 8, 2022, pursuant to the recommendation of the Audit Committee.

MCOA Consolidated Financial Statements to March 31, 2021

Deputy Warden Gunn moved, seconded by Councillor Sheridan, that municipal council approve the Draft MCOA Financial Statements to March 31, 2021, as prepared and amended by Kent & Duffett, and to authorize the Warden and CAO to sign the document for submission to the Minister.