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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, July 11, 2023

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

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



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| | 2. | DISCLOSURE OF INTEREST |
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| | 4. | PRESENTATION |
| | 4.1 | RCMP Annapolis Detachment – Sgt. M. Maxwell |
| | 5. | APPROVAL OF MINUTES |
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| | 6. | CORRESPONDENCE |
| 23-24 | 6.1 | 2023-06-07 Prime Minister Trudeau – Basic Income Guarantee |
| | 7. | INFORMATION/STAFF REPORTS |
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| | 8. | RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES |
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| | 9. | IN-CAMERA |
| | 9.1 | In accordance with section 22(2)(e) contract negotiations of the <i>Municipal Government Act</i> |
| | 9.2 | In accordance with section 22(2)(e) contract negotiations of the <i>Municipal Government Act</i> |
| | 9.3 | In accordance with section 22(2)(e) contract negotiations of the <i>Municipal Government Act</i> |
| | 9.4 | In accordance with Section 22(2)(c) personnel of the <i>Municipal Government Act</i> |

Minutes of the special Committee of the Whole meeting held on Friday, March 17, 2023, at 10:13 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

This special meeting was called to continue the agenda from the regular meeting held on Tuesday, March 14, 2023, beginning at item 6.4.

ROLL CALL

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

Also Present: Interim CAO Doug Patterson; Municipal Clerk Carolyn Young; other staff D. Campbell, Z. Cromwell, C. Mason.

DISCLOSURE of INTEREST

Councillor Connell declared an interest in item 6.11 - SR2023-20 Grant Application Port George Regional Recreation Centre.

APPROVAL of the Order of the Day

There was a request to add under New Business – Sewer Rate

To approve the Order of the Day as amended.

Moved: Councillor LeBlanc

Seconded: Councillor Longmire

Motion carried.

STAFF REPORTS

Re: SR2023-15 2023 FCM Delegate Selection

The Municipal Clerk assisted with the selection process of three delegates and three alternates in accordance with AM-1.3.0 FCM Delegate Selection Policy.

Having attended FCM previously, it was determined that Councillors Barteaux and Longmire were not eligible to be delegates.

Delegates:

That municipal council appoint Councillors Gunn and LeBlanc and Deputy Warden Redden as delegates to attend 2023 FCM Annual Conference in Toronto, ON.

Moved: Councillor Sheridan

Seconded: Councillor Barteaux

Motion carried.

Alternates:

That municipal council appoint Councillors Longmire and Barteaux as alternates in the case that a delegate cannot attend

Moved: Councillor Connell

Seconded: Deputy Warden Redden

Motion carried.

Re: SR2023-16 Letter of Awareness Melvern Square and Area Community Centre

That municipal council provide a letter of awareness to the Melvern Square Community Centre to accompany their 2023-2024 Recreation Facility Development Grant application, noting that no funding has been requested from the municipality for their roof replacement project.

Moved: Councillor Prout

Seconded: Councillor LeBlanc

Motion carried.

Re: SR2023-17 Joint Letter Causeway

That Municipal Council direct the Warden to sign the letter to the Hon. Kim Masland requesting assistance in the maintenance and management of the Granville Ferry Causeway in tandem with a signature from the mayor of the Town of Annapolis Royal.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried.

To invite Public Works Area Manager Tony Harvey to April or May COTW.

Moved: Councillor LeBlanc

Seconded: Councillor Longmire

Motion carried.

Re: SR2023-09 Animal Control Annapolis Royal

That Municipal Council authorize the Warden and Municipal Clerk to sign the renewal of the Animal Control Agreement with the Town of Annapolis Royal.

Moved: Deputy Warden Redden

Seconded: Councillor Prout

To amend the motion to add *'for 2 year term with a 2% cost of living increase each year on the administration fee'*.

Moved: Councillor Gunn

Seconded Councillor Connell

Councillor Gunn left the room.

To amend the amendment to remove '2%'

Moved: Councillor Hudson

Seconded: Councillor Connell.

Motion lost, 2 in favour, 8 against

Councillor Gunn returned to the room.

The Question was called on the amendment.

Motion carried, 8 in favour, 3 against.

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

That Municipal Council authorize the Warden and Municipal Clerk to sign the renewal of the Animal Control Agreement with the Town of Annapolis Royal for 2-year term with a 2% cost of living increase each year on the administration fee.

Moved: Deputy Warden Redden

Seconded: Councillor Prout

Motion carried.

Re: SR2023-08 Animal Control Middleton

That Municipal Council authorize the Warden and Municipal Clerk to sign the renewal of the Animal Control Agreement with the Town of Middleton.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

To amend the motion to add '*for 2 year term with a 2% cost of living increase each year on the administration fee*'.

Moved: Councillor Gunn

Seconded: LeBlanc

Motion carried

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

That Municipal Council authorize the Warden and Municipal Clerk to sign the renewal of the Animal Control Agreement with the Town of Middleton for 2 year term with a 2% cost of living increase each year on the administration fee.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

Re: SR2023-18 Fire Services Review

That Municipal Council authorize staff to issue a Request for Proposals as circulated, and authorize the project in the amount of \$75,000 to be funded by the Operating Reserve.

Moved: Councillor Connell

Seconded: Councillor Enslow

Recess

11:11 a.m. – 11:15 a.m.

Refer to staff to consult with Fire Services to develop a more detailed scope of work for the RFP with a report to May COTW.

Moved: Councillor Connell

Seconded: Councillor Enslow

Motion carried.

Re: SR2023-19 Grant Application – Annapolis Valley Frugal Moms Society

That Municipal Council approve a grant in the amount of \$2,000 to Annapolis Valley Frugal Moms Society to assist with their Continuing to Bridge Gaps, food rescue program from the Community Programs Assistance Fund in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Councillor LeBlanc

Seconded: Councillor Longmire

Motion carried.

Declaration of Interest

Councillor Connell declared an interest in the following item as he is the Chair of the committee. ***He left the room and did not participate in any conversation or subsequent motion.***

Re: SR2023-20 Grant Application – Port George Regional Recreation Centre

That Municipal Council approve a grant in the amount of \$2,400 to the Port George Regional Recreation Centre to assist with upgrades to the centre from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried.

Councillor Connell returned to the room.**Re: SR2023-21 Grant Application – Granville Ferry Community Association**

That Municipal Council approve a grant in the amount of \$2,400 to the Granville Ferry Community Association to assist with upgrades to the centre from the Community Halls and Centres Assistance Program in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Councillor Barteaux

Seconded: Councillor Longmire

Motion carried.

Re: SR2023-22 Grant Application – Survivors of Abuse Recovering Society

That Municipal Council approve a grant in the amount of \$5,113.84 to the Survivors of Abuse Recovering (S.O.A.R.) Society to assist with the cost of Strategic Planning Professional Services from the Organizational Restructuring & Planning Grants in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Deputy Warden Redden

Seconded: Councillor Enslow

To amend the motion to change the amount to \$2,400

Moved: Councillor LeBlanc

Seconded: Councillor Prout

Motion carried, 10 in favour, 1 against.

The Question was called on the motion as amended to read

That Municipal Council approve a grant in the amount of \$2,400 to the Survivors of Abuse Recovering (S.O.A.R.) Society to assist with the cost of Strategic Planning Professional Services from the Organizational Restructuring & Planning Grants in accordance with *AM-1.4.9 Community Grants Policy*.

Moved: Deputy Warden Redden

Seconded: Councillor Enslow

Motion carried.

Re: SR2023-23 AM-1.4.11 Community Contributions Policy Amend- to April Council

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

- increasing the annual allocation for Trans County Transportation Society from \$40,000 to \$60,000; and
- listing the Visitor Information Centres annually receiving funding. **7-day notice.**

Moved: Councillor Prout

Seconded: Councillor Gunn

To amend the motion to remove *'increasing the annual allocation for Trans County Transportation Society from \$40,000 to \$60,000'.*

Moved: Councillor Sheridan

Seconded: Councillor Longmire

Motion carried, 6 in favour, 5 against.

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

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

- listing the Visitor Information Centres annually receiving funding. **7-day notice.**

Moved: Councillor Prout

Seconded: Councillor Gunn

Motion carried, 7 in favour, 4 against.

LUNCH

12:24 p.m. – 1:45 p.m. with all returning as previously noted.

Amend Order of the Day

To add under New Business SR2023-27 Capital Request Village of Lawrencetown

Moved: Councillor Gunn

Seconded: Councillor Sheridan.

Motion carried.

Re: SR2023-28 AM-1.4.12 Tax Exemption and Reduction Policy Amend

That Municipal Council to amend *AM-1.4.12 Tax Exemption and Reduction Policy* by adding Port Royal

Lighthouse Association – AAN 03390721, Carleton Road Industries Association – AAN 01127705, Bridgetown Curling Club – AAN 00475602 and removing Bridgetown Curling Club – AAN 00475602 from the partial tax exemption; 7-day notice.

Moved: Councillor Longmire

Seconded: Councillor Gunn

To amend the motion to remove Carleton Road Industries Association – AAN 01127705

Moved: Councillor Gunn

Seconded: Councillor LeBlanc

Motion carried.

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

That Municipal Council to amend *AM-1.4.12 Tax Exemption and Reduction Policy* by adding Port Royal Lighthouse Association – AAN 03390721, Bridgetown Curling Club – AAN 00475602 and removing Bridgetown Curling Club – AAN 00475602 from the partial tax exemption; 7-day notice.

Moved: Councillor Longmire

Seconded: Councillor Gunn

Motion carried.

Re: SR2023-29 Annapolis County Comfort Centre – Hurricane Dorian Funding

That municipal council approve the issuing of the reimbursement of costs associated with facilities that activated as comfort centres during Hurricane Dorian in September 2019 (\$4,230.43) from the current REMO 2022-23 budget.

Moved: Councillor Longmire

Seconded: Councillor Gunn

Motion carried.

Re: SR2023-30 AM-1.2.3 Warden and Deputy Warden Policy Amend

That municipal council amend *AM-1.2.3 Warden and Deputy Warden Policy* as revised and circulated (7 day notice).

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Refer the policy back to staff to include clarity that following 10-day appeal period that the new council will be convened and sworn into office.

Moved: Councillor Gunn

Seconded: Councillor Longmire

Motion carried, 7 in favour, 4 against.

Re: SR2023-31 Appoint Connor MacQuarrie as a Development Officer

That Municipal Council appoint Connor MacQuarrie as a Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw.

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion carried.

Re: CAO Report (verbal) – because of the time, no report was given.

RECOMMENDATIONS and REPORTS FROM BOARDS and COMMITTEES

Re: 2023-02-22 Trans County Transportation Society Report

Re: 2023-02-28 Physician Recruitment and Retention Committee Recommendations

- *Dr. Ama Asiedu*

That Municipal Council, in accordance with *AM-1.4.9.1 Medical Recruitment Financial Assistance Program Policy*, approve a payment of \$10,000 to the Soldiers Memorial Hospital Foundation for the purpose of providing a grant to Dr. Ama Asiedu.

Moved: Councillor Longmire

Seconded: Councillor LeBlanc

Motion carried.

- *Dr. Omorede Osayande*

That Municipal Council, in accordance with *AM-1.4.9.1 Medical Recruitment Financial Assistance Program Policy*, approve a payment of \$10,000 to the Soldiers Memorial Hospital Foundation for the purpose of providing a grant to Dr. Omorede Osayande.

Moved: Councillor Longmire

Seconded: Councillor Hudson

Motion carried.

Re: 2023-02-28 Nominating Committee Recommendations

- *Granville Ferry Source Water Protection Advisory Committee (not more than 2 citizens)*

That Municipal Council appoint Alain Cottreau as a citizen member of the Granville Ferry Source Water Protection Advisory Committee (satisfying Section 28(f) of the policy) for a two-year term ending November 30, 2024.

Moved: Councillor LeBlanc

Seconded: Councillor Barteaux

Motion carried.

Re: 2023-02-09 Police Advisory Board Recommendations

- *Speed Collection Data*

That Municipal Council direct staff to provide speed collection data to the RCMP Annapolis Detachment for their use and follow up action, and that this data be made available to the Police Advisory Board.

Moved: Councillor LeBlanc

Seconded: Councillor Longmire

Motion carried.

- *Municipal Priorities for RCMP*

That Municipal Council provide the following to the RCMP Annapolis Detachment as the Municipality's priorities for inclusion in their Annual Performance Plan for the 2023-24 fiscal year – 1. Data Led Traffic Enforcement; 2. Property Crimes; and 3. Comprehensive Education.

Moved: Councillor Prout
Seconded: Councillor Gunn
Motion carried.

NEW BUSINESS

Re: Sewer Rate – Councillor Sheridan inquired about the sewer rate and when it will be set. Staff noted It is being reviewed as part of the area rates. Expect to approve as part of the budget or in April. The new rate will be in effect on the June bill.

Re: SR2023-27 Capital Request Village of Lawrencetown

That municipal council approve the release of \$30,200 of Canadian Community-Building Funds to the Village of Lawrencetown from the 2023-24 budget.

Moved: Deputy Warden Redden
Seconded: Councillor Sheridan
Motion carried.

ADJOURNMENT

The Warden declared the meeting adjourned.

Unapproved
Draft

Warden

Municipal Clerk

Minutes of the regular Committee of the Whole meeting held on Tuesday, June 13, 2023, at 9:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

District 1 – Bruce Prout, present
District 2 - Brian “Fuzzy” Connell, present
District 3 – Dustin Enslow, present
District 4 – Clyde Barteaux, present
District 5 – Lynn Longmire, present
District 6 – Alex Morrison, Warden, present
District 7 – David Hudson, present
District 8 – Michael Gunn, present
District 9 – Wendy Sheridan, present
District 10 – Brad Redden, Deputy Warden, present (9:19 a.m.)
District 11 – Diane Le Blanc, present

Also Present: CAO Chris McNeill; Municipal Clerk Carolyn Young; other staff, A. Anderson, A. Barr, L. Bent, D. Campbell, A. Lewis, C. Mason, N. McCormack, E. Melanson, D. Patterson, N. Whitman, and Jim Young; and 1 member of the public (10:30 a.m.).

Disclosures

Councillor Enslow disclosed an interest in item 8.2 *2023 Nova Scotia Federation of Municipalities (NSFM) Membership Survey – Policing*.

Order of the Day

There were no changes to the Order of the Day.

Minutes

2023-05-02 Special Committee of the Whole – approved, no errors or omissions
2023-05-09 Regular Committee of the Whole – approved, no errors or omissions

Correspondence

- 2023-05-08 (email) Dr. Ama Asiedu
- 2023-05-08 (email) Dr. Omorede Osayande
- 2023-05-24 (email) Minister Public Works – Speed Zones Granville Ferry

Information/Staff Reports

Re: IR 2023-06-13 Stone from Upper Clements –
Staff added that the cost was included in the demolition.

Re: SR2023-46 (2) AM-1.2.0 Committees of Council and Council Meetings – Procedure Policy Amend
That municipal council amend AM-1.2.0 *Committees of Council and Council Meetings - Procedures Policy* by:

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

Moved: Councillor Enslow

Seconded: Councillor Longmire

Deputy Warden Redden attended at 9:19 a.m.

After discussion, the Question was called.

Motion lost, 2 in favour, 9 against.

Deputy Warden Redden left the room 9:23 a.m.

Re: SR2023-49 AM-1.3.6.18 Climate Change Action Plan Review Committee Policy New

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

Moved: Councillor Barteaux

Seconded: Councillor Longmire

Deputy Warden Redden returned to the room at 9:26 a.m.

Motion carried.

Re: SR2023-50 Brooklyn Sewer and Water Connection Charges Repeal Bylaw 1st Reading

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

Moved: Councillor Connell

Seconded: Councillor Sheridan

Motion carried.

Re: SR2023-51 Cost-Sharing Agreement for Paving of J-Class Roads

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

Moved: Councillor Prout

Seconded: Councillor Hudson

Motion carried.

Re: SR2023-52 Provincial Capital Assistance Program Applications (PCAP)

- *PCAP Application – Bear River Water System Project*

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

Moved: Councillor Gunn

Seconded: Councillor Enslow

Motion carried.

- *PCAP Application – Granville Ferry Water Storage Project*

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

Moved: Councillor Gunn

Seconded: Councillor Barteaux

Motion carried.

Re: SR2023-53 2023 Bridgetown Regional Consolidated School (BRCS) Trust Award Payouts

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

Moved: Councillor Hudson

Seconded: Councillor LeBlanc

Motion carried.

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

Moved: Councillor Hudson

Seconded: Councillor Enslow

Motion carried.

Re: SR2023-54 Town of Middleton Source Water Protection Advisory Committee Request for Membership

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

Moved: Deputy Warden Redden

Seconded: Councillor LeBlanc

Motion carried.

Re: SR2023-55 Call Tender to Demolish Dangerous Structure Port George

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

Moved: Deputy Warden Redden

Seconded: Councillor Sheridan

After discussion, the Question was called on the motion.

Motion carried, 10 in favour, 1 against.

Re: SR2023-36 (2) Municipally-Registered Heritage Property (MRHP) St. John's Anglican Substantial Alterations – Request Re-Consideration

That Municipal Council amend the previous motion:

Motion 230516.08 MRHP St. John's Anglican Church – Application for Alteration

That Municipal Council allow the replacement of the existing light green asphalt shingles to a copper green colour metal roofing material for the municipally-registered heritage

property St. John's Anglican Church & Columbarium at 694 Highway 201, Moschelle and to advise the contractor of the heritage status of the building.

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

Moved: Councillor Barteaux

Seconded: Councillor LeBlanc

Motion carried.

Re: SR2023-56 Community Grants Applications

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

• *Red Bear Healing Home Society*

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

Moved: Councillor LeBlanc

Seconded: Councillor Prout

Motion carried.

• *Ernest Buckler Literary Event Society*

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

Moved: Deputy Warden Redden

Seconded: Councillor LeBlanc

Motion carried.

• *Annapolis Region Community Arts Council*

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

Moved: Councillor LeBlanc

Seconded: Deputy Warden Redden

Motion carried. 10 in favour, 1 against.

• *Valley Doulas – Kings County Resource Centre*

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

Moved: Councillor Prout

Seconded: Councillor Longmire

Motion carried.

• *Annapolis Valley Farm to School Committee*

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

Moved: Councillor Enslow

Seconded: Councillor LeBlanc

Motion carried.

- *Annapolis Royal Football Club*

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

Moved: Councillor Longmire

Seconded: Councillor Enslow

Motion carried, 8 in favour, 3 against .

Marketing & Promotion Partnership Programs (max. grants shall not normally exceed \$5,000)

- *Southwest Nova Biosphere Association*

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

Moved: Councillor Gunn

Seconded: Councillor Longmire

Motion carried.

- *Clean Annapolis River Project Society*

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

Moved: Councillor Enslow

Seconded: Councillor Hudson

Motion carried.

One member of the public attended at 10:32 a.m.

- *Lawrencetown & District Lions Club*

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

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion carried.

- *Hampton Lighthouse and Historical Society*

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

Moved: Councillor Enslow

Seconded: Councillor Hudson

Motion carried.

• *Heart of the Valley Festival*

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

Moved: Councillor LeBlanc

Seconded: Councillor Sheridan

Motion carried.

• *Bridgetown and Area Chamber of Commerce*

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

Moved: Councillor Hudson

Seconded: Councillor Enslow

Motion carried.

Capital Projects Assistance Program

Small Project Matching Grants (one-time grants and shall not normally exceed \$5,000.)

• *Farm to Feast Café*

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

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

• *Port Royal Lighthouse Association*

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

Moved: Councilor Longmire

Seconded: Councillor Barteaux

Gunn – has heard that some original supporters have left.

Longmire – it is one of 6 remaining lighthouses in our county.

Motion carried.

- *Bridgetown Curling Club*

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

Moved: Councillor Enslow

Seconded: Councillor Hudson

Motion carried.

- *Paradise Historical Society*

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

Moved: Councillor Hudson

Seconded: Councillor Enslow

Motion carried.

- *Middleton & District Rink Commission*

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

Moved: Councillor Sheridan

Seconded: Councillor LeBlanc

Motion carried.

- *Age Advantage Association*

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

Moved: Councillor LeBlanc

Seconded: Councillor Sheridan

Motion carried.

Large Capital Grants (one-time capital grants and shall not normally exceed \$25,000.)

- *Soldiers Memorial Hospital Foundation*

That Municipal Council approve a grant to the Soldiers Memorial Hospital Foundation in the amount of \$10,000 as a contribution towards health care facilities in accordance with *AM-1.4.9 Community Grants Policy*. Year 4 of 5.

Moved: Councillor Sheridan

Seconded: Councillor LeBlanc

Motion carried.

- *St. Anne's Anglican Youth Camp*

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

Moved: Councillor Barteaux

Seconded: Councillor Longmire

Motion carried.

Recess

10:52 a.m. – 11:03 a.m.

PRESENTATION

Re: Farm to Feast Café Association – Sarah Macdonald Executive Director, provided an overview of what the association is and does.

- Provides dignified access to local food and works to break the food insecurity cycle,
- Encourages food sovereignty
- Increases the amount of raw ingredients sourced locally and recovering food waste
- Began 2021 with a pay-what-you-can lunch program at NSCC Annapolis Campus (Middleton)
- Has grown from an emergency food program to a dignified cafe

Information/Staff Reports (cont'd)*Lawrencetown Exhibition Youth Arena*

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

Moved: Deputy Warden Redden

Seconded: Councillor Connell

Motion carried.

• *Margaretsville Shore Society*

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

Moved: Councillor Connell

Seconded: Councillor Enslow

Motion carried.

• *Annapolis Valley Exhibition Society*

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

Moved: Deputy Warden Redden

Seconded: Councillor Connell

Motion carried.

• *Trans County Transportation Society*

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

Moved: Councillor Prout

Seconded: Deputy Warden Redden

Motion carried.

- *Cats for Keeps Rescue Society*

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

Moved: Councillor Gunn

Seconded: Councillor LeBlanc

Motion carried, 10 in favour, 1 against.

Community Halls & Centres Assistance Program

(Maximum grants shall not normally exceed \$1,200. At the discretion of Municipal Council, a facility may be eligible for a grant of up to \$2,400 if it exceeds 2,000 square feet in size.)

- *Three Rivers Community Association*

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

Moved: Councillor LeBlanc

Seconded: Councillor Sheridan

To amend the motion by changing 2400 to 5,000.

Moved: Councillor LeBlanc

Seconded: Councillor Prout

Motion lost. 2 in favour, 9 against.

The Question was called on the original motion.

Motion carried.

LUNCH

12:03 p.m. – 1:22 p.m. with all returning as previously noted.

Information/Staff Reports (cont'd)

- *Moschelle Community Hall Society*

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

Moved: Councillor Barteaux

Seconded: Councillor Longmire

Motion carried.

- *West Paradise Community Club*

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

Moved: Councillor Hudson

Seconded: Councillor Connell

Motion carried.

- *Wilmot Community Centre Society*

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

Moved: Councillor Connell

Seconded: Councillor Sheridan

Motion carried.

- *Port Lorne Community Centre Association*

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

Moved: Councillor Enslow

Seconded: Councillor Prout

Motion carried.

- *Clarence Community Club*

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

Moved: Councillor Enslow

Seconded: Councillor Connell

Motion carried.

Organizational Restructuring & Planning Grants (one-time organizational restructuring and planning grants and shall not exceed \$20,000)

- *Friends of the Annapolis Pool Society*

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

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

Trails Assistance Program (Grants shall not normally exceed \$5,000 per year)

- *South Shore Annapolis Valley Trail Association*

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

Moved: Deputy Warden Redden

Seconded: Councillor Sheridan

Motion carried.

• *Annapolis County Trails Society*

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

Moved: Deputy Warden Redden

Seconded: Councillor Prout

Motion carried.

• *Annapolis Valley Trails Coalition*

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

Moved: Deputy Warden Redden

Seconded: Councillor Enslow

Motion carried.

To review the Grants Policies by end of October to bring them more in line with existing costs and conditions, by the end of October

Seconded: Councillor LeBlanc

Moved: Councillor Connell

Motion carried.

That council receive a report showing all grants provided by the county.

Moved: Councillor Hudson

Seconded: Councillor LeBlanc

The CAO noted that the Municipal Government Act requires an annual advertisement stating all grants that were provided by the county. It is posted to the website in May. **Staff will get the May list and circulate to all councillors. If anything is missing, please ask.**

Councillor Hudson withdrew his motion.

Recommendations and Reports from Boards and Committees

Re: 2023-05 Inter-Municipal Service Agreement (IMSA) Board Meeting Report

New Business

Re: Parks and Recreation Facilities

That staff prepare a report on the staffing and maintenance of all parks and recreation facilities in the County for Fall, 2023.

Moved: Councillor Hudson

Seconded: Councillor Connell

To amend the motion to add *'and add the identification of all recreational facilities that reside in the Towns and Village that our constituents use.'*

Moved: Councillor Connell

Seconded: Councillor Gunn

On the amendment: Motion carried.

On the motion as amended to read:

That staff prepare a report on the staffing and maintenance of all parks and recreation facilities in the County for Fall 2023; *and add the identification of all recreational facilities that reside in the Towns and Village that our constituents use.*

Moved: Councillor Hudson

Seconded: Councillor Connell

Motion carried.

Declaration of Interest

Councillor Enslow declared an interest in the following item as he is an employee of the RCMP. He left the table and did not participate in any discussion or subsequent motions.

Re: Nova Scotia Federation of Municipalities (NSFM) Membership Survey: Policing (for discussion)

That councillors Prout and LeBlanc of the Police Advisory Board and Warden Morrison form a working group to draft response to bring back to council for review.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

Councillor Enslow returned to the table.

Re: 2023 Federation of Canadian Municipalities (FCM) Conference Report

In-Camera

To meet in-camera from 2:23 p.m. to 3:41 in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*.

Moved: Councillor Gunn

Seconded: Councillor Prout

Motion carried.

Amend the Order of the Day

To add Extension of Waste Collection Agreement

Moved: Councillor Gunn

Seconded: Councillor Longmire

Motion carried

Re: Extension of Waste Collection Agreement

That municipal council authorize the Warden and Clerk to sign a 19.5 month extension of our waste collection agreement with EFR Environmental to extend services past our agreement expiration date of

August 23, 2023 until March 31, 2025, thus enabling the municipality to have the potential to participate in a broader Valley Waste-led tender ahead of March 2025.

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion carried.

Adjournment

The Warden declared the meeting adjourned at 3:44 p.m.

Unapproved
Draft

Warden

Municipal Clerk



RECEIVED
June 20, 2023

PRIME MINISTER • PREMIER MINISTRE

Ottawa, Ontario
K1A 0A2

June 7, 2023

Dear Mr. Morrison:

Thank you for writing to me and sharing your comments regarding the need for a permanent Basic Income Guarantee to ensure all individuals, families, and communities, especially the vulnerable, can meet their needs and be an active part of rebuilding our country.

Since 2015, making life more affordable for Canadians has been the primary goal of our government. Despite the strong recovery of Canada from the pandemic, today, too many Canadians are struggling with the impacts of global inflation, making the cost of living a real challenge. In the past year, the federal government has strengthened the social safety net of Canada and provided targeted inflation relief to the Canadians who need it most. In Budget 2023, the government introduces new, targeted measures to support Canadians. As with the previous inflation relief, this newly and carefully designed support avoids exacerbating inflation. These critical measures include:

- A one-time Grocery Rebate worth up to \$467 for a couple with two children and up to \$234 for a single Canadian without children;
- A \$500 Top-Up to the Canada Housing Benefit;
- An enhanced Canada Workers Benefit for families to receive up to \$2,461 this year, and a single Canadian without children could receive up to \$1,428;
- A \$1300 Canada Dental Benefit for low-income families with children under 12;
- A cross-Canada reduction of fees for regulated childcare of 50 percent on average, with six provinces and territories reducing childcare fees to \$10-a-day or less;
- A permanent elimination on Canada Student Loans interest;
- Programs that deliver payments to Canadians, such as the Canada Child Benefit for families with children, and the Old Age Security (OAS) pension and the Guaranteed Income Supplement (GIS) for seniors; and
- An investment of billions of dollars for people facing challenges related to the pandemic through CERB, new caregiver benefits, and the Canada Recovery Benefit.

Mr. Morrison
Warden
County of Annapolis

Our government will continue to monitor research and analysis on basic income and will always focus on how to address the needs of Canadians. We will get through this challenging economic moment, and when we do, we will be ready to seize a generational opportunity, build an economy that works for everyone, and remain committed to ensuring that everyone has a fair chance at success, thus ensuring nobody gets left behind.

Thank you once again for taking the time to write. Please accept my warmest regards.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Justin', with a large circular flourish on the left and a horizontal line extending to the right.



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: July 11, 2023
Prepared By: Cheryl Mason, Manager of Protective Services
Subject: Dangerous and Unsightly Premises 1st Quarter Report

ORIGIN

Report to Committee of the Whole for 1st quarter as of June 29, 2023 for information.

LEGISLATIVE AUTHORITY

Municipal Government Act PART XV 345(3)
 AM-1.4.15 Dangerous and Unsightly Premises Policy

DANGEROUS & UNSIGHTLY PREMISES OF JUNE 29, 2023

2023/24 - 27 files to date; 13 Closed OR Complete; 14 Ongoing

File No.	DIST	Property location	Dangerous	Unsightly	Diary	Comments /Status
2023/24-001	5	4932 Shore Road, Parkers Cove		x	Diary July 4, 2023	1st 30 day Order sent; spoke to owner - working on it
2023/24-007	11	33 Oak Drive, Meadowvale (Jefferson Pines)		x	Diary July 4, 2023	1st 30 day order sent; spoke to owner – working on it
2023/24-008	8	4862 Clementsvale Road, Princedale		x	Diary July 4, 2023	1st 30 day Order sent; spoke to owner – working on it
2023/24-009	10	585 Highway #10, Springfield		x	Diary July 15, 2023	2nd 30 day Order sent; no response to date
2023/24-010	10	1952 Inglisville Road, East Inglisville	x	x	Diary July 22, 2023	1st 30 day Order sent; Inspected June 20-23 – working on it
2023/24-013	5	2201 Granville Road, Port Wade		x	Diary July 3, 2023	1st 30 day Order; spoke to son; working on it
2023/24-015	4	315 Highway 201, Moschelle	x	x	Diary July 31, 2023	Two vehicles may be sold which would reduce # vehicles but all vehicles insured and registration not out of date by much; back deck unsafe
2023/24-017	10	4914 Highway #10, New Albany		x	Diary July 31, 2023	1st 30 day letter sent; working on it
2023/24-018	10	271 Zwickers Lake Road, New Albany		x	Diary July 14, 2023	1st 30 day order sent
2023/24-021	5	4101 Granville Road, Granville Beach		x	Diary July 19, 2023	1st 30 day order sent
2023/24-023	5	3645 Granville Road, Port Royal		x	Diary July 9, 2023	1st 30 day order sent
2023/24-024	5	3922 Granville Road, Port Royal		x	Diary July 8, 2023	1st 30 day order sent
2023/24-025	5	3965 Granville Road, Port Royal		x	Diary August 15, 2023	1st 30 day order sent; spoke with owner; extended time to complete
2023/24-026	5	4601 Granville Road, Granville Beach		x	Diary August 31, 2023	Derelict trailer; spoke with owner - deciding what to do with it over summer

2022/23; 51 Files Opened; 34 Complete or Closed; 17 Ongoing

File No.	DIST	Property location	Dangerous	Unsightly	Diary	Comments /Status
2022/23-002	2	12285 Shore Road East, Port George	x	x	Tender to Close July 5, 2023	Approved removal of unsafe structure
2022/23-006	10	482 Main Street Lawrencetown		x	Diary July 31, 2023	work ongoing with Bldg permit; to finish front of bldg before Ltown Exhibition
2022/23-007	10	641 Main Street, Lawrencetown		x	Diary July 15, 2023	Cleaned up substantially - 30 days to check back.
2022/23-012	11	2212 Old Mill Road, South Farmington			Diary July 12, 2023	revisited; been working on clean-up - needs help to remove
2022/23-020	11	1918 Torbrook Road, Meadowvale	x	x	Diary July 30, 2023	Spoke to owner; Extension requested to clean up demolished structure
2022/23-021	6	220 Shady Lane, Cornwallis Park		x	Diary July 26, 2023	Maintenance done - just need to close windows
2022/23-031	9	Middle Road, Nictaux		x	Diary July 23, 2023	visited June 27, 2023; just need to repair side of shed facing neighbouring property

2022/23; continued

2022/23-032	5	Granville Road, Granville Beach		x	Diary July 15 2023	Demolished structure. Spoke to Mr. Law - extension requested
2022/23-036	7	249 Granville Street, Bridgetown		x	Diary July 5, 2023	1st 30 day Order sent; spoke to owner – working on it
2022/23-037	3	295 Granville Street, Bridgetown		x	Diary July 27, 2023	2 nd 30 day letter; bldg. for sale for several months; needs to be brought up to standard
2022/23-039	3	54 Church Street, Bridgetown		x	Diary August 15, 2023	Building in process of being sold and work will start when ownership transferred
2022/23-040	10	1429 Inglisville Road, Inglisville		x	Diary July 15, 2023	old barn knocked down but needs to be removed; abandoned residence unsightly but not dangerous just unsightly
2022/23-042	6	681 Highway 1, Deep Brook			Diary June 30, 2023	spoke to owner; tenant left mess – needs to get debris taken away
2022/23-044	9	2 River Lane, Nictaux Falls	x		Diary August 1, 2023	Spoke to tenant/owner - moved out; structure to be assessed for repairs
2022/23-046	11	181 Meadowvale Rd., Meadowvale		x	Diary July 4, 2023	1st 30 day hand-delivered; discussed on site
2022/23-047	9	9591 Highway 10, Nictaux			Diary July 31, 2023	1st 30 day letter sent; repairs to start after tenant moves out end of June 2023
2022/23-048	11	87 & 93 E. Torbrook Road, Torbrook			Diary July 17, 2023	Cleanup ongoing - 2 properties, same owner
2021/22 - Opened 36 Files; 34 Complete or Closed; 2 Ongoing						
File No.	DIST	Property location	Dangerous	Unsightly	Diary	Comments /Status
2021/22-018	4	5067 Highway #1, Granville Centre		x	Diary July 15, 2023	general wood around property, old chairs piled by shed, mostly complete; planned to burn but weather has not cooperated
2021/22-035	10	987 Inglisville Road, Inglisville			Diary July 4, 2023	To revisit; debris in woods
2019-20 - 52 Files Opened - 51 Complete; 1 Remaining						
File No.	DIST	Property location	Dangerous	Unsightly	Diary	Comments /Status
2019/20-015	9	9413 Hwy #10, Nictaux		x	Diary August 31, 2023	demo permit issued; fire dept to do controlled burn when shingles removed – ongoing/monitoring

Report Prepared by:

Cheryl Mason, Manager of Protective Services/Administrator under Dangerous & Unsightly Premises

Report Approved by:


Chris McNeill, Chief Administrative Officer



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: July 11, 2023
Prepared By: Dawn Campbell, Director of Legislative Services
Consultation Group: Jim Young, Director of Municipal Operations
Carolyn Young, Municipal Clerk
Wanda Atwell, Records Management Coordinator / Dep Municipal Clerk
Report Number: SR2023-58 AM-1.3.6.5 Source Water Protection Advisory Committee Policy New
Subject: Approve AM-1.3.6.5 Source Water Protection Advisory Committee Policy

REQUEST FOR RECOMMENDATION TO COUNCIL

Staff are requesting a recommendation from the Committee of the Whole to Municipal Council to approve *AM- 1.3.6.5 Source Water Protection Advisory Committee Policy (7 day notice)*

LEGISLATIVE AUTHORITY

The legislative authority for enacting this policy is Sub-section 23(1)(c) of the *Municipal Government Act*:

23 (1) The council may make policies

...
(c) providing for committees and conferring powers and duties upon them, except the power to expend funds;

Sub-section 47(1) of the *Municipal Government Act* states:

The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

The process to approve a policy is described in Sub-section 48(1) of the *Municipal Government Act*:

Before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.

AM-1.2.0 Committees of Council and Council Meetings Policy provides in Sub-section 47 a) 1):

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

- 1) *ensuring regular, periodic and comprehensive review of all bylaws and policies of the County and such consideration shall be deemed as fulfilling the requirement for seven days' notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the Municipal Government Act; . . .*

BACKGROUND

In 2007, the Province undertook a broad, multi-phase consultation with municipalities and the public for developing a water strategy. This led to the release of *Water for Life: Nova Scotia's Water Resource Management Strategy* in 2010. The Strategy called upon other levels of government and stakeholders to “*protect, understand, and engage to manage water resources.*” For further information: <https://www.novascotia.ca/nse/water.strategy/>

As a response to this invitation for engagement, the County of Annapolis initiated source water protection advisory committees in February 2013.

DISCUSSION

Recently, the Director of Municipal Services consulted with provincial officials confirming that this mandate might be fulfilled by a joint, county-wide committee encompassing all water-serviced areas. Current appointees to the individual committees would be asked to participate as the membership of this new committee until November 2024.

The economic, social and environment considerations relating to source water protection are wide-ranging and across the entire county. Therefore, it would seem more practical to consider source water protection issues as relate county-wide, rather than solely to individual service areas or utilities.

FINANCIAL IMPLICATIONS

Replacing several small committees with a larger committee makes sense financially and supports efficient use of “people” resources. However, the actual dollars saved in comparison to the past 5 years is likely to be less than \$500, particularly given that the number of meetings has been minimal due to COVID.

POLICY IMPLICATIONS

Approval of this new policy will simultaneously repeal the following:

- *AM-1.3.6.5 Bridgetown Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021;
- *AM-1.3.6.9 Granville Ferry Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021;
- *AM-1.3.6.11 Lake Cady Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021; and
- *AM-1.3.6.14 Margaretville Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021.

ALTERNATIVES / OPTIONS

Council can approve the new policy to create one, county-wide committee.

Council could decide not to approve the new policy and continue with the previously approved policies unchanged.

Council could decide not to approve the new policy and review / update the previously approved policies.

NEXT STEPS

If Council wishes to approve the recommended policy, the following recommendation from Committee of the Whole is required:

THAT Municipal Council approve *AM-1.3.6.5 Source Water Protection Advisory Committee Policy* as circulated (7-day notice).

ATTACHMENTS

AM-1.3.6.5 Source Water Protection Advisory Committee Policy (draft as proposed)

Approved by:

Approval Date:



JULY 4/23

Chris McNeill
Chief Administrative Officer

(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.6.5
Section Procedure & Organization of Council	Subject Source Water Protection Advisory Committee Policy	

GENERAL

1. This policy is entitled "***Source Water Protection Advisory Committee Policy***"

AUTHORITY FOR POLICY

2. Sections 22, 23, 24, 25, 26, 44, 200 and 345 *Municipal Government Act*, as amended

DEFINITIONS

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

TERM OF APPOINTMENT

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

PROVISIONS

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

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.6.5
Section Procedure & Organization of Council	Subject Source Water Protection Advisory Committee Policy	

11. If the Chief Administrative Officer or their designate does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.
12. The secretary shall keep minutes of the committee meetings and ensure that the Municipal Clerk is provided with a signed copy.
13. All meeting minutes shall be available upon request to the public.
14. The committee shall meet at such time and place:
 - (1) agreed upon at a preceding meeting; or
 - (2) municipal council may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance; or
 - (3) the committee's secretary may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance.
15. Notice shall be provided to the public by posting the time, date and place on the bulletin board at the Administration Office and on the county's website.
16. Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
 - (1) the county's meeting spaces and supplies for meetings;
 - (2) such other resources as may reasonably be required by arrangement through the CAO.
17. In accordance with Section 22 (2) of the *Municipal Government Act*, the committee may meet in closed session (in camera) to discuss matters relating to:
 - acquisition, sale, lease and security of municipal property;
 - setting a minimum price to be accepted by the municipality at a tax sale;
 - personnel matters;
 - labour relations;
 - contract negotiations;
 - litigation or potential litigation;
 - legal advice eligible for solicitor-client privilege; and
 - public security.
18. No decision shall be made in closed session except a decision concerning procedural matters.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.6.5
Section Procedure & Organization of Council	Subject Source Water Protection Advisory Committee Policy	

19. A quorum of the committee shall be a majority (more than half) of the members currently appointed by municipal council.
20. A committee member who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be qualified to serve as a member (Subsection 25(1), MGA).
21. The chair shall ensure that the Municipal Clerk is apprised immediately of any circumstances which create a vacancy on the committee.
22. A committee may make recommendations to municipal council regarding the allocation or expenditure of funds. (Sub-section 23 (c) MGA).
23. The rules of procedure, conduct and debate in AM-1.2.0 Council Meetings and Proceedings Policy apply at committee meetings with any necessary modifications for context.
24. In the event the committee fails to provide a report or recommendation within any set deadline established by the council, municipal council may proceed with a decision regarding a matter within the committee's mandate without awaiting the committee report or recommendation.

TERMS OF REFERENCE

25. The Source Water Protection Advisory Committee is established pursuant to the *Nova Scotia Drinking Water Strategy* and enables compliance with operating permits for water supplies.
26. The committee shall exist as an advisory committee of Municipal Council.
27. The committee shall exist for the purpose of developing and monitoring source water protection plans.
28. The specific objectives of the committee are to provide advice to Municipal Council and its' Water Utilities:
 - (a) to consult with appropriate stakeholder and governmental representatives to attempt to satisfy water quantity and quality concerns;
 - (b) about sources of contamination in the Water Supply Areas;
 - (c) about the management options available; and
 - (d) about the ongoing effectiveness of the Source Water Protection Plans.
29. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not less than two (2) council members and not less than eight (8) citizen members.

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- (b) Not more than two (2) citizen appointees shall be representatives of either the residential, institutional, commercial or industrial sector located in a water supply area.
- (c) Not more than three (3) citizen appointees shall be persons who have owned substantial property holdings within a water supply area for a minimum of six months, but do not necessarily reside in a water supply area;
- (d) Not more than three (3) citizen appointees shall be persons who reside and have resided in a water supply area for a minimum of six months and are users of the water supply.

REPEALS

- 30. *AM-1.3.6.5 Bridgetown Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.
- 31. *AM-1.3.6.9 Granville Ferry Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.
- 32. *AM-1.3.6.11 Lake Cady Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.
- 33. *AM-1.3.6.14 Margaretville Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.

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 July 11, 2023**

Council Approval **PENDING July 18, 2023**

Carolyn Young

PENDING

Municipal Clerk

Date

At Annapolis Royal Nova Scotia



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: July 11, 2023
Prepared By: Cheryl Mackintosh
Report Number: SR2023-59 Road Naming Process –
Shared Access Road at Long Lake, Hampton – Dragonfly Lane
Subject: Road Naming Process for Shared Access Road at Long Lake, Hampton

RECOMMENDATION(S):

That Municipal Council approve the road name "Dragonfly Lane" for the shared access road at Long Lake in Hampton, on PID 05169594.

LEGISLATIVE AUTHORITY

The *Municipal Government Act*, Civic Addresses 313 (c) gives the municipality authority by policy to name or rename any street or private road.

Annapolis County AM- 1.4.5 Road Naming and Community Adjustment Policy

BACKGROUND

The shared access road at Long Lake in Hampton, located on property owned by Valerie Poole (PID 05169594), provides access to two residential properties, one seasonal cottage and one permanent residence, a travel trailer and a cottage rental business. To accurately identify the location of these uses for emergency response and to follow the guidelines for civic addressing, this access road must be named.

DISCUSSION

Two names were submitted for consideration. The property owner submitted "Hoot Owl Lane" and the one permanent resident on the road submitted "Dragonfly Lane". As per the policy, 5.1.11 "Ownership of land should not in itself be grounds for the application of the owner's name to a road or community, nor does ownership confer the right to specify the name without consultation with area residents". It has been our practice to consider names submitted by the residents on a road first, as they are the ones most affected by the road naming and the change in their civic address. It has been expressed that the Hoot Owl Lane has some negative undertones and would not suit those that live on the access road.

Both names were sent out to the emergency responders, (Fire, RCMP and EHS), the NS Department of Public Works and area councillor for comments. No concerns were received. The review of the names found no duplication of road names in Annapolis County. Comments returned however, did favor "Dragonfly Lane".

Lane by definition is a reduced right-of-way or curving street, less than 300 metres, branching from courts and ending in a cul-de-sac or dead end. In this case, when using "Lane" as the road type it suggests a small narrow road with low traffic volume with a dead end. Road naming is in accordance with the guidelines specified in the Nova Scotia Civic Address File (NSCAF) which

requires roads to be named when more than three addressable structures need to have civic addresses.

FINANCIAL IMPLICATIONS

Road naming is part of the regular maintenance to maintain the integrity of the civic addressing system used for emergency response and is covered under the civic addressing maintenance budget. It has been our practice to purchase the road and civic number signs as we require the civic address changes as part of our policy. This will ensure that the change over from the old civic address to the new civic address is done in a timely manner. It will be the responsibility of the property owners to properly post the road name sign and the civic number signs.

POLICY IMPLICATIONS

The road naming process follows the *AM-1.4.5 Road Naming and Community Adjustment Policy*.

NEXT STEPS

Once the road name is approved staff will advise the property owners. Staff will order the road name signs and the civic number signs and coordinate the change of addresses with those property owners affected.

ATTACHMENT

1. Map attached showing the location of the road being named.

Prepared by:

Cheryl Mackintosh, Civic Addressing Coordinator

Approved by:


Chris McNeill,
Chief Administrative Officer

Approval Date:

JULY 4/23
(Date)





STAFF REPORT

Report To: Committee of the Whole
Meeting Date: July 11, 2023
Prepared By: Carolyn Young, Municipal Clerk
Report Number: **SR2023-46(3) AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy Amend**
Subject: Meetings in August

RECOMMENDATION(S):

That there be no scheduled meetings in August 2023, including Committees and Council.

That staff bring a report to September Committee of the Whole to amend *AM-1.2.0 Committees of Council and Council Meetings Procedures Policy* to include that there be no scheduled meetings in August including Committees and Council.

LEGISLATIVE AUTHORITY

Section 23, Council May Make Policies, *Municipal Government Act*, as amended.

BACKGROUND

In July 2022 municipal council adopted *AM-1.2.0 Committees of Council and Council Meetings – Procedures Policy* (Motion 220719.02).

DISCUSSION

This Policy is a procedural guideline for all committees of Council.

Section 2, Regular Meetings of Committee of the Whole states 'there shall be no regular meeting during the month of August'. There is no such comment under *Section 3, Regular Meetings of Council*.

At the same meeting this policy was adopted, there was a subsequent motion (Motion 220719.03) that "there be no scheduled meetings in August 2022, including Committees and Council."

FINANCIAL IMPLICATIONS

None known.

POLICY IMPLICATIONS

Provides clear communication regarding August meetings.

ALTERNATIVES / OPTIONS

Council may choose to address only meetings for August 2023; make a permanent change to the Policy regarding meetings in August; or make no change at all.

NEXT STEPS

As required.

ATTACHMENTS

AM-1.2.0 Committees of Council and Council Meetings – Procedures Policy

Prepared by:

Carolyn Young, Municipal Clerk

Approved by:


Chris McNeill,
Chief Administrative Officer

Approval Date:

JULY 4/23
(Date)

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GENERAL

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

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

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

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

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

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

MEETINGS

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

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

- 1) **INAUGURAL MEETING** - the Inaugural meeting of Council shall take place on the first business day following the 10-day appeal period of a municipal election. The Clerk shall preside as Chair of the meeting until such time as the Warden is elected.
- 2) **REGULAR MEETINGS OF COMMITTEE OF THE WHOLE** - meetings of the Committee of the Whole shall be held on the **second Tuesday of each month** starting at 9:00 a.m. and ending no later than 5:00 p.m. with Notice of Meeting to the public at least five business days in advance, unless Council

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by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

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

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

- 3) **REGULAR MEETINGS OF COUNCIL** - meetings of Council shall be held on the **third Tuesday of each month at 10:00 AM** with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.
- 4) **SPECIAL MEETINGS OF COMMITTEE OF THE WHOLE OR COUNCIL**
A special meeting may be convened by resolution or consensus at a previous meeting three or more days in advance of the special meeting, or by the CAO or Clerk in consultation with the Warden.
- 5) **COMMITTEES OF COUNCIL MEETINGS**
Committee(s) shall meet at such time and place which it sets at a preceding meeting or at such other time and place as municipal council, the committee's Chair, or a quorum of committee members may set by providing notice of meeting to all committee members at least five business days in advance.
- 6) **IN-CAMERA**
Such meetings may be closed to the public when the subject matter under consideration involves the following matters under Section 22(2) of the *Municipal Government Act*:
 - a) acquisition, sale, lease and security of municipal property;
 - b) setting a minimum price to be accepted by the municipality at a tax sale;
 - c) personnel matters;
 - d) labour relations;
 - e) contract negotiations;
 - f) litigation or potential litigation;
 - g) legal advice eligible for solicitor-client privilege; and
 - h) public security.

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

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

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

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

7) WARDEN'S ABSENCE

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

8) CALLING THE MEETING TO ORDER AND QUORUM

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

9) QUORUM

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

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

10) NO QUORUM

If no Quorum is present 15 minutes after the time appointed for a meeting, the Clerk or recording secretary shall record the names of the councillors/members present and the meeting shall stand adjourned until the date of the next regular meeting; or until otherwise scheduled.

11) THE CONDUCT OF PROCEEDINGS AT A MEETING

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

- a) to open the meeting by taking the Chair and calling the councillors or members to order;
- b) to announce the business before the meeting in the order in which it is to be acted upon;
- c) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- d) to decline to put to vote motions which infringe the rules of procedure;
- e) to restrain the councillors or members, within the rules of order, when engaged in debate;
- f) to call by name any councillor or member persisting in breach of the rules of order of Municipal Council, thereby ordering them to vacate the Council chambers;
- g) to inform the Council, when necessary or when referred to, on a point of order;
- h) to permit the CAO or Clerk to speak on any point upon request;

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- i) to permit proper questions to be asked through the Chair of any official or employee of the County, or any member of the public in attendance, to provide information to assist in debate;
- j) to authenticate by their signature when necessary, the minutes of Committee of the Whole and Council; and
- k) to adjourn the meeting when business is concluded.

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

12) AGENDA

- a) any councillor, no later than six business days prior to a council meeting, may file in writing, an item for inclusion in the agenda under New Business. Items are to include background information and proposed motion.
- b) the business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the councillors, and the Order of the Day amended.
- c) an item of business not listed on the Committee of the Whole agenda cannot be introduced at a meeting without the approval of the councillors by majority vote.
- d) the Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the meetings of Committee of the Whole and Council an agenda under the following headings:

AGENDA

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

to be held on Tuesday, _____, 20__-9:00 AM

Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal

Roll Call

Presentations

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

Correspondence

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Staff Reports

Recommendations and Reports from Boards and Committees

Business Arising from the Minutes

New Business

In-Camera

5:00 Stated Adjournment

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

AGENDA

**for the Municipality of the County of Annapolis
Council Meeting**

to be held on Tuesday, _____, 20 __, 10:00 AM

Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal

Roll Call

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

COTW Recommendations

Business Arising from the Minutes

New Business

Councillor's Comments

In-camera

Adjournment

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

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

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

Approval of the Minutes – Minutes shall record:

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

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

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

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

Correspondence

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

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

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

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

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

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

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

Recommendations and Reports from Boards and Committees – includes:

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

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

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

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

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

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

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

MOTIONS

13) WITHDRAWAL

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

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14) AMENDMENTS – a motion to amend

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

15) PRIVILEGE

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

16) LAY ON THE TABLE OR "TABLE"

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

17) POSTPONE TO A DEFINITE TIME OR "DEFER"

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

18) COMMIT OR "REFER"

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

19) POSTPONE INDEFINITELY

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

20) RECONSIDER

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

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21) RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED

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

Voting on Motions

22) Questions Stated

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

23) No Interruption After Question

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

24) Voting

The usual form of voting on any question shall be by the Chairman calling for “yes” and “no”, but any Council Member, before or after a voice vote can call for, and obtain through the Chairman, a show of hands, and any two Council Members can call for, and obtain through the Chairman, a recorded vote with each Council Member’s vote entered into the minutes. A Councillor may request that their vote is recorded.

Rules of Debate

- 25) Every councillor, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more councillors raise their hands to speak, the Chair shall designate the councillor who, in the opinion of the Chair, first raised a hand.
- 26) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.
- 27) Any councillor may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a councillor while speaking.
- 28) No councillor shall speak more than twice to the same question, without the leave of Council, except to explain a misconception of their remarks, but the mover of the motion shall have the right to reply and sum up in closing debate.

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- 29) When a councillor has been recognized as the next speaker, then immediately before speaking such councillor may ask a question of the Chair or an official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the councillor shall speak.
- 30) The following motions may be introduced without written notice and without leave:
- a) a point of order or personal privilege;
 - b) to lay on the table (Table);
 - c) to postpone to a definite time (Defer);
 - d) to commit (Refer);
 - e) to postpone indefinitely;
 - f) to call the question;
 - g) to adjourn; and
 - h) to amend.

POINTS OF ORDER AND PRIVILEGE

- 31) The Chair shall preserve order and decide questions of order.
- 32) It shall be the duty of the Chair, and the privilege of any councillor, to call any councillor to order, who violates any established rule of order. A point of order must be decided before the subject under consideration is proceeded with.
- 33) When a councillor is called to order, the councillor shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 34) A point of order is not debateable amongst other councillors and is decided by the Chair, who may invite discussion in an effort to assist in making a ruling. Where the Chair permits discussion on a point of order, no councillor shall speak more than twice.
- 35) Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council chambers pursuant to Subsections 39 and 40 are not debatable but are appealable to Council by any councillor. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 36) If a councillor resists the rules of Council, wilfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the councillor may be ordered by the Chair to leave their seat provided that a majority vote of Council shall be required to sustain the expulsion.

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- 37) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 38) Such councillor may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council chambers and to resume participation in Council's business with or without conditions.
- 39) Persons who are not councillors or employees of the County of Annapolis shall observe silence and order in the Council chambers, unless given permission to speak by motion. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
- 40) Such member of the public may, by vote of Council later in the meeting or at a subsequent meeting, be permitted to re-enter Council chambers with or without conditions.
- 41) An order of the Chair to expel a person from the Council chambers pursuant to Subsections 40 and 42 of this policy constitutes a direction from the County of Annapolis to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.

CONDUCT OF COUNCILLORS

- 42) No councillor shall:
- a) use offensive or unparliamentary language in or against the Council, any councillor, or any staff;
 - b) speak on any subject other than the subject in debate;
 - c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
 - d) disobey the rules of the Council or a decision of the Chair or the Council on questions of order or practice or upon the interpretation of the rules of the Council
- 43) When the Chair is putting the question, no councillor shall leave or make a disturbance.

COMMITTEES OF COUNCIL

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

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

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

- a) **Cornwallis Park & Area Asset Review Committee** – established to consider and make recommendations to Council pertaining to potential possibilities for current and future assets of Cornwallis Park and area (*MOTION 180717.28*);
- b) **Glyphosate Advisory Committee** – established to "... invite stakeholders to present to the committee in order to bring a recommendation to June 2021 Committee of the Whole ..." (*MOTION 201020.04*); and

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- c) **Physician Recruitment & Retention Committee** – established “with a mandate of physician recruitment and retention” (*MOTION 191119.09*); adopted descriptive mandate: To assist, as appropriate, in all aspects of recruiting and retention of medical personnel: physicians, physician assistants, nurse practitioners, and like medical professionals” (*MOTION 200218.07*).

47) **STANDING COMMITTEES OF COUNCIL** – may be established pursuant to Section 24 of the *Municipal Government Act*, or as otherwise determined by statute, bylaw or policy. Standing committees work on a continuous basis, and consist of councillors appointed by the Council. The committees include:

- a) **Committee of the Whole** – acts in an advisory capacity to Council, and meets to receive reports/recommendations from staff, and boards and committees.

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

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

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

b) **Nominating Committee**

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

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- c) **CAO Review Committee** – shall oversee the performance review process for the CAO after consultation with Council.
- 1) consists of the Warden, Deputy Warden, and two other councillors.
 - 2) the Warden shall be the Chair of the committee.
 - 3) to the extent practicable, selection of the remaining committee councillors (in addition to the Warden and Deputy Warden) should reflect the gender diversity of Council's composition. Accordingly, the remaining committee councillors shall be selected by placing the names of councillors confirming an interest in a box and having two names drawn by a person chosen by the Warden.
 - 4) in accordance with sub-section 21(2)(c) of the *Municipal Government Act*, the CAO Review Committee may meet in closed session. The CAO will be requested not to attend the CAO Review Committee and council meetings where their performance is discussed; no other staff persons shall attend.
 - 5) the CAO shall be evaluated at least once a year, with a mid-year review if desired by the CAO, the CAO Review Committee or Council.
- d) **Economic Development Committee**
- 1) consists of three councillors and the Warden.
 - 2) the mandate of the committee is to advise and make recommendations to Council through Committee of the Whole concerning the drafting, implementation, amendment, and facilitation of an Annapolis County Economic Development Strategy.
- e) **Fire Services Committee**
- 1) consists of two councillors as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
 - 2) the mandate of the committee is to advise and make recommendations through Committee of the Whole to Council concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality.
 - 3) meetings shall be held at the discretion of the Chair.
- f) **Fences Arbitration Committee** – committee continues pursuant to Section 4 of the *Fences and Detention of Stray Livestock Act*.
- 1) consists of one member from the municipality appointed by the Nova Scotia Federation of Agriculture and one member appointed by the council of the municipality
 - 2) the member appointed by the council of a municipality pursuant to subsection (1) may be an employee of the municipality and shall be the chair of the committee
 - 3) the Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be
 - 4) the members of a committee hold office for a term of not more than four years

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- 5) Two members of the committee constitute a quorum
- 6) the annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If the Fences Arbitration Committee does not meet during the calendar year, the appointees shall receive an honorarium of \$50.
- 7) Members of the committee and alternate members of the committee appointed pursuant to this Section shall be residents of the municipality for which the committee is established. 2

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

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

<p>Clerk's Annotation for Official Policy Book</p> <p>I certify that this policy was adopted by Municipal Council as indicated below:</p> <p><i>Seven (7) Day Notice..... May 9, 2023</i></p> <p><i>Council Approval..... May 16, 2023</i></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><u>Carolyn Young</u></p> <p>Clerk</p> </div> <div style="text-align: center;"> <p><u>May 17, 2023</u></p> <p>Date</p> </div> </div> <p style="text-align: center;"><i>At Annapolis Royal, Nova Scotia.</i></p>	
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October 25, 2022:

Article 3 – change fourth to third; and

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

May 16, 2023:

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

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GENERAL

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

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

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

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

- h) “member” means any person appointed to a committee

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

MEETINGS

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

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

- 1) **INAUGURAL MEETING** - the Inaugural meeting of Council shall take place on the first business day following the 10-day appeal period of a municipal election. The Clerk shall preside as Chair of the meeting until such time as the Warden is elected.
- 2) **REGULAR MEETINGS OF COMMITTEE OF THE WHOLE** - meetings of the Committee of the Whole shall be held on the **second Tuesday of each month** starting at 9:00 a.m. and ending no later than 5:00 p.m. with Notice of Meeting to the public at least five business days in advance, unless Council

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by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

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

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

- 3) **REGULAR MEETINGS OF COUNCIL** - meetings of Council shall be held on the **third Tuesday of each month at 10:00 AM** with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.
- 4) **SPECIAL MEETINGS OF COMMITTEE OF THE WHOLE OR COUNCIL**
A special meeting may be convened by resolution or consensus at a previous meeting three or more days in advance of the special meeting, or by the CAO or Clerk in consultation with the Warden.
- 5) **COMMITTEES OF COUNCIL MEETINGS**
Committee(s) shall meet at such time and place which it sets at a preceding meeting or at such other time and place as municipal council, the committee's Chair, or a quorum of committee members may set by providing notice of meeting to all committee members at least five business days in advance.
- 6) **IN-CAMERA**
Such meetings may be closed to the public when the subject matter under consideration involves the following matters under Section 22(2) of the *Municipal Government Act*:
 - a) acquisition, sale, lease and security of municipal property;
 - b) setting a minimum price to be accepted by the municipality at a tax sale;
 - c) personnel matters;
 - d) labour relations;
 - e) contract negotiations;
 - f) litigation or potential litigation;
 - g) legal advice eligible for solicitor-client privilege; and
 - h) public security.

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

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

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

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

7) WARDEN'S ABSENCE

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

8) CALLING THE MEETING TO ORDER AND QUORUM

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

9) QUORUM

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

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

10) NO QUORUM

If no Quorum is present 15 minutes after the time appointed for a meeting, the Clerk or recording secretary shall record the names of the councillors/members present and the meeting shall stand adjourned until the date of the next regular meeting; or until otherwise scheduled.

11) THE CONDUCT OF PROCEEDINGS AT A MEETING

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

- a) to open the meeting by taking the Chair and calling the councillors or members to order;
- b) to announce the business before the meeting in the order in which it is to be acted upon;
- c) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- d) to decline to put to vote motions which infringe the rules of procedure;
- e) to restrain the councillors or members, within the rules of order, when engaged in debate;
- f) to call by name any councillor or member persisting in breach of the rules of order of Municipal Council, thereby ordering them to vacate the Council chambers;
- g) to inform the Council, when necessary or when referred to, on a point of order;
- h) to permit the CAO or Clerk to speak on any point upon request;

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- i) to permit proper questions to be asked through the Chair of any official or employee of the County, or any member of the public in attendance, to provide information to assist in debate;
- j) to authenticate by their signature when necessary, the minutes of Committee of the Whole and Council; and
- k) to adjourn the meeting when business is concluded.

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

12) AGENDA

- a) any councillor, no later than six business days prior to a council meeting, may file in writing, an item for inclusion in the agenda under New Business. Items are to include background information and proposed motion.
- b) the business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the councillors, and the Order of the Day amended.
- c) an item of business not listed on the Committee of the Whole agenda cannot be introduced at a meeting without the approval of the councillors **by majority vote.**
- d) the Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the meetings of Committee of the Whole and Council an agenda under the following headings:

AGENDA
for the Municipality of the County of Annapolis
Committee of the Whole Meeting
to be held on Tuesday, _____, 20 __, 9:00 AM
Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal

Roll Call

Presentations

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

Correspondence

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Staff Reports

Recommendations and Reports from Boards and Committees

Business Arising from the Minutes

New Business

In-Camera

5:00 Stated Adjournment

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

AGENDA

for the Municipality of the County of Annapolis Council Meeting

to be held on Tuesday, _____, 20 __, 10:00 AM

Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal

Roll Call

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

COTW Recommendations

Business Arising from the Minutes

New Business

Councillor's Comments

In-camera

Adjournment

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[Definitions / Processes of Agenda Items \(in alphabetical order\):](#)

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

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

Approval of the Minutes – Minutes shall record:

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

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

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

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

Correspondence

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

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

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

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

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

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

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

Recommendations and Reports from Boards and Committees – includes:

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

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

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

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

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

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

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

MOTIONS

13) WITHDRAWAL

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

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14) AMENDMENTS – a motion to amend

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

15) PRIVILEGE

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

16) LAY ON THE TABLE OR “TABLE”

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

17) POSTPONE TO A DEFINITE TIME OR “DEFER”

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

18) COMMIT OR “REFER”

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

19) POSTPONE INDEFINITELY

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

20) RECONSIDER

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

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21) RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED

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

Voting on Motions

22) Questions Stated

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

23) No Interruption After Question

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

24) Voting

The usual form of voting on any question shall be by the Chairman calling for “yes” and “no”, but any Council Member, before or after a voice vote can call for, and obtain through the Chairman, a show of hands, and any two Council Members can call for, and obtain through the Chairman, a recorded vote with each Council Member’s vote entered into the minutes. A Councillor may request that their vote is recorded.

Rules of Debate

- 25) Every councillor, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more councillors raise their hands to speak, the Chair shall designate the councillor who, in the opinion of the Chair, first raised a hand.
- 26) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.
- 27) Any councillor may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a councillor while speaking.
- 28) No councillor shall speak more than twice to the same question, without the leave of Council, except to explain a misconception of their remarks, but the mover of the motion shall have the right to reply and sum up in closing debate.

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- 29) When a councillor has been recognized as the next speaker, then immediately before speaking such councillor may ask a question of the Chair or an official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the councillor shall speak.
- 30) The following motions may be introduced without written notice and without leave:
- a) a point of order or personal privilege;
 - b) to lay on the table (Table);
 - c) to postpone to a definite time (Defer);
 - d) to commit (Refer);
 - e) to postpone indefinitely;
 - f) to call the question;
 - g) to adjourn; and
 - h) to amend.

POINTS OF ORDER AND PRIVILEGE

- 31) The Chair shall preserve order and decide questions of order.
- 32) It shall be the duty of the Chair, and the privilege of any councillor, to call any councillor to order, who violates any established rule of order. A point of order must be decided before the subject under consideration is proceeded with.
- 33) When a councillor is called to order, the councillor shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 34) A point of order is not debateable amongst other councillors and is decided by the Chair, who may invite discussion in an effort to assist in making a ruling. Where the Chair permits discussion on a point of order, no councillor shall speak more than twice.
- 35) Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council chambers pursuant to Subsections 39 and 40 are not debatable but are appealable to Council by any councillor. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 36) If a councillor resists the rules of Council, wilfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the councillor may be ordered by the Chair to leave their seat provided that a majority vote of Council shall be required to sustain the expulsion.

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- 37) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 38) Such councillor may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council chambers and to resume participation in Council's business with or without conditions.
- 39) Persons who are not councillors or employees of the County of Annapolis shall observe silence and order in the Council chambers, unless given permission to speak by motion. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
- 40) Such member of the public may, by vote of Council later in the meeting or at a subsequent meeting, be permitted to re-enter Council chambers with or without conditions.
- 41) An order of the Chair to expel a person from the Council chambers pursuant to Subsections 40 and 42 of this policy constitutes a direction from the County of Annapolis to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.

CONDUCT OF COUNCILLORS

- 42) No councillor shall:
- a) use offensive or unparliamentary language in or against the Council, any councillor, or any staff;
 - b) speak on any subject other than the subject in debate;
 - c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
 - d) disobey the rules of the Council or a decision of the Chair or the Council on questions of order or practice or upon the interpretation of the rules of the Council

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

COMMITTEES OF COUNCIL

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

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

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

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

- a) **Cornwallis Park & Area Asset Review Committee** – established to consider and make recommendations to Council pertaining to potential possibilities for current and future assets of Cornwallis Park and area (*MOTION 180717.28*);
- b) **Glyphosate Advisory Committee** – established to "... invite stakeholders to present to the committee in order to bring a recommendation to June 2021 Committee of the Whole ..." (*MOTION 201020.04*); and

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- c) **Physician Recruitment & Retention Committee** – established “with a mandate of physician recruitment and retention” (*MOTION 191119.09*); adopted descriptive mandate: To assist, as appropriate, in all aspects of recruiting and retention of medical personnel: physicians, physician assistants, nurse practitioners, and like medical professionals” (*MOTION 200218.07*).

47) **STANDING COMMITTEES OF COUNCIL** – may be established pursuant to Section 24 of the *Municipal Government Act*, or as otherwise determined by statute, bylaw or policy. Standing committees work on a continuous basis, and consist of councillors appointed by the Council. The committees include:

- a) **Committee of the Whole** – acts in an advisory capacity to Council, and meets to receive reports/recommendations from staff, and boards and committees.

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

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

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

- b) **Nominating Committee**

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

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- c) **CAO Review Committee** – shall oversee the performance review process for the CAO after consultation with Council.
- 1) consists of the Warden, Deputy Warden, and two other councillors.
 - 2) the Warden shall be the Chair of the committee.
 - 3) to the extent practicable, selection of the remaining committee councillors (in addition to the Warden and Deputy Warden) should reflect the gender diversity of Council's composition. Accordingly, the remaining committee councillors shall be selected by placing the names of councillors confirming an interest in a box and having two names drawn by a person chosen by the Warden.
 - 4) in accordance with sub-section 21(2)(c) of the *Municipal Government Act*, the CAO Review Committee may meet in closed session. The CAO will be requested not to attend the CAO Review Committee and council meetings where their performance is discussed; no other staff persons shall attend.
 - 5) the CAO shall be evaluated at least once a year, with a mid-year review if desired by the CAO, the CAO Review Committee or Council.
- d) **Economic Development Committee**
- 1) consists of three councillors and the Warden.
 - 2) the mandate of the committee is to advise and make recommendations to Council through Committee of the Whole concerning the drafting, implementation, amendment, and facilitation of an Annapolis County Economic Development Strategy.
- e) **Fire Services Committee**
- 1) consists of two councillors as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
 - 2) the mandate of the committee is to advise and make recommendations through Committee of the Whole to Council concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality.
 - 3) meetings shall be held at the discretion of the Chair.
- f) **Fences Arbitration Committee** – committee continues pursuant to Section 4 of the *Fences and Detention of Stray Livestock Act*.
- 1) consists of one member from the municipality appointed by the Nova Scotia Federation of Agriculture and one member appointed by the council of the municipality
 - 2) the member appointed by the council of a municipality pursuant to subsection (1) may be an employee of the municipality and shall be the chair of the committee
 - 3) the Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be
 - 4) the members of a committee hold office for a term of not more than four years

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- 5) Two members of the committee constitute a quorum
- 6) the annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If the Fences Arbitration Committee does not meet during the calendar year, the appointees shall receive an honorarium of \$50.
- 7) Members of the committee and alternate members of the committee appointed pursuant to this Section shall be residents of the municipality for which the committee is established. 2

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

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

<p>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..... May 9, 2023</p> <p>Council Approval..... May 16, 2023</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><u>Carolyn Young</u></p> <p>Clerk</p> </div> <div style="text-align: center;"> <p><u>May 17, 2023</u></p> <p>Date</p> </div> </div> <p style="text-align: center; margin-top: 10px;">At Annapolis Royal, Nova Scotia</p>	
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October 25, 2022:

Article 3 – change fourth to third; and

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

May 16, 2023:

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



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: July 11, 2023
Prepared By: Nancy Whitman, Recreation and Community Grants Coordinator
Report Number: **SR2023-56(2) Grant Applications**
Subject: Harbour Authorities & Societies Capital Assistance Program and Community Grants

RECOMMENDATION(S):

That Municipal Council approve a grant to the Margaretsville Shore Society in the amount of \$10,000 to support upgrades and repairs to the Margaretsville Wharf in accordance with *AM-1.4.3 Harbour Authorities & Societies Capital Assistance Program, Large Project Capital Investment Grant*.

That Municipal Council approve a grant to The Wharf Rat Rally Motorcycle Association in the amount of \$5,000 to support marketing costs for the annual Wharf Rat Rally in accordance with *AM 1.4.9 Community Grants, Marketing and Promotion Partnership Program*.

That Municipal Council approve a grant to the Milford and Area Community Association in the amount of \$1,200 to support the installation of a heat pump in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

That Municipal Council approve a grant to the Clarence United Baptist Church in the amount of \$2,400 to support exterior repairs to the church in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*.

LEGISLATIVE AUTHORITY

Section 65A, *Municipal Government Act*

AM-1.4.9 Community Grants Policy

AM-1.4.3 Harbour Authorities & Societies Capital Assistance Program

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.

AM 1.4.3 Harbour Authorities & Societies Capital Assistance Program is available to the Margaretsville, Port Lorne, Cottage Cove, Hampton, Parker's Cove, Delaps Cove, and Victoria Beach Harbour Authorities / Societies. The policy is intended to address two needs of incorporated Harbour Authorities and Societies: (1) "seed money" to leverage Federal and/or Provincial grants for large capital projects; and (2) assistance for small projects that address ongoing capital maintenance requirements.

Applications listed below are in compliance with policy requirements, and eligible for approval by Municipal Council.

DISCUSSION

Grant Applications listed by policy / category.

AM 1.4.3 Harbour Authorities & Societies Capital Assistance Program				
Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Program
Margaretsville Shore Society	\$10,000.00	\$163,875.00	\$10,000.00	Wharf repairs, to include new timber and armour rock. Funding is being provided by ACOA and the County's Community Grant program.
Marketing & Promotion Partnership Programs (max. grants shall not normally exceed \$5,000)				
Group	Amount Requested	Total project cost	Recommended	Identified Project / Need
The Wharf Rat Rally Motorcycle Association	\$5,000.00	\$222,675.00	\$5,000.00	Marketing Support for the annual rally. County Logo, banners, hyperlinks, full page ad, and more will be available to promote Annapolis County.
Community Halls & Centres Assistance Program (Maximum grants shall not normally exceed \$1,200. At the discretion of Municipal Council, a facility may be eligible for a grant of up to \$2,400 if it exceeds 2,000 square feet in size.)				
Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Milford and Area Community Association	\$1,200.00	\$13,469.05	\$1,200.00	Installation of a Heat Pump for the community hall.
Clarence United Baptist Church	\$5,000.00	\$26,759.00	\$2,400.00	Scraping, priming, and painting exterior of the church. The recommended amount is less than the request. The application should be under the Community Halls and Centres Assistance Program, with a recommended maximum grant of \$2,400.00.

AM 1.4.9 Community Grants Policy

Total Requested/ Recommended	\$11,200.00		\$8,600.00	
Total cost of projects/programs impacting Annapolis Co.		\$262,903.05		
Remaining in Budgeted (June 2023)			\$71,920.19	
Remaining funding for fiscal year based on recommendations above			\$63,320.19	

AM 1.4.3 Harbour Authorities & Societies Capital Assistance Program

Total Requested/ Recommended	\$10,000.00		\$10,000.00	
Total cost of projects/programs impacting Annapolis Co.		\$163,875.00		
Remaining in Budget (June 2023)			\$20,000.00	
Remaining funding for fiscal year based on recommendations above			\$10,000.00	

FINANCIAL IMPLICATIONS

The 2023-24 General Operating Budget has \$71,920.19 remaining in the current fiscal year for community grants under AM-1.4.9, *Community Grants Policy*. If the above recommendations are approved there will be \$63,320.19 remaining in the community grants policy for this fiscal year.

The 2023-24 General Operating Budget has \$20,000.00 allotted for Harbour Authorities & Societies under AM 1.4.3 *Harbour Authorities & Societies Capital Assistance Program*. If the above recommendation is approved there will be \$10,000.00 remaining in the Harbour Authorities & Societies Capital Assistance Program policy for this fiscal year.

POLICY IMPLICATIONS

Recommended funding is in accordance with current policies.

ALTERNATIVES / OPTIONS

- Approve the recommendation(s); or
- Approve a lesser or greater amount(s).

NEXT STEPS

1. Issue grants as approved; and

2. Inform applicants of Council's decisions regarding their applications.

ATTACHMENTS

None

Prepared by:

Nancy Whitman, Recreation and Community Grants Coordinator

Reviewed by:

Dawn Campbell, Director of Legislative Services / Deputy CAO

Approved by:

Chris McNeill
Chief Administrative Officer

Approval Date:

(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: July 11, 2023
Prepared By: Doug Patterson, Contracts and Procurement Coordinator
Report Number: **SR2023-60 Waste-Resource Management Services Agreement – Valley Waste**
Subject: Waste-Resource Management Services

RECOMMENDATION(S):

That municipal council authorize the Warden and Clerk to sign a Waste-Resources Management Services agreement with Valley Region Solid Waste-Resource Management effective from July 1, 2023, until March 31, 2025 or upon the establishment and finalization of a new Inter-Municipal Services Agreement.

LEGISLATIVE AUTHORITY

MGA section 60

BACKGROUND

In February 2023, with the approval of the "Interim" Inter-Municipal Services Board, Valley Waste offered The Municipality of the County of Annapolis an enhanced service and pricing agreement for waste management and tipping fees. A new agreement is now available for signing to bring that offer into effect.

The proposed contract is a fee-for-service with a current Fiscal year price of \$188/tonne. An estimate of 4700 average annual tonnage equates to a current fiscal year budget cost of \$883,600.

The following service enhancements (work currently done by Annapolis County staff) are included in the new agreement:

1. Bylaw enforcement, including illegal dumping management, will be provided by Valley Waste under the agreement.
2. Compost cart management, including pickup and delivery of damaged bins. (The Municipality must continue to pay for and provide carts).
3. Residents' educational components would be Valley Waste's responsibility, including creating and distributing flyers.
4. Valley Waste will take over the ongoing management of our contracted Collection Services provided by EFR, including the support of Public service inquiries on waste collection. There will be no impact on the public.

DISCUSSION

The Term of this agreement shall run from July 1, 2023, until March 31, 2025 or upon the establishment and finalization of a new Inter-Municipal Services Agreement.

Valley Waste agrees to include The Municipality of the County of Annapolis in the future curbside collection request for proposals and future curbside contracts.

In addition to all terms and pricing offered by Valley Waste, this agreement allows for a further price adjustment based on the Nova Scotia Consumer Price Index adjustment to come into effect on March 31, 2024, for the balance of the agreement.

FINANCIAL IMPLICATIONS

The new agreement sets pricing for the current fiscal year and provides terms for any changes applicable in the next year, fiscal 24/25.

Some internal staff time savings are possible, given the enhanced services that reduce some duties now assigned to Municipal Staff.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

1. Completion of updates to the current Municipal Waste Management By-law are needed to match the Valley Waste By-law management practices.
2. Recycle information services including the "recycle app" used by County residents will need to be merged with Valley Waste recycle services.

ATTACHMENTS

- 2023-06-26 Proposed Waste-Resource Management Services Agreement

Prepared by:

Doug Patterson, Contracts and Procurement Coordinator

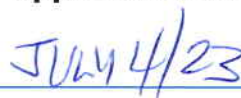
Reviewed by:

Angela Anderson, Manager of Finance

Approved by:


Chris McNeill,
Chief Administrative Officer

Approval Date:



THIS WASTE-RESOURCE MANAGEMENT SERVICES AGREEMENT made this _____ day of _____, 2023

Between

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
("Valley Waste")**

-and-

**MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
("Annapolis")**

WHEREAS

- A. Valley Waste is designated to manage and coordinate regional waste management for Region 5 Annapolis-Kings as designated by the Province of Nova Scotia;
- B. Annapolis wishes to have Valley Waste provide its residents with waste management services;
- C. Valley Waste will provide waste management services to Annapolis equivalent to Annapolis' current service level and not to exceed service levels offered to the members of Valley Waste, upon the terms and conditions set out herein, during the term of this Agreement.
- D. Valley Waste and Annapolis see mutual benefit in working together to collectively provide regional solid waste management services that are cost effective over the long term.

NOW THEREFORE in consideration of the valuable consideration set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. Valley Waste shall provide to Annapolis waste management services upon the terms and for the period set out in this Agreement.
- 2. This Agreement maintains the current non-party status of Annapolis under the current Intermunicipal Service Agreement (IMSA) signed on July 11, 2022. The long-term relationship beyond this Agreement between the members of Valley Waste and Annapolis are subject to current studies and negotiations and would be the subject of separate agreements as necessary.
- 3. Valley Waste shall provide to Annapolis the following services (collectively referred to as "waste management services") that are consistent with the existing services provided to Valley Waste members:
 - a. Management of Collection Contract and Hotline Services

DRAFT: June 26, 2023

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

- i. Annapolis will directly contract curbside residential collection services including service and is responsible for all associated costs;
 - ii. Annapolis will designate Valley Waste to oversee collection contract services;
 - iii. Valley Waste will provide Annapolis a full-service response to inquiries by Annapolis residents through its "hotline" telephone and e-mail system.
 - iv. Valley Waste will manage public contact with respect to Annapolis's "seasonal collection bins" on private and/or public roads. Annapolis will remain solely responsible for any additional cost that may arise from the collection, clean up, replacement or maintenance of the "seasonal collection bins".
 - v. Valley Waste will provide technical advice on the residential collection contract renewal based on aligning Annapolis' collection contract with the Valley Waste collection contract;
 - vi. Valley Waste agrees to include Annapolis in the future curbside collection Request for Proposals and future curbside collection contract.
- b. Education Programming
 - i. Valley Waste will provide Annapolis with community outreach services such as special events, tours, presentations and residential, commercial and institutional visits;
 - ii. Valley Waste will provide an annual solid waste resource management Calendar and other promotional materials to Annapolis and the residential, commercial and institutional sectors being served;
 - iii. Valley Waste will provide social media coverage as deemed appropriate.
- c. Bylaw Enforcement
 - i. In consultation with Annapolis, Valley Waste will provide Annapolis with Solid Waste Bylaw Enforcement Services subject to the Bylaw Enforcement Officer employed by Valley Waste being designated by the Department of Justice as a Special Constable authorized to enforce the County of Annapolis Solid Waste Resource Bylaw (effective upon date that Annapolis has in place a bylaw congruent with that of Valley Waste partners);
 - ii. Valley Waste will respond to, investigate and perform the required follow-up for prohibitions as described in the County of Annapolis Solid Waste Resource Bylaw;
 - iii. Valley Waste shall be responsible for coordination and costs to prosecute all bylaw violations;
- d. Organics Cart Services:
 - i. Valley Waste will oversee and manage the delivery of organics carts to Annapolis' residents, and its commercial, institutional and industrial sectors to include cart exchanges, the recycling of retired carts while maintaining the associated tracking records and maintaining a cart inventory;
 - ii. Valley Waste will purchase all organics carts to be used for delivery of services to Annapolis; however, Annapolis is required to pay for all costs associated with the purchase of carts for Annapolis locations.

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

- e. Household Hazardous Waste Management:
 - i. The residential sector will have full access to the household hazardous waste management program offered by Valley Waste.
 - f. Litter Pick-ups and Beach Clean-ups:
 - i. Valley Waste will waive all tipping fees for volunteer groups performing litter pick-ups or beach clean-ups in keeping with existing Valley Waste policies.
4. Annapolis agrees that all materials accepted must correspond with the requirements outlined in the Valley Waste Bylaw and Directives and comply with Provincial solid waste-resource management Regulations.
 5. The term of this agreement shall run from July 1, 2023, until March 31, 2025 or upon the establishment and finalization of a new Intermunicipal Services Agreement.
 6. Notice of intention to renew or extend this Agreement shall be provided in writing no later than July 1, 2024. Any renewal or extension of this Agreement must be by way of written Amendment signed by the Parties to this Agreement, which must be completed and executed prior to September 1, 2024, unless otherwise agreed by the Parties.
 7. In exchange for providing the waste management services, Annapolis shall pay to Valley Waste the following fees and sums:
 - a. Annapolis shall pay to Valley Waste the sum of \$188.00 per metric tonne of curbside organics, residual waste and blue bag (recyclable) materials.
 - b. The price will be adjusted by the amount of the Nova Scotia Consumer Price Index March 31st 2024 for the balance of the agreement. The adjustment shall be based on a rolling CPI average, all items, for the 12-month period of April -March.
 - c. The sum of \$188.00 per metric tonne shall include all long-term debt repayment as committed by Annapolis in the May 12, 2021 Minutes of Settlement Agreement.
 - d. Should this Agreement terminate for any reason, Annapolis will remain responsible for paying any and all remaining committed long-term debt repayment as per Clause 8 in the Minutes of Settlement Agreement dated May 12, 2021.
 - e. Valley Waste shall be entitled to retain all Divert NS, Diversion Credit and Dairy Stewardship Container funding for the term of this Agreement and any extensions thereof.
 8. Valley Waste shall invoice Annapolis monthly for all waste management services provided to Annapolis. Annapolis shall pay within 30 days all invoices received from Valley Waste for waste management services.
 9. In the event that payment of an invoice for waste management services is not received by Valley Waste within 30 days of delivery to Annapolis, Valley Waste shall cease providing services to Annapolis and the Agreement shall terminate.

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Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

10. This Agreement can only be terminated for cause by either Party, provide that:
 - a. Notice of default is provided; and
 - b. The Party who receives a Notice of Default is given 15 days to cure the default.
11. Valley Waste will continue to receive commercial waste and small private loads of waste at its facilities from the residential, commercial, industrial and institutional sectors within Annapolis as per its current practice.
12. Subject to Valley Waste's obligations of service delivery under this Agreement, Valley waste will maintain operational control of its business, including hours of operation, but Valley Waste acknowledges that it will be required to adjust its hours of operations for the Western Management Centre to meet operational demands from time to time. The Western Management Centre will remain closed on Mondays except when required to be open to accommodate missed curbside collection days as a result of inclement weather or holidays. During the term of this Agreement, Annapolis will not alter its collection schedules without consultation with and approval of Valley Waste.
13. Annapolis agrees that the provision of waste management services by Valley Waste will be subject to the terms and conditions set out in the Valley Waste Directives attached as Schedule "A" to this Agreement.
14. Annapolis does not warrant the total volumes to be delivered during the term of the Agreement; however, Annapolis agrees that all materials contracted for and collected under their curbside collection contract will be directed to Valley Waste facilities.
15. Annapolis confirms that it currently uses a single pass four-stream collection strategy that is comparable and compatible with Valley Waste's management centre operations. Annapolis agrees that any changes to the Annapolis curbside collection contract either in schedule, rules or equipment must maintain that compatibility with management centre operations.
16. Neither Party shall be liable to the other for any failure to perform any of its obligations (except payment obligations) under this Agreement during any period in which such performance is delayed by circumstances beyond its reasonable control, such as, but no limited to: pandemic, fire, flood, war, embargo, strike, riot, terrorism, or the intervention of any governmental authority (a "Force Majeure"). In such event; however, the delayed Party must promptly provide the other Party with written notice of the Force Majeure. The delayed Party's time for performance will be excused for the duration of the Force Majeure, but if the Force Majeure event lasts longer than 30 days then the other party may immediately terminate this Agreement upon written notice.
17. Valley Waste shall be required to carry comprehensive liability insurance coverage of no less than five million dollars (\$5,000,000) per claim and Valley Waste shall name the Municipality of the County of Annapolis as an additional insured under the policy.

DRAFT: June 26, 2023

Page 4 of 6

Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

18. Valley Waste shall be a member in good standing with the *Worker's Compensation Board of Nova Scotia* and shall provide applicable coverage to all staff performing work for Annapolis under this agreement.
19. No supplement or amendment to this Agreement shall be binding unless executed in writing by the Parties hereto in the same manner as the execution of this Agreement.
20. Time shall be of the essence in this Agreement.
21. This Agreement constitutes the entire agreement between the Parties hereto pertaining to the subject matter of this Agreement and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written.
22. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision (whether or not similar) nor shall any waiver constitute a continuing waiver unless otherwise expressed or provided.
23. While it is not intended by either Party that this Agreement be in contradiction or restraint of, or should interfere in any way with, any other contractual obligations of Annapolis to any other person respecting the subject matter of this Agreement and of the associated Minutes of Settlement dated May 12, 2021, Annapolis does hereby agree to indemnify and save harmless Valley Waste from all damages, claims and defence costs resulting from any such action taken against Valley Waste by virtue of Valley Waste entering this Agreement.
24. Valley Waste shall provide data on specific By-law enforcement cases or specific waste collection cases upon request by an assigned Annapolis staff manager.

DRAFT: June 26, 2023

Page 5 of 6

Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis

IN WITNESS WHEREOF the Parties hereto have duly executed this Waste-Resource Management Services Agreement as of the date first written above.

SIGNED AND DELIVERED in the
presence of

**VALLEY REGION SOLID WASTE-
RESOURCE MANAGEMENT AUTHORITY**

Witness

Name: Peter Muttart
Position: Chair, Interim Intermunicipal Services
Agreement Board
I have the authority to bind the above

Name: Andrew Garrett
Position: Acting General Manager
I have the authority to bind the above

**MUNICIPALITY OF THE COUNTY OF
ANNAPOLIS**

Witness

Name: Alex Morrison
Position: Warden
I have the authority to bind the above

Name: Carolyn Young
Position: Clerk
I have the authority to bind the above

DRAFT: June 26, 2023

Page 6 of 6

Waste-Resource Management Services Agreement

Between

The Valley Region Solid Waste-Resource Management Authority

And

The Municipality of the County of Annapolis



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: July 11, 2023
Prepared By: A Barr, Contracts and Procurement Coordinator
Report Number: SR2023-61 Bear River Water System Development and Construction
Subject: Bear River Water System Development and Construction

RECOMMENDATION(S):

That Municipal Council approve the expenditure of \$2,600,000 for the development and construction on the new Bear River water system.

LEGISLATIVE AUTHORITY

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

BACKGROUND

Providing safe drinking water to the businesses and residents of Bear River has been extensively discussed for more than twenty years and is a key priority for Council. It is the wish of the Municipality to see a sustainable water system operating in Bear River. In December 2022 Council directed staff to undertake an assessment that would allow the Municipality to have a realistic cost estimate to take the project to completion.

The Digby side of Bear River is serviced by a small residential water system operated by the Hillsborough Water Society. The system currently services 18 residences and is constructed of 50mm watermain. The current system does not fall under the NS UARB or NSDOE reporting requirements due to the small size.

DISCUSSION

On June 14 2023 staff received a proposal from municipal engineering consultants CBCL that provided detailed information such as estimated water demand, a proposed water system, as well as a Class D estimate (estimate based on engineering principles, general components and existing data) of an opinion of probable costs. The document has been attached for complete review.

The assessment determined that moving forward with the expansion of the existing Hillsborough Water Supply was the best course of action. The Hillsborough Water System currently supplies 18 properties (32 equivalent units).

The existing system will be augmented to meet current and future water demands of the community including an additional 14 commercial and 17 residential properties (76 equivalent units) being brought onto the system. The water wells, storage, and disinfection systems currently in operation on the Digby side of Bear River will be extensively upgraded. The distribution infrastructure will increase in size to deliver water to the Annapolis County side. The new Bear River Water system will be operated and maintained by municipal staff.

Staff have sent letters to provincial representatives providing them with the information from the report and requesting their support.

FINANCIAL IMPLICATIONS

Reviewing Table 2 on page 3 of the attached document- it is noted by staff that the total presented may be lower when compared to actual costs due to the amount budgeted for contingency funds. The fee for the well exploration (\$50,000) has been previously completed and paid for. In addition, there is an outstanding application for 50% of the costs relating to the design development (\$200,000) to the province through PCAP.

Staff propose the following sources of funding:

Source	Amount	Notes
Sustainable Services Growth Fund	\$906,000	One time transfer from province to municipalities
County Reserves	\$194,000	General Reserves
Provincial Request for Funding	\$1,500,000	Letter of financial support sent to Minister of Municipal Affairs and Housing

POLICY IMPLICATIONS

Not applicable.

ALTERNATIVES / OPTIONS

- Choose not to move forward with the water system development in Bear River at this present time.

NEXT STEPS

If approved, staff will engage with municipal engineers, regulatory officials, Bear River First Nations, and community groups to start the process of developing the water system. Next staff will inform the UARB of the proposed system including construction costs and financial support.

ATTACHMENTS

- CBCL Proposal- Bear River Water

Prepared by:

Amy Barr, Contracts and Procurement Coordinator

Reviewed by:

Jim Young, P.Eng, Director of Municipal Operations

Approved by:


Chris McNeill
Chief Administrative Officer

Approval Date:


(Date)

June 28, 2023

Jim Young, P.Eng.
Director Municipal Operation
County of Annapolis
271 Granville Street
PO Box 609
Bridgetown, NS B0S 1C0

Mr. Young:

RE: *Proposed Water System – Community of Bear River (Revised)*

CBCL Limited (CBCL) has completed a study of three water supply options, *Proposed Water Supply Development Study – Community of Bear River*, CBCL Limited (2023), for the community of Bear River, NS in Annapolis County. The preferred option outlined in this letter utilizes the existing Hillsborough Water Society System by extending the system across the Bear River to service the proposed service area, as shown in Figure 1 (attached). For this proposed upgrade, the existing well supply, water distribution piping, water storage and treatment infrastructure will all require upgrades.

Existing Water System

There are two existing independently operated and owned small water systems near Bear River. The Bear River Economic Development Society System (BREDS) and Hillsborough Water Society System (HWSS), both systems were analysed at a preliminary level. The HWSS appears to offer the greatest potential for further development as there are two existing wells with generally favourable yield and water quality.

Estimated Water Demands

Water demands were estimated based on the best information available about the individual water users within the proposed servicing area and were developed using the Atlantic Canada Water Supply Guidelines (2022). The proposed water users include:

- | | |
|-------------------------------|---|
| ▶ Myrtle and Rosie's Café. | ▶ Art Gallery. |
| ▶ Grandmas Place Café. | ▶ Community Kitchen. |
| ▶ Tourist Info Centre. | ▶ Oakdene Centre (Community / Art Space). |
| ▶ Residential Dwellings. | ▶ Vacation Rental. |
| ▶ Comfort Station (Proposed). | ▶ Multi-Unit Vacation Rental / Motel. |
| ▶ Sissiboo Coffee Roasters. | ▶ Residential Dwellings. |

The existing water users include 18 residential dwellings. Estimated water demands are summarized below in Table 1.

Table 1: Estimated Water Demands

Service Area	ADD (m ³ /d)	MDD (m ³ /d)	PHD (m ³ /d)
Existing Service Area	11.3	55.6	83.9
Proposed Expansion	26.6	130.3	196.8
Total	37.9	185.9	280.7

ADD = Average Peak Demand

MDD = Maximum Daily Demand

PHD = Peak Hourly Demand

Proposed Water System

Well Supply

The estimated well yield from the two existing HWSS wells is approximately 101 m³/day but needs to be confirmed. Wells connected to the new system will need to supply the Maximum Day Demand (MDD). Additional wells will be required, supplying at least 85 m³/day additional water, to meet the anticipated total MDD of 186 m³/day of the existing system plus the proposed expansion.

Water Distribution Piping

The existing 50 mm water piping from HWSS water system does not have sufficient capacity to convey the anticipated demands; pressure drops would result in insufficient service pressure during peak hour demand. The Atlantic Canada Water Supply Guidelines (2022) recommends a minimum nominal diameter of pipe of 100 mm for service mains not providing fire protection. A 100 mm diameter pipe is proposed and is estimated to be suitable to convey the anticipated design peak hour flow and maintain a minimum of 40 psi for the system.

Water Storage and Treatment

The theoretical water storage required is approximately 75 m³ based on the first principles sizing requirements laid out in the Atlantic Canada Water Supply Guidelines (2022), exceeding the existing available storage of the 26.5 m³ storage tank. An additional 50 m³ of storage is recommended and will need to be confirmed upon confirmation of well capacity. CBCL recommends a new treatment building with new piping, installation of a chlorine dosing system, and installation of a new flow meter. The source water chemistry for all well sites will need to be determined.

Opinion of Probable Cost

Table 2 provides a Class D opinion of probable cost for the construction of the proposed water distribution servicing concept options and the proposed Comfort Station. Please note that any opinions of probable cost are presented on the basis of experience, qualifications, and best judgement. They have been prepared in accordance with acceptable principles and practices. Sudden market trends, non-competitive bidding situations, unforeseen labour and material adjustments, and the like are beyond the control of CBCL, and as such, we cannot warrant or guarantee that actual costs will not vary significantly from the opinion provided.

Table 2: Opinion of Probable Cost

Proposed Upgrades	Estimated Cost
1. Watermain	\$820,000
2. Storage	\$130,000
3. Treatment with Building	\$310,000
4. Well Exploration	\$50,000
5. Road Reinstatement	\$435,000
6. Buildings – Comfort Station	\$250,000
7. Design Development Contingency Allowance (10%)	\$200,000
8. Engineering Allowance (10%)	\$200,000
Subtotal	\$2,395,000
Construction Contingency (10%)	\$240,000
Total	\$2,635,000

The estimated cost includes for the need for additional exploration and commissioning of new well(s). Depending on the yield of a new well, drilling of more than one well is likely to be required. The total estimated cost per new production well is approximately \$50,00 (plus connection costs to system and any system upgrades to control the new well).

Jim Young
June 28, 2023

Closing

This letter provides a summary of the water system upgrades required to service the community of Bear River. Next steps include confirming the sustainable well yield, design of the required upgrades, obtaining the requisite permits and approvals for municipal servicing. Yours very truly,

CBCL Limited



Prepared by:
Paul Young, P.Eng.
Municipal Engineer
Direct: 902-421-7241, Ext. 2630
E-Mail: pyoung@cbcl.ca



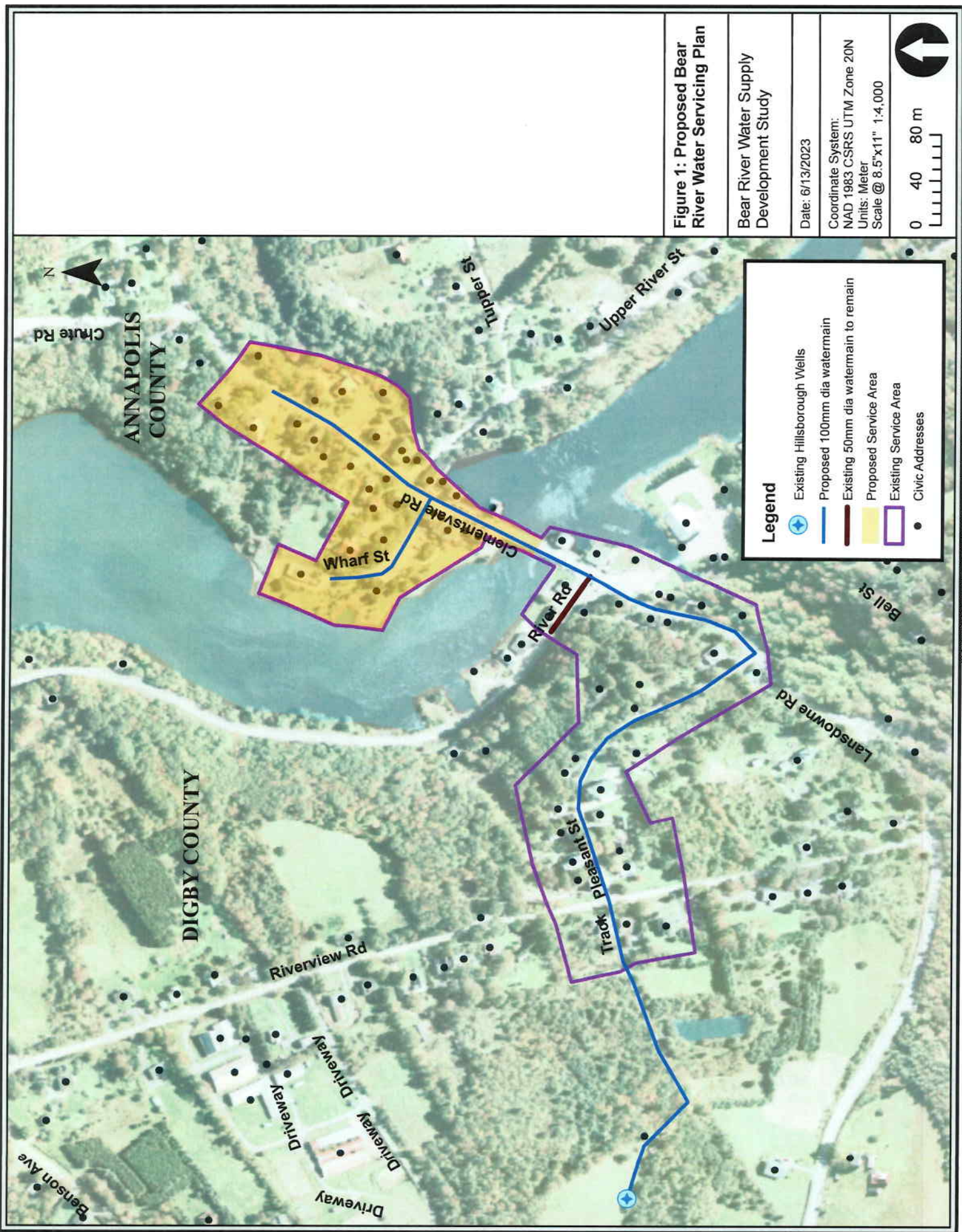
Reviewed by:
Aaron Baillie, P.Eng.
Manager, Municipal Engineering

Attachment

CC: Allan Beaton, P.Eng. – CBCL

Report No: 231005.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.



BOARDS and COMMITTEES

Information Report

Joint, Regional or Community Organizations (AM-1.3.7)

Report To: Committee of the Whole
Submitted by: Councillor Wendy Sheridan
Submission Date: July 11, 2023
Subject: 2023-06-21 Soldiers Memorial Hospital Foundation Report

BACKGROUND

The Soldiers Memorial Hospital Foundation Society was founded in 1972. Its members meet annually to elect a Board of Directors which handles the business of the Foundation. The Foundation's purpose is to finance equipment for Soldiers Memorial Hospital, as well as to finance programs that improve the health of the population in the area served by the Hospital. It has no authority over Soldiers Memorial Hospital or other health-related organizations.

The Society is made up of members of organizations such as Lions Clubs, Legions, Community Health Boards, 14 Wing Greenwood, SMH Auxiliary as well as the Villages and 1 member of Council from Annapolis County.

The Society has the following Vacancies and are seeking members

SMH Auxiliary
Bridgetown Lions Club
Greenwood Health Auxiliary
Village of Lawrencetown
Aylesford Lions

ATTACHMENTS:

- 2023-06-21 AGM Report
- Report from Don Hyslop (Chair of Mid Valley Region Physician Recruitment & Retention Committee).
- Healthcare Foundations 50/50 Nova Scotia information.

Soldiers Memorial Hospital Foundation Report

The annual meeting of the Foundation was held June 21 at the Lions Club in Kingston, the Club provided a delicious turkey dinner for all the members and guests.

Kelly Hutton (Chair of the Foundation) welcomed everyone and honoured the Past Chair Jim Mosher and all his accomplishments during his lifetime. Celebration of life for Jim is being held July 5th at the Middleton Baptist Church at 2pm.

Sharon Elliott (Seniors' Safety for Annapolis County) and Johanna Kwakernaak (Seniors' Safety for Kings County) both gave highlights on the importance of the Seniors' Safety program in our communities. They also noted that when Municipal Councils are considering changing from the RCMP to a different Police unit that this program would be lost and hope that Council would take this into consideration in their decision making.

Soldiers Memorial Hospital Site Lead Michelle McLearn thanked the Foundation for all the support they provide to the staff, patients, physicians and others that benefit from their dedication and commitment to our communities. This past year the Foundation has provided essential equipment to the hospital such as Ultrasound Probe Storage Cabinet, Patient Vital Signs Monitor, Commercial Dryer, Blanket warmers and more smaller items that enhance patient care. SMH have received a new Ultrasound Unit through funding from the province.

The SMH Emergency Dept continues to provide services based on physician availability. Recruitment continues. Hours of operation will continue to be reduced over the summer. All units in Inpatient Care are at full capacity. The greatest challenge is staffing.

SMH have a recreation program supporting inpatient care on all units of the site. A part time Recreation Therapist has been hired to enhance the delivery of this service. There have been many upgrades to the outdoor patio area which provide outdoor access for patients and a place to do gardening and outdoor activities.

The Middleton Collaborative Practice located on the SMH campus is a growing family practice serving Middleton and area communities.

The team includes six family physicians (and another one starting in July), two nurse practitioners, two family practice nurses, licensed practical nurse, social worker, dietitian, and occupational therapist, all of whom work together to serve the needs of their family practice patients, the hospital patients, and the surrounding communities.

The Primary Care Clinic at SMH serves people on the Need A Family Physician list and is part of the continuum of primary care services for people who do not yet have a family physician. Appointments are open to patients from Bridgetown to Aylesford.

Virtual Care Nova Scotia is an on-line platform for unattached patients who are able to use virtual care for primary care appointments. Virtual Care NS and the Primary Care Clinic at SMH coordinate appointments for patients in Middleton area communities to ensure they have the type of appointment that they need: In-person or virtual.

John Smith is the Vice Chair of the Foundation and also the Chair of the Communications Committee for the Foundation. This committee has been very busy finding ways to promote and to bring timely and positive information to the public about the SMH Foundation. They are on Facebook with a section Did you Know, the section is about informing the public of SMH Foundation's contribution to the community. They post timely and accurate information about hospital services including Emergency Room availability. They are working on many forms of fundraising. Nova Scotia has started a 50/50 fundraiser where Soldiers Memorial Hospital Foundation along with 21 other Foundations will receive equal shares of the profits.

John was recognized for all his volunteer hours and congratulated on his recent award from the County of Annapolis.

Anne Crowell is the Secretary for the Foundation and gave a full report on the activities of the Foundation over the past year. Some activities included educating the public on how to access primary healthcare, participating in parades for Kingston Steerfest, Middleton's Heart of the Valley, Annapolis County Ex in Lawrencetown, and the Ciderfest in Bridgetown. Staff appreciation days are held throughout the year for the staff of Soldiers Memorial Hospital, Middleton & Area Family Health Centre and the staff of the Primary Care Clinic for their amazing dedication to care they give to the members of our communities. Veterans and patients from the Transitional Care Unit received Christmas gifts purchased by the Foundation. Annapolis County were thanked for the grants they provided to the new doctors. Anne is also on the Recruitment and Retention Committee for the Foundation and she was also recognized for her countless volunteer hours.

I am attaching the full report from the Mid Valley Physician Recruitment and Retention Committee so you can see the amount of work that this committee does to help our residents get better healthcare. Don Hyslop is the chair of this committee and has written this report.

Financial, Investment and Audit reports were also presented at the meeting, noting that investments were down due to market conditions.

Submitted by

Wendy Sheridan



Report of Mid Valley Physician Recruitment and Retention Committee to Soldiers Memorial Hospital Foundation Annual General Meeting 21 June 2023

As usual we have had a very busy year. We held two whale watching excursions for our physicians and families: one early last summer and the other in early September.

This was followed by a trip to St. Andrews, New Brunswick to the Dalhousie Family Medicine Residents' Weekend. Here we got to speak one to one with 62 residents. This likely led to one site visit later in the year as well as making them all aware of our area and what it has to offer.

In October, we held our second annual "Community Welcome" event at the Annapolis Mess, 14 Wing Greenwood. We welcomed new family medicine physicians Dr. Ama Asiedu, Dr. Osayande, and Dr. Makramalla along with residents Dr. Silver and Dr. Melanson. We also celebrated our three new nurse practitioners.

Just prior to Christmas, the Committee rented the Zedex Theatre in Greenwood to view a new feature film from Disney. We invited our physicians and families, along with local participants and the coaches from the Special Olympics program, and members of the community who might not ordinarily get a chance to visit the theatre. There were 128 people in attendance at the event.

Christmas was not forgotten as the Committee provided each of our physicians with an assortment of maple syrup products.

The new year began with the anticipation of a successful grant from the Office of Healthcare Professional Recruitment and we also received a grant from the Department of Communities, Culture, Tourism and Heritage.

We plan to visit each of our four medical clinics on a monthly basis. So far, we have delivered coffee and sweets, celebrated Valentine's Day, welcomed Spring by having hot spring rolls delivered to each clinic, and celebrated Easter with the delivery of Easter baskets.

In February, the Committee held a "Children's Curling Day" at the Middleton Curling Club for children of physicians and nurse practitioners. Eighteen children got an introduction to curling on that day.

In early April we took several of our physicians and families along with our visiting PRAP physicians to a lobster roll supper in Annapolis. Near the end of April, we hosted physicians and families on a trip to the Oaklawn Farm Zoo. Twenty people were able to enjoy the day.

We had a successful recognition of Doctors' and Nurses' Week at the beginning of May. We had a chef prepare a hot lunch for each of our four medical clinics in our area along with the presentation of gifts to our

physicians, nurse practitioners, residents, and medical students. Soldiers Memorial Hospital was not forgotten as the Committee provided a pizza lunch to the entire hospital staff.

We have hosted a guided tour of the Habitation at Port Royal followed by a lunch at a local cafe to give several physicians a glimpse of Nova Scotia history. Recently a Family Swim Day for physicians and families was held at 14 Wing Greenwood that was enjoyed by all who attended.

Other events planned for this summer include a whale watching trip, an African Nova Scotian festival, and an international food fair. We have begun the construction of an African vegetable garden at NSCC and hope to have plants in the ground shortly.

We recently had the opportunity to attend a closing dinner for medical students who were in the Valley for a week experiencing what family medicine was like in a rural setting. I had the chance to address them briefly. It was interesting that one of the eight was a graduate of West Kings and another was a graduate of Middleton High. At present there are at least 2 West Kings graduates now in Dalhousie Medical School along with four Middleton High graduates. No guarantees that they will work in our area but from talking with them there are several who have indicated that they wish to.

In summation, since our formation in April of 2021 four new family physicians have been added to our region. A fifth will be added shortly and there is a strong potential for several more within the next six months.

I am extremely proud of the work this Committee has accomplished in the past two years. The Committee has done its best to show our area off at its best as well as support our physicians, nurse practitioners, nurses, and clinic staff. The Practice Ready Assessment Program has been a great help to us and our aim in return is to show all our international physicians whether they are here to stay or just here for their six week assessment the very best hospitality we can.

Submitted by

Don Hyslop

Chair

Mid Valley Region Physician Recruitment & Retention Committee



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BOARDS and COMMITTEES

Information Report

Joint, Regional or Community Organizations (AM-1.3.7)

Report To: Committee of the Whole
Submitted by: Michael Gunn
Submission Date: July 11, 2023
Subject: 2023-06-14 Southwest Nova Biosphere Region Report

Information for Council:

The meeting of the Southwest Nova Biosphere Region was held at Upper Clements Hall on June 14 2023. It was very well attended as it was the first in-person meeting since 2019. Deb Ryan presented with regards to the signage for the Amazing Places site in Delaps Cove. Lunch and snacks were provided by the County of Annapolis.

The name change was ratified: "Reserve" was dropped and we are now officially the Southwest Nova Biosphere Region.

A report on the Two Million Trees project was given by Adam Deveau: 9000 trees have been planted thus far with another 30,000 this fall. Adam and Shyla have been receiving training to identify which trees best grow in different soils.

Nominations and elections took place and it was agreed that the present board would remain in their positions for another year.

It was moved that the annual membership fee would increase from one dollar to \$15, while a family membership will be \$20 and corporate would be fifty (but if more than 10 employees, \$100 per year).

SNBR has two summer workers through the Canadian Conservation Corp. Their job will be to identify and describe trails throughout the Biosphere region, as well help identify other OECMs (Other Effectuated-area based Conservation Measures) in the Biosphere.

SNBR has been working with the Nova Scotia Nature Trust and the Nature Conservancy of Canada in identifying and arranging the conservation of lands that house species at risk, as well as lands that have threatened and endangered Black ash and the Atlantic White Cedar. They also work to identify invasive species such as the Himalayan Black Berry that is trying to establish itself in Nova Scotia.

The next meeting will be in the fall.