Committee of the Whole
AGENDA
October 5, 2022, at 6:00 p.m.

"I/We would like to acknowledge that we are in Mi'kma'ki (MEEG-MA-GEE), the traditional (or ancestral) territory of the Mi'kmaq People"

1. PRESENT

2. REGRETS

3. CALL TO ORDER

4. ADDITIONS TO AGENDA

5. APPROVAL OF AGENDA

6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:
- i. Committee of the Whole – September 7, 2022 (TAB 1)

7. PRESENTATIONS:

8. PUBLIC INPUT

9. NEW / UNFINISHED BUSINESS:
- i. Wharf Assessment Update (TAB 2) DM
- ii. Shade Sail Poles Update
- iii. Strategic Plan Review Update
- iv. Granville Ferry Source Water Advisory Committee (TAB 3) DM
- v. REMO Mutual Aid Agreement (TAB 4) DM
- vi. Request for Decision: Planning and Heritage Committee By-law (TAB 5) DM
- vii. Request for Decision: Building, Alterations and Renovations By-law (TAB 6) DM
- viii. Request for Decision: Orderly and Peaceful Conduct By-law (TAB 7) DM
- ix. Consider Date Change for November CoW Meeting
- x. Support for Cape Breton due to Fiona
- xi. Website review and updates by Council
- xii. Housing rental listing

10. CORRESPONDENCE
- i. Twinning Committee thank you letter (TAB 8)
- ii. Community Health Board Report (TAB 9)

11. ROUND TABLE:
- i. Mayor Boyer
- ii. Deputy Mayor Power
- iii. Councillor Hafting
- iv. Councillor Sanford
- v. Councillor Tompkins

12. IN-CAMERA:
Under Section 22(2) of the *Municipal Government Act*:

Approval of Minutes:

i. Committee of the Whole 2022-09-07 In camera (TAB A)

Business Items:

i. Sale of Town Property (TAB B)
ii. Personnel

13. ADJOURNMENT

NEXT MEETINGS:
Planning and Heritage Advisory Committee, Oct 3 @ 9:00 am
Marketing & Economic Dev. Committee, Oct 11 @ 6:00 pm
Board of Police Commissioners, Oct 12 @10:00 am
Accessibility Committee, Oct 12 @ 5:00 pm
Traffic Flow Advisory Committee, Oct 13 @ 1:00 pm
NSURB Boundary Review Hearing, Oct 19 @ 11:30 am
Council, Oct 19 @ 6:00 pm
Environment Advisory Committee Oct 26 @ 2:00 pm
Committee of the Whole, Nov 2 @ 6:00 pm

Committee of the Whole
UNAPPROVED MINUTES
September 7, 2022, at 6:00 p.m.

"I/We would like to acknowledge that we are in Mi'kma'ki (MEEG-MA-GEE), the traditional (or ancestral) territory of the Mi'kmaq People"

i. **Call to Order**	Mayor Boyer called the meeting to order at 6:01 pm and gave the land acknowledgement
ii. **Present**	Mayor Boyer (Chair), Deputy Mayor Power, Councillor Sanford, Councillor Tompkins, Chief Administrative Officer (CAO) Sandi Millett-Campbell, Director of Finance (DoF) Melony Robinson (joined via zoom, exited meeting at 7:07 pm), Recording Secretary Krista Grear, Christine Igot (joined via zoom for presentation, exited after presentation), Angela Reynolds, Interim CEO and Janet Ness, Board Chair Annapolis Valley Regional Library (exited meeting after presentation)
iii. **Regrets**	Councillor Hafting
iv. **Additions to the Agenda**	Remove New Business 9.xii. building bylaw Add In Camera iii. legal item
v. **Approval of the Agenda**	**MOTION #CoW2022-09-07-01** It was regularly moved and seconded to approve the agenda with change and addition. **Motion carried.**
Edits to the Minutes	
vi. **Approval of the Minutes**	**MOTION #CoW2022-09-07-02** It was regularly moved and seconded to approve the minutes of July 6, 2022, as presented. **Motion carried.**

7. PRESENTATIONS:

i. Annapolis Valley Library, Angela Reynolds

Ms. Reynolds and Ms. Ness presented the Annapolis Valley Regional Library annual report and answered questions. Presentation attached as Appendix 1

ii. Twinning Committee, Christine Igot

Ms. Igot made a presentation and requested the direction and approval of Council to proceed with the proposal of the Twinning Committee which includes reaching out to Bear River First Nation to determine their interest in participation. Presentation attached as Appendix 2

MOTION #CoW2022-09-07-03
It was regularly moved and seconded to support the Twinning Committee proposal as presented. **Motion carried**.

8. PUBLIC INPUT – none

9. NEW / UNFINISHED BUSINESS:

i. Quarterly Financial Reports, Director of Finance (DoF) Robinson

a. Operating

DoF Robinson presented first quarter results for the fiscal year report (covers period from April to June 2022). A few minor differences/variations between actual and budgeted numbers were reported for example, as of June the Town had not yet received the HST offset and the budget line for rental leases and sales includes the Peter Davies Legacy Clock project funds.

b. Capital

DoF Robinson presented the first quarter fiscal year report (covers period from April to June 2022). A few minor differences/variations between actual and budgeted numbers were reported.

c. Water

DoF Robinson presented the first quarter fiscal year report (covers period from April to June 2022). A few minor differences/variations between actual and budgeted numbers were reported.

d. Draft financial statements

DoF Robinson presented the draft 2021-2022 financial statements as prepared by the Auditors. She noted the following:

- Surplus dollars must be put into reserve
- Grouping? errors will be corrected prior to the final draft
- Surplus dollars are due in large part to grants and deed transfer tax as well as the one-time double equalization payment

The Audit Committee will be meeting Friday September 16 at noon to go over the financial statements in greater detail. Auditor Beth Crosby will be attending the September Council meeting to answer any additional questions.

MOTION #CoW2022-09-07-04
It was regularly moved and seconded to recommend to Council acceptance of the draft financial statements as prepared and presented by the Auditors. **Motion carried.**

e. WCB annual rates

DoF Robinson explained the rates supplied by Worker's Compensation Board highlighting that the police rate is higher due to three significant claims since 2019.

ii. Condominium fee change

It was noted that the Town currently pays $2487.50/month. The new fee effective October 1, 2022 will be $3233.38 for seven months, after which it may further increase. This increase is the result of the Condo Corporation taking advantage of the one-time per year opportunity allowed to increase fees outside of a board meeting.
This increase of $700/month is significant for a small town, and it was further noted that revenues generated by the Community Hub and Recreation programs do not cover these costs fully.

iii. Flagpole gift from Condo Corporation
In July, Council directed staff to ask the Condo Corp. about the flagpole that it was not using. The Condo Corp. has agreed to gift the flagpole to the Town. It will need a new base, but this option is significantly less expensive than a completely new flagpole.

iv. Flag Flying Policy
The Policy has been updated to include two flag poles, with the primary one located at Town Hal and the secondary one to be located at the Oqwa'titek Amphitheatre, as well as the procedure and form for flag flying requests. The definition of 'recognized flag' will be added to the request form. It was further noted that when nothing is going on, no special dates or events, no flag whether Town flag, provincial or Canada flag may be flown.

MOTION #CoW2022-09-07-05
It was regularly moved and seconded to recommend to Council the repeal of Flag Flying Policy # 2011-1, dated March 15 and approval of Flag Flying Policy, # 2022-05 dated June 30. **Motion carried.**

v. Sewage Treatment Plant odour update
A report from Able Engineering has been received and it was noted that it was nicely detailed. It was in the Town's budget to investigate the cause of the odour, and the cause has been identified as a lack of oxygen in the pond along with the presence of sludge. The report outlines six recommendations, none of which have been costed out or budgeted for this year. Discussion led to the suggestion to have these costed out now and, if financially possible, do some this year, and include the rest in the next budget. It was also recommended that the Town obtain an order of magnitude for the project and the sequence in which the recommendations should be implemented. It was noted that there would also be a cost share with the County since the treatment plant also includes sewage from some County locations.

vi. NSURB Hearing Date
The hearing for the Boundary Review will be held on Wednesday Oct 19 at 11:30 am. If anyone wishes to speak at the hearing, they must pre-register by Oct 5. CAO Millett-Campbell noted that all previously received email submissions have been submitted to the NSURB.

vii. 2022 Provincial Volunteer Awards update
CAO Millett-Campbell noted that at the last Council meeting a secret ballot was held to nominate an individual for the Provincial Volunteer Award. The individual was Anna Kate Newman who has accepted the nomination and will attend the September 26 awards ceremony along with Mayor Boyer.

viii. Strategic Plan Review, selection of date to review
Brief discussion held noting that there have been many changes since it was developed, and it is due to be reviewed and updated. Council and staff agreed to the date of Wednesday September 28 at 5 pm (two hour maximum) to conduct the review.

ix. Queens Platinum Jubilee nomination of staff
There was a request for municipal units to nominate two staff – one management representative and one staff representative. Mayor Boyer asked Council members to send their nominations to her.

x. Approval of PCAP grant
CAO Millett-Campbell noted that a grant to conduct a second water source study in the amount of $17,990 has been approved.

xi. Approval of FRIIP grant
CAO Millett-Campbell noted that a grant for a sea level rise engineering study in the amount of $43,278 has been approved and that this study is the foundational work needed for future Federal adaptation grant applications

10. CORRESPONDENCE

i. YMCA thank you card
Summer camp card signed by staff and participants was received.

ii. Garden Tour thank you email
Lilian Stewart sent in an email thank you for helping with the successful Garden Tour.

iii. Nova Scotia Gaming Corporation
For information only

iv. Property Valuation Services Corporation (PVSC) annual report
For information only. CAO Millett-Campbell noted that PVSC representative, Jimmy McAlpine, recently met with her and Mayor Boyer and offered the opportunity for representatives of the PVSC to come and make presentation(s) if so desired. CAO Millett-Campbell suggested that perhaps a presentation on how the taxation system works in relation to condominiums, and clarification of the general level of assessment. Council agreed that this would be beneficial. Mayor Boyer noted that there is also a new contact person for elected officials at PVSC.

11. ROUND TABLE:

i. Mayor Boyer
Mayor Boyer gave an overview of her activities From July 29 to date. Mayor Boyer's written report is attached as Appendix 3.

ii. Deputy Mayor Power
Deputy Mayor Power noted that this summer has been like pre-COVID days with lots of international and out of province licence plates around Town. She mentioned the lovely Garden Party for the Queen's Jubilee, and a productive meeting with MLA Carman Kerr regarding health centre closures.

iii. Councillor Sanford
Councillor Sandford stated that it has been a great summer, it feels a bit like the good old days, that the Natal Day event was great and gave a big thanks to the volunteers. She

further noted that she has loved all the music at the amphitheatre and seeing packed events. The Lt. Governor event was lovely and well put together. It has been great to see the wandering interpreters and she would like to see them next summer if possible. She also noted that she attended the service for Reg Ritchie.

iv. Councillor Tompkins
Councillor Tompkins echoed the sentiments of the other Councillors and also noted that the waterfront meeting went well with good insights, as did the initial first pond meeting. Great to see restaurants and theatres full too.

12. IN-CAMERA: MOTION at 7:35 pm
Under Section 22(2) of the *Municipal Government Act*:

MOTION #CoW2022-09-07-06
It was regularly moved and seconded to move in camera at 7:35 pm to discuss in-camera minutes, property lease and sale and one legal matter. **Motion carried.**

MOTION #CoW2022-09-07-08
It was regularly moved and seconded to move out of camera at 7:58 pm. **Motion carried**.

MOTION #CoW2022-09-07-09
It was regularly moved and seconded to recommend to Council acceptance of the proposal for the full amount of $49,900 for the residential property identified as Lot 1 on Victoria St. with a closing date of two months from date of signing. **Motion carried**.

13. ADJOURNMENT

It was regularly moved to adjourn the meeting at 8:00 pm.

Amery Boyer, Mayor

Krista Grear, Recording Secretary

ANNAPOLIS ROYAL WHARF

DRURY LANE AND ST. GEORGE STREET, ANNAPOLIS ROYAL, NOVA SCOTIA
PREPARED FOR THE TOWN OF ANNAPOLIS ROYAL

STRUCTURAL ASSESSMENT AND CONDITION REPORT

September 22, 2022

PREPARED BY:

ABLE ENGINEERING SERVICES INC.
9153 COMMERCIAL STREET,
NEW MINAS, NOVA SCOTIA, CANADA

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APPENDIX A

- Wharf Replacement Cost Estimate

1 INTRODUCTION

The Town of Annapolis Royal asked ABLE Engineering Services Inc. to complete a structural assessment of the town wharf as a follow-up to a previous study completed by Hatch Ltd. in August of 2018. The existing wharf was constructed in the 1980's by D.J. Lowe Contracting. The wharf was constructed around an old existing wooden wharf by driving sheet piles around it and filling it with rock and paving it.

In 2018, Hatch found the wharf to be in fair condition and estimated its remaining service life to be approximately 8-10 years. This would mean replacing or rebuilding the wharf by 2026-2028. They recommended about $41,000 be spent on welding plates on holes in the sheet piling, repairing ladders and drains, completing repairs to wood timber and tire fenders, and adding signage to restrict access. Some of this work was done but most was delayed by the COVID-19 global pandemic. During this time, the wharf has continued to deteriorate.

In the structural analysis completed by Hatch, they used ultrasonic examination of the steel in the sheet piles and found it to have deteriorated in some places to as little as 7.4 mm from an original thickness of 16 mm.

The Town of Annapolis Royal has only one existing wharf which is utilized by local fisherman and recreational boaters, as well as for parking in the downtown area. In the past, there were as many as a dozen wharfs just on the Annapolis side of the basin and 8-10 on the Granville Ferry side.

Figure 1 - Annapolis Royal in July 1931

2 STRUCTURAL ASSESSMENT AND CONDITION REPORT

2.1 INVESTIGATION

ABLE Engineering conducted a visual inspection of the wharf on June 7, 2022, during low tide, when the sheet piling was exposed. The width of the wharf was measured at 5-meter intervals for the full length of the wharf to document the irregularities and to be used as a reference for future comparisons. The width was found to vary by up to 0.34 meters. See Figure 2 below for measured widths.

Figure 2 - Measured Top of Wharf Widths (m)

Deterioration has accelerated since the last report was completed in 2018, and there were several large holes completely through the sheet piles which will allow the rock to wash out if not patched. This deterioration was most pronounced on the West side of the wharf near the high-water line, see Figure 3 below. As mentioned above, the previous study completed by Hatch showed a minimum of 7.4 mm of steel remaining in some places:

Figure 3 - Deterioration at High-Water Line, West Side of Wharf

This has continued to erode to where there are several large holes in the sheet pile that will allow the rock to wash out. The sheet piling on the East side shows more deterioration near the bottom of the structure around the drainage system as shown in Figure 4. The access ramp to the floating docks was not in use at the time of our inspection and was suspended up in the air where it could not be utilized. The outer corner fenders are still in fair condition as seen in the background of Figure 5.

Figure 4 - Sheet Pile Deterioration at Drainage System Level, East Side of Wharf

Figure 5 - Access Ramp and Corner Fenders, East Side of Wharf

Figure 6 - Fishing Boat Undergoing Repairs, East Side of Wharf

Large flakes of rust from the sheet piling can be broken off by hand, Figure 7 below is from the East side near the bottom of the wharf. The East and West side sheet piling is held together laterally by steel rods and bolts that run through the center of the structure and are fastened to beams or cribwork inside the wharf. While most of these are still in place, it is impossible to determine how much they have rusted inside the rock filled structure which is flushed twice daily with salt water. Below, in Figure 8, one of them is rusted off and the bolt is gone.

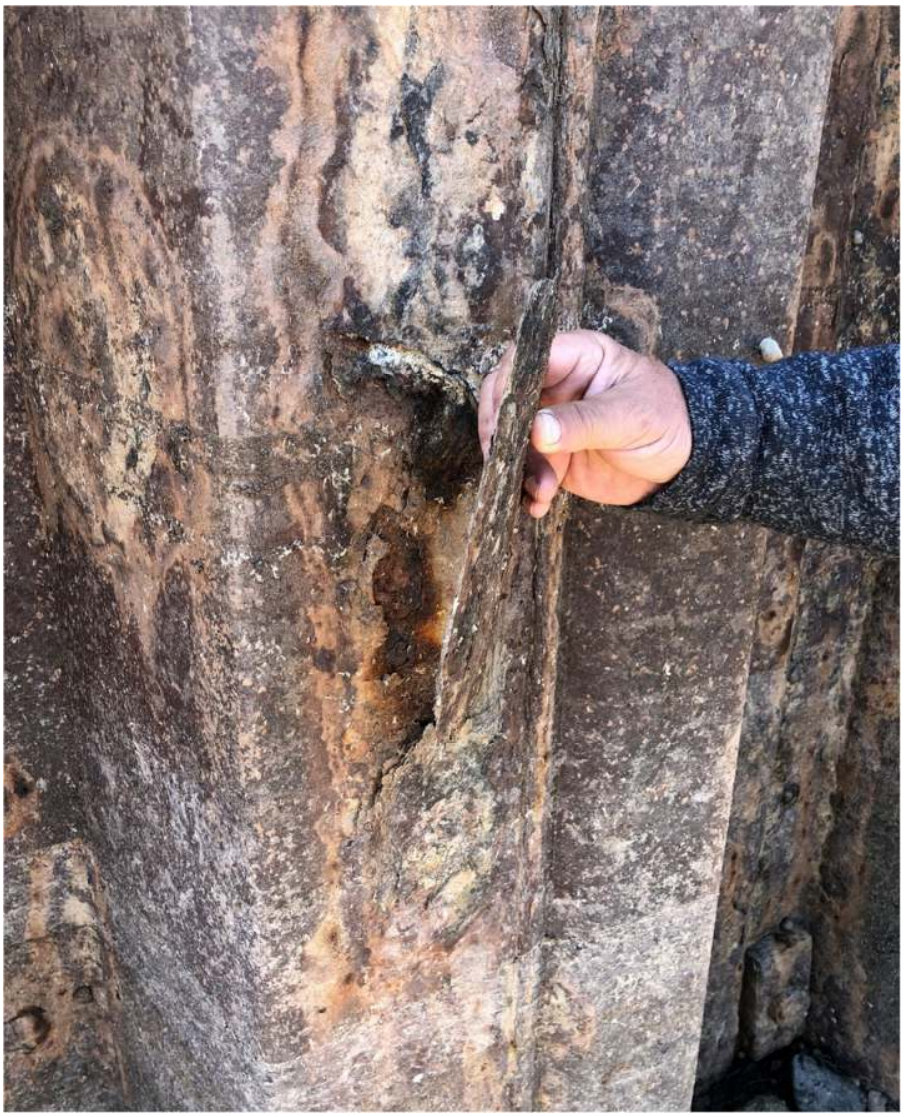


Figure 7 - Rust Flaking, East Side of Wharf

Figure 8 - Example of Rusted/Missing Bolts

The 2018 report mentioned ladders needing repairs. As is shown in Figure 9 below, some of the ladders require additional repair as some of the rungs have rusted to a point where they have fallen off. The bollards themselves seem to be in good condition, however, they are supported by the rusting and deteriorating sheet piling so they are only going to hold as much as the sheet piling beneath them. Figure 10 shows bollards on the East side of the wharf and Figure 11 shows a top-view of a bollard on the West side of the wharf.

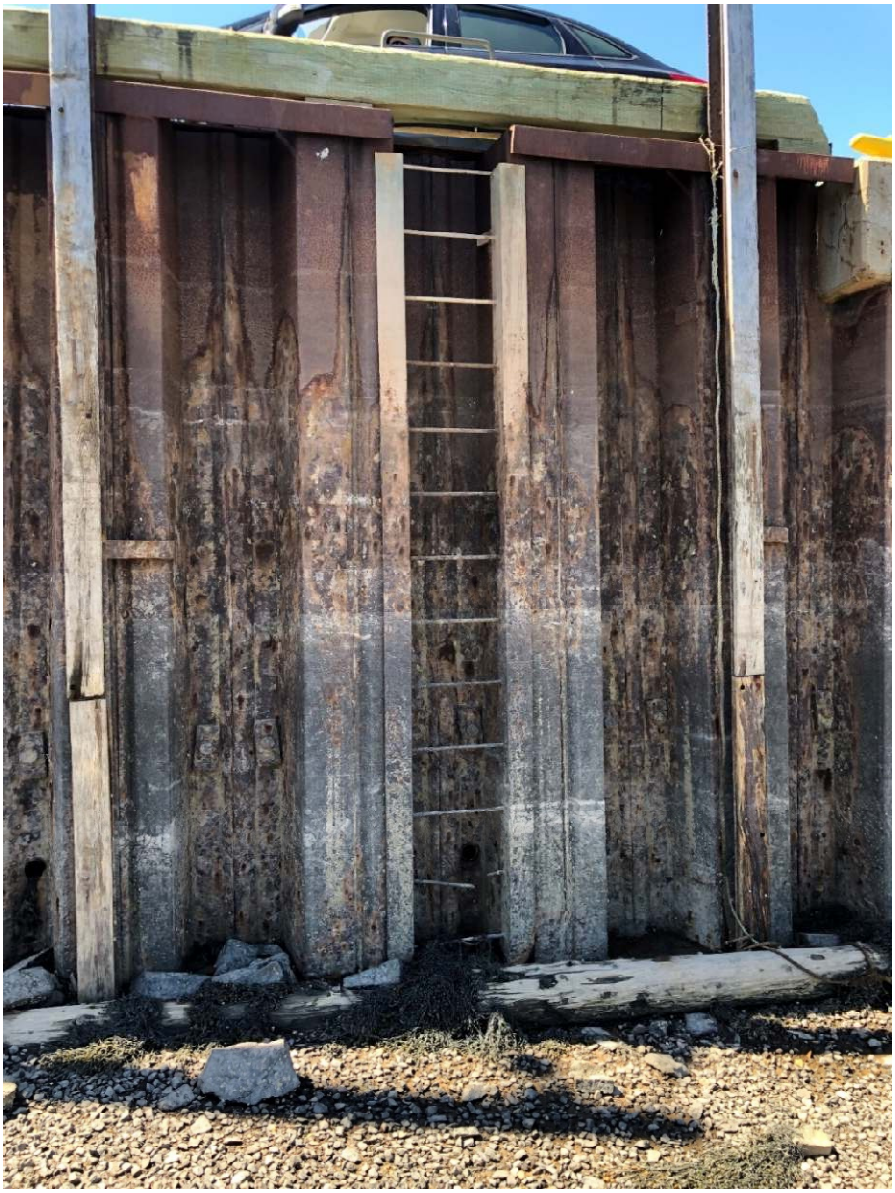


Figure 9 - Example of Ladder Deterioration

Figure 10 - Bollards, East Side of Wharf

Figure 11 - Alternate Bollard, West Side of Wharf

The deck of the wharf has an 8" x 8" timber tire fender running along on the top. The tire fenders have all rusted off as the steel cables holding them have rusted away, and the tires have fallen to the bottom of the wharf. In the 2018 report, it was noted that only two remained in use, and the rest had rusted off. During our site visit, it was noted that no tire fenders remaining and the two that were present in 2018 have also rusted off and are laying on the ground as is shown below in Figure 12:

Figure 12 - Tire Fender and Tires, West Side of Wharf

The timber portion of the fenders shown in Figures 13 and 14 are still in fair condition, however, the steel that it is fastened to the timber is deteriorating as was shown by rusting and in some places the steel angle iron running along the top has broken away as the walls of the wharf have spread outward. Figure 15 below shows where the top angle iron is broken just before where the I-beam faced with wood fenders start on the East side of the wharf. These fenders are still in fair condition and are only on the East side of the wharf. A closer view of these fenders can be found in Figure 16:

Figure 13 - Timber Tire Fender from Wharf Deck

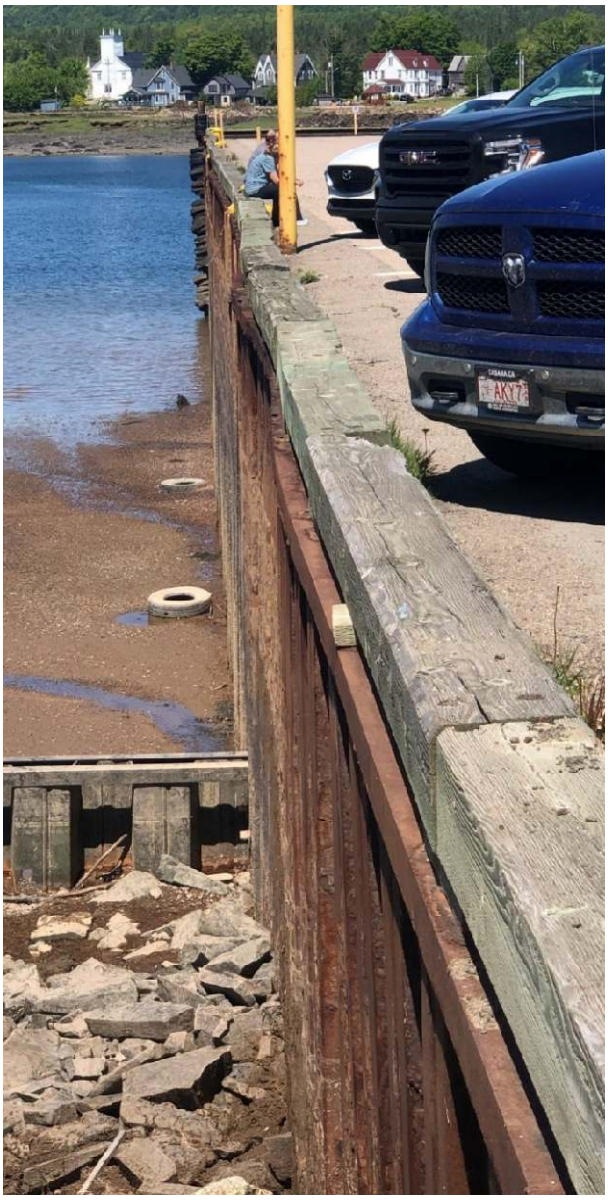


Figure 14 - Timber Fenders from Shore, West Side of Wharf

Figure 15 - Broken Angle Iron, East Side of Wharf

Figure 16 - Wooden Fenders on East Side of Wharf

As was found in the 2018 report, the asphalt deck is still in fair condition although has some signs of settlement are present. It was noted that some grasses and other vegetation are starting to grow in the cracks in the asphalt. There has not been any substantial loss of material from the rusting sheet piles, however, without immediate repairs to plug the holes in the side of the sheet piling, the condition of the asphalt deck and wharf will deteriorate rapidly. This should be monitored closely for any signs of settlement.

Figure 17 - Asphalt Deck

2.2 STRUCTURAL ANALYSIS

The wharf working surfaces are supported by rocks and gravel in crib work inside the sheet metal pile walls on three sides of the wharf. Loads from trucks and vehicles are exerted in a downward direction supported by the underlying stone fill, however, there is a lateral component of this which is resisted by the sheet piling, and the steel rods running under the wharf into the cribwork. The condition of these rods, which would also be rusting away as the saltwater flows into the openings and rock fill under the wharf twice daily, is unknown. Previous measurements of the sheet metal pile thickness showed that it was rusted away by as much as half of the original materials in some places. Therefore, it was recommended that a load limit of 12 metric tonnes be placed on vehicles using the wharf.

This limit needs to be maintained, and in addition, it is recommended that no parking be allowed on the outer 30 m of the wharf and that vehicles only use this area for turning around so that they can angle park on the West side of the wharf. The East side of the wharf should be reserved for people with boats tied up to the wharf.

It is recommended that immediate repairs be made to patch any holes in the sheet piling with ½" steel plate welded in place to solid steel materials around the hole. This will prevent the loss of rock and fill from inside the structure which would further weaken it and help to maintain the structural integrity of the sheet piling. The wharf should be inspected regularly at low tide to see if any larger holes develop in the sheet piling, and the loss of any fill from inside. Should this happen, the repairs should be made as soon as possible, and vehicles restricted from parking in the impacted area, until the repairs are made.

3 EXISTING AND FUTURE USE OF WHARF

The wharf is located within the central part of town, near the Farmer's Market and commercial district, so parking on the wharf is important to market-goers, business owners, and shoppers, among others. Parking was a subject of much discussion at the public meeting held in June when the topic of the wharf's condition first came up. In addition to parking, the wharf is used by fishing boats and recreational boats. Fishing boat owners use the wharf as a place to keep their boat to do repairs at low ride as the rest on the ocean's floor while the tide is out. There is also a slipway on the east side of the wharf.

In the summertime, small boats can tie up to floating docks on the outer side of the wharf where a ramp gains them access to the wharf and the town. For a small fee, boat owners can even stay docked overnight. Signage for this is shown in Figure 18 below.

Figure 18 - Wharf Signage

The future use of the wharf will depend on receiving funding to do major repairs on what is the last remaining wharf in the Town of Annapolis Royal. It needs to be understood that the wharf is nearing the end of its useful life. Repair and patchwork will not, unfortunately, sustain the wharf's structure for much longer.

The wharf is an integral part of the Town. As was mentioned above, it is used to generate income for local fisherman, it is used for parking for easy access to local shopping, it is used for recreational boaters and for many local residents to fish from. It provides open access to the

water for locals and those visiting the area along with uninterrupted views of the harbour for all to enjoy.

4 REPLACEMENT COST OF THE WHARF

The cost of replacing the wharf has been calculated using the latest Means Cost Data, North America's leading construction estimating database. The breakdown of the costs included are shown in Appendix A following this report.

The total cost of the replacement of the wharf will depend on the amount of infrastructure desired on the wharf such as: lighting, power outlets for use on the wharf and for boat users, water and sewer infrastructure, floating docks, and ramps, lifting hoists, etc.

We have calculated the cost of replacing the wharf at $3,820,000 using 2022 costing data. For marine construction in high tide areas with so many possible variables it is recommended that a 25% contingency be added to this cost (3,820,000 + 955,000 =$4,775,000) to help account for unforeseen problems or changing conditions that may arise during construction.

This cost assumes that work will be able to take place from the existing wharf (i.e., it is not allowed to deteriorate to the point that it is not safe to drive heavy equipment on it, and not from barges for driving sheet piles etc.)

This brings the total estimated cost to replace the wharf to $4,775,000 assuming the approximate same size and type of wharf that currently exists.

5 REQUIRED MAINTENANCE AND INSPECTIONS

The 2018 report recommended annual inspections by a professional engineer to determine if there are changes to the structure such as settling of the asphalt deck, bulging of the steel piles and/or loss of rock and material from the structure through holes in the sheet piling.

These inspections are still recommended. In addition, it is recommended the town staff look at the structure to identify any of the above changes monthly and/or after any major storms. Should damage, movement and/or settling of the structure be detected, the town should request the services of a professional engineer to complete and inspection.

Measurements of the width of the wharf were taken at 5-meter intervals with this report and some variability was noted, this also should be checked annually and compared to see if the piles are moving outward. This will give a good indication or early warning of failure of the steel tie backs that are not accessible to inspect inside the wharf rock fill.

Pictures of the wharf and any areas damaged should also be taken each year so that visual comparison of the change can be noted over time.

Maintenance of the sheet pile life can be extended with a cathodic protection system using sacrificial anodes such as zinc bars fastened to the sheet piling. This should be done as soon as possible to slow the rate of corrosion of the sheet piles. As an alternative to this, electrical systems can also be set up to slow the rate of corrosion.

Patching of holes as they appear in the sheet piling to stop the loss of rock from inside the wharf structure should also be continued. Note do **not** weld patches over the drain holes near the bottom of the sheet piling as these are needed to allow water pressure to equalize or be minimized from rising and falling tides. Repairs of further wharf elements are recommended as follows:

- Replace tire fenders along the sides of the wharf that have fallen off.
- Repair ladders up the side of the wharf.
- Repair or replace timbers around top of deck where needed.

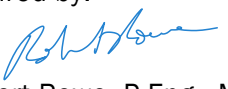
6 RECOMMENDATIONS AND CONCLUSIONS

The wharf is nearing the end of its useful life. The steel piling holding it in place is rusting away and there is no way of stopping this; only slowing its progress. Realistically, the wharf can only be expected to last another 5 years, and by then its use will be severely limited. There has been a considerable loss of steel from the sheet piles since the last report in 2018 when the minimum thickness was measured using ultrasonic measurement techniques and been reduced to about half of the initial thickness in some areas. During the recent inspection, there were several large holes where the sheet piling had rusted all the way through. This much change in the last 5 years leads me to conclude that in another 5 years its usage will be severely restricted as deterioration will be much more extensive. It is recommended that the above inspections and maintenance be carried out annually to assess the continued capabilities and safety of this structure.

- The weight limit of 12 tonnes should be maintained on the wharf and vehicle parking can still be allowed on the inner 2/3 of the wharf and the outer 1/3 only used for cars to turn around on to drive out.
- No parking should be allowed on this outer section of the wharf. If the rock and materials are contained in the structure, the weight of vehicles is being carried by the underlying rock so parking can still be allowed on the inner section. Parking vehicles on the wharf will not significantly impact the life of the wharf, it is the continued corrosion of the sheet piling that will eventually lead to these failing by buckling or bending spilling the rock out and consequently the parking areas and will slide sideways into the water.

Should any buckling or deflection of the sheet piles or large holes appear in the sheet piling allowing the loss of rock from inside the structure, then use of the wharf should be further restricted in that area. Similarly, if holes appear in the asphalt surfaces, parking should be restricted in these areas and beyond.

Prepared by:



Robert Rowe, P.Eng., MPH
Project Engineer

Daniel Chiasson, P.Eng.,
Structural Engineer

APPENDIX A

- RS MEANS COST ESTIMATE

ABLE Engineering Services Inc.
5209 St. Margaret's Bay Rd.
Upper Tantallon, NS
O: (902) 820-3255
F: (902) 820-3272

Estimate of Probable Cost

Client:	Town of Annapolis Royal
Address:	285 St George Street, Annapolis Royal
Project:	220530-25 Wharf Structural Assessment
Date:	29-Aug-22

Note: This is a rough estimate for performance security considerations only based on arbitrary unit rates. Able assumes no responsibiltiy for business decisions made with the estimates herein.

Item		Units		Unit Price	Quantity		Probable Cost
Removals							
	Removal of Ex. Wharf/Cribbing/Rock to Assumed 18ft Deep	CY	$	25.50	11440	$	291,720.00
	Ex. Sheet Pile Removal and Disposal	FT	$	250.00	712	$	178,000.00
					Subtotal	**$**	**469,720.00**
Wharf Components							
Structural	Sheet Piles incl. Dead Man Anchors	FT	$	1,000.00	712	$	712,000.00
	Rock Fill (Assumes 18ft Deep)	CY	$	61.00	11440	$	697,840.00
Specialty	Marine Fenders - Vertical PE Every 10ft	EACH	$	1,000.00	75	$	75,000.00
	Dolphins (Priced as Steel Piles 80ft)	EACH	$	10,600.00	4	$	42,400.00
	Mooring Bollards - Cast Iron w/ Concrete Base	EACH	$	5,000.00	10	$	50,000.00
	Ladders - Aluminum	EACH	$	1,200.00	10	$	12,000.00
	Floating Docks - 8ft Wide, 100ft Long, PE Drum (Re-Use Aluminum Gangway)	SQFT	$	70.00	800	$	56,000.00
					Subtotal	**$**	**1,645,240.00**
Sanitary Services (Provisional)							
Pumped	Pumping Station(s) (Allowance)	EACH	$	15,000.00	1	$	15,000.00
Pipe	150mm PVC DR35	M	$	225.00	150	$	33,750.00
	125mm PVC DR35 Laterals (x10 @ 8M)	M	$	225.00	80	$	18,000.00
					Subtotal	**$**	**66,750.00**
Storm Drainage							
Pipe	200mm Perforated Perimeter Drain	M	$	225.00	210	$	47,250.00
	150mm DR35 Outlets (x10 @ 2M)	M	$	225.00	20	$	4,500.00
					Subtotal	**$**	**51,750.00**
Electrical							
Electrical	Electrical Receptacle	EACH	$	2,000.00	10	$	20,000.00
	Direct-Bury Underground Conduit (4") incl. Excavation and Fittings	FT	$	69.00	712	$	49,128.00
	2#4 AWG Copper Wire	CFT	$	1,260.00	7.12	$	8,971.20
	Light Poles - 20ft Aluminum with Concrete Base	EACH	$	5,000.00	4	$	20,000.00
					Subtotal	**$**	**98,099.20**
Surface Works							
Grading	Fine Grading	M2	$	3.00	1900	$	5,700.00
	Grading (Subgrade + Fine Grade)	M2	$	6.00	1900	$	11,400.00
Gravel	Type 1 Gravel (150mm)	M2	$	10.00	1600	$	16,000.00
	Type 2 Gravel / Surge (500mm)	M2	$	25.00	1600	$	40,000.00
	Type C-HF Asphalt (100mm)	M2	$	44.00	1600	$	70,400.00
Reinstatement	Road Reinstatement Tie-In	EACH	$	10,000.00	1	$	10,000.00
					Subtotal	**$**	**153,500.00**
					Total Direct Cost	**$**	**2,485,059.20**
Indirect Costs							
	Engineering Fees (10%)	LS	$	248,505.92	1	$	248,505.92
	Overhead + Profit (20%)	LS	$	497,011.84	1	$	497,011.84
	Performance Bond (1%)	LS	$	24,850.59	1	$	24,850.59
	Permits (0.5%)	LS	$	12,425.30	1	$	12,425.30
	Mobilization (2%)	LS	$	49,701.18	1	$	49,701.18
					Total Indirect Cost	**$**	**832,494.83**
					Direct Cost	$	2,485,059.20
					Indirect Cost	$	832,494.83
					Subtotal	$	3,317,554.03
					HST	$	497,633.10
					Total Estimate	**$**	**3,815,187.14**

COUNTY of ANNAPOLIS
NATURALLY ROOTED

752 St. George Street, PO Box 100
Annapolis Royal, Nova Scotia, Canada B0S 1A0
Phone: (902) 532-2331 Fax: (902) 532-2096
Website: AnnapolisCounty.ca

September 21, 2022

Nominating Committee 2022-24 Appointments

Mayor Amery Boyer
Town of Annapolis Royal
285 St. George St., P.O. Box 310
Annapolis Royal, NS B0S 1A0

Email: mayor@annapolisroyal.com

Dear Mayor-Boyer:

Re: Designate Representative to the Granville Ferry Source Water Protection Advisory Committee

You are requested to designate a representative to serve as a member of the Granville Ferry Source Water Protection Advisory Committee for a two-year term ending November 30, 2024.

This committee exists as a sub-committee of the Annapolis County Planning Advisory Committee. Its purpose is to advise our Municipal Council on the development of a Source Water Protection Plan to safeguard the Granville Ferry Water Supply Area source waters and to participate in periodic and mandatory reviews/amendments to the source water protection plan.

The composition of the committee includes a representative of the Town of Annapolis Royal (a member of the Town of Annapolis Royal Town Council). Please see the attached Terms of Reference per AM-1.3.6.9 Granville Ferry Source Water Protection Advisory Committee Policy.

We would appreciate receiving the name of your representative by November 4th. Please send your response to the undersigned at the address noted above or email nominatingcommittee@annapoliscounty.ca. I may be contacted at 902-532-2193 if you have any questions.

Yours truly,

Wanda L. Atwell

Wanda L. Atwell
(Nominating Committee)
RM Coordinator/Deputy Clerk

TERMS OF REFERENCE

24. The Granville Ferry Source Water Protection Advisory Committee is established pursuant to the *Nova Scotia Drinking Water Strategy*.

25. The committee shall exist as an advisory committee of Municipal Council.

26. The committee shall exist for the purpose of developing and monitoring a source water protection plan for the Granville Ferry Water Supply Area.

27. The specific objectives of the committee are to provide advice to Municipal Council and its' Water Utility:

    (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 Granville Ferry Water Supply Area;
    (c) about the management options available; and
    (d) about the ongoing effectiveness of the Granville Ferry Source Water Protection Plan.

28. The committee shall be comprised of council and citizen members as follows:

    (a) Municipal Council shall appoint, in total, not more than two (2) council members and not more than four (4) non-council members.
    (b) The council appointee shall normally be the councillors from Districts 4 and 5.
    (c) One (1) representative of the Government of Canada (as largest landowner), normally a representation of the federal Department of National Defense.
    (d) One (1) representative of the Town of Annapolis Royal (a member of the Town of Annapolis Royal Town Council).
    (e) One (1) citizen appointee shall be a person who owns or resides in a property in Granville Ferry or Lequille and the property is presently supplied with water from the Granville Ferry Water Supply.
    (f) One (1) additional citizen appointee shall be a person who owns or resides in a property presently supplied with water from the Granville Ferry Water Supply.

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 ..... ***April 13, 2021***
Council Approval ..... ***April 20, 2021***

Carolyn Young — ***April 21, 2021***
Municipal Clerk — Date
At Annapolis Royal Nova Scotia

THIS MUNICIPAL EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT made this _____day of _____, 2022

BETWEEN: **MUNICIPALITY OF THE COUNTY OF ANNAPOLIS**
TOWN OF MIDDELTON
TOWN OF ANNAPOLIS ROYAL
MUNICIPALITY OF THE DISTRICT OF LUNENBURG
MUNICIPALITY OF THE DISTRICT OF CHESTER
TOWN OF BRIDGEWATER
TOWN OF LUNENBURG, and
TOWN OF MAHONE BAY

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

AND WHEREAS for the purposes of this Agreement, "emergency" as defined by the Nova Scotia *Emergency Management Act*, means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;

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

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

1. The request for assistance shall be made by the Chief Administrative Officer (CAO) (or designate) at the request of the Mayor or Warden of the party affected. The request will be forwarded to the receiving CAO (or designate) for discussion with that party's Mayor or Warden.

2. The extent of the assistance rendered shall be at the discretion of the responding party. The CAO (or designate) of the responding party will advise the CAO of the requesting party of the nature of the assistance to be rendered.

3. Any extraordinary or unusual costs, reasonably incurred in the provision of assistance by any party, shall be borne by the requesting party.

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

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

This agreement will become effective when the last party to sign it (as indicated by the date stated opposite that party's signature).

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

SIGNED AND SEALED in the presence of:

DRAFT

Warden:_____ Municipality of the County of Annapolis **Date Approved:**_____	**Witness:**_____ **Date Signed:**_____
Mayor:_____ Town of Middleton **Date Approved:**_____	**Witness:**_____ **Date Signed:**_____
Mayor:_____ Town of Annapolis Royal **Date Approved:**_____	**Witness:**_____ **Date Signed:**_____
Mayor:_____ Municipality of the District of Lunenburg **Date Approved:**_____	**Witness:**_____ **Date Signed:**_____
Warden:_____ Municipality of the District of Chester **Date Approved:**_____	**Witness:**_____ **Date Signed:**_____
Mayor:_____ Town of Bridgewater **Date Approved:**_____	**Witness:**_____ **Date Signed:**_____
Mayor:_____ Town of Lunenburg **Date Approved:**_____	**Witness:**_____ **Date Signed:**_____
Mayor:_____ Town of Mahone Bay **Date Approved:**_____	**Witness:**_____ **Date Signed:**_____

DRAFT

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Proposal to Repeal and Replace and Combine the PHAC Committee and Heritage Committee By-Laws

DATE: 27SEP22 **PROPOSED BY:** CDC Knox

TAB # & REFERENCES	
BACKGROUND	We currently have 2 separate By-laws with significant overlap/redundancy
PROPOSAL	That the Town combine the PHAC Committee by-law and the Heritage Committee by-law into a single by-law which encompasses both the make-up of this committee and its planning/heritage activities.
BENEFITS	This would be a streamlining of by-laws. The 2 existing by-laws cover much of the same ground. There is no reason for these to exist separately.
DISADVANTAGES	While there is a cost for advertising by-law changes, this repeal and replace is being done in conjunction with 2 others, thus presenting a savings over doing these separately.
COSTS & SOURCE OF FUNDING	This would be covered as a planning budget item.
STAFF REVIEW/ COMMENTS	Now is the opportune time to make this change. By doing this in conjunction with other changes, it presents no extra cost and does clarify/streamline the Town By-Laws.
CAO REVIEW/ COMMENTS	Staff have reviewed and need to correct information in the by-laws to what is in practice. The combination of the two by-laws will help clarify the direction of the Committee.
DRAFT MOTION/ RECOMMENDATION	"…that Council recommends first reading for the Planning and Heritage Advisory Committee By-law dated September 29, 2022"

CAO'S INITIALS: smc **TARGET DECISION DATE:** October 2022

TOWN OF ANNAPOLIS ROYAL

PLANNING AND HERITAGE COMMITTEE BY-LAW

This By-law shall be known as the PLANNING AND HERITAGE COMMITTEE BY-LAW of the Town of Annapolis Royal

1.0 Purpose

The Planning and Heritage Advisory Committee provides advice to Council on the preparation of or amendment of the Municipal Planning Strategy (MPS), Land Use By-law (LUB), Subdivision By-law and other related matters, including all matters concerning the preservation of built heritage within the Town and heritage issues in general in accordance with the Heritage Property Act of the Province of Nova Scotia.

2.0 Definitions:

In this By-law:

a) *Heritage* Act shall mean the *Heritage Property Act of the Province of Nova Scotia;*

b) *Town* shall mean the Town of Annapolis Royal;

c) *CAO* shall mean the Chief Administrative Officer of the Town of Annapolis Royal;

d) *Committee* shall mean a Planning and Heritage Advisory Committee established pursuant to the Heritage Property Act and the Municipal Government Act;

e) *Council* shall mean the Town Council of the Town of Annapolis Royal;

f) *MGA* shall mean the *Municipal Government Act of the Province of Nova Scotia.*

DRAFT

3.0 Appointment Process and Composition

a) Applications for appointment to the Committee shall be invited by public advertisement (including social media) before the Council makes appointment to the Committee.

b) The Council, annually, at a regularly called meeting of the Council shall appoint a committee of Council to be known as the Planning and Heritage Advisory Committee (PHAC). PHAC shall comprise six (6) members at least two (2) of whom shall be members of Council and four of whom shall be members of the public. Citizens are appointed as volunteers and should demonstrate a strong interest in planning and heritage matters.

c) The CDC shall attend the meetings and the Chief Administrative Officer may attend the meetings and may offer comments and advise on issues before the Committee.

d) The Committee shall be governed, where not inconsistent with the MGA and Heritage Act or this By- law, by the general rules of procedure applicable to committees as are contained in the By-laws of the Town of Annapolis Royal.

4.0 Term of Office

a) The Council shall appoint each of those members for a two-year term and the terms shall be staggered.

b) If a member of the Committee vacates office for any reason at any time before that member's term shall expire, the Council may appoint a new member to the Committee to hold office for the unexpired term.

5.0 Chair and Vice Chair

5.1 The chair and vice chair shall be elected by the members of PHAC.

5.2 The term of the chair shall be two years, with the election occurring at the first meeting of the Committee in the calendar year of the expiration of the term.

5.3 The duties of the chair include:

a) Chair Committee meetings;

b) In conjunction with Municipal Staff and the Committee establish meeting dates for the Committee.

DRAFT

5.4 The duties of the vice chair include:

a) To assume the role of the Chair if absent.

6.0 Duties and Functions

6.1 The Planning functions of PHAC are as follows:

a) Review applications for Municipal Planning Strategy amendments and make recommendations to Council.

b) Review applications for Land Use By-law amendments and make recommendations to Council.

c) Review applications for development agreements and make recommendations to Council.

d) Review any request for recommendation that the Council or the CAO refers to the Committee and make recommendations to the Council and to the CAO.

e) Review other matters pertaining to Planning, as required or as directed by Council.

f) Alert Council to planning related matters.

6.2 The Heritage functions of PHAC are as follows:

a) In accordance with the Heritage Property Act, identify and assist to designate,

preserve, and protect buildings and areas of historic, architectural, or cultural value.

b) Examine, nominate, and recommend all properties and areas that deserve protection and designation now and in the future.

c) Provide Council with reliable advice to assist in making decisions on complex issues involving heritage in the Town.

d) Facilitate the communities of interest and involvement in heritage conservation.

e) Promote heritage conservation within the community.

f) Review applications to substantially alter the external appearance of or demolish a registered municipal heritage property.

g) Review any request for recommendation that the Council or the Chief Administrative Officer refers to the Committee and make recommendations to the Council and to the CAO.

h) At the request of Council, review other matters pertaining to heritage.

DRAFT

6.3 Municipal Staff shall establish and maintain, at Town Hall, a registry of heritage properties. The registry shall:

a) be properly indexed;

b) contain data with respect to recommendation, registration, if applicable, recording particulars of documents required to be lodged at the Registry of Deeds for Annapolis County and true copies of all notices required by the Act;

c) Contain particulars of heritage property under recommendation or registered so as to adequately identify the property;

d) Be accessible to the public at no charge during regular Town business hours at Town Hall;

e) Be made available for photocopying from a master copy for owners of registered property;

6.4 Municipal Staff in addition to the duties outlined in Section 6.3, shall ensure compliance with notice requirements respecting recommendation and registration of heritage property under the Act

7.0 Remuneration

7.1 No remuneration shall be paid to any Committee member other than reimbursement of approved

expenses incurred in the performance of Committee duties.

8.0 Frequency of Meetings

8.1 PHAC shall meet monthly and at the call of the Chair with 24 hours written notice to the CDC.

9.0 EFFECTIVE DATE

9.1 This Bylaw shall be effective date of publication.

10.0 Repeal and Replace

The By-Laws known as the PLANNING AND HERITAGE COMMITTEE BY-LAW as adopted by Council on the 29th day of April 2011, and the HERITAGE BY-LAW as adopted by Council on the 21st day of July 2003 are hereby repealed.

THIS IS TO CERTIFY that this policy was duly passed
by a majority vote of the whole Council at a duly called
Council meeting held on the XX day of XX 2022.
GIVEN under the hand of the CAO and under the seal of
The Town of Annapolis Royal the XX day of XX 2022.

DRAFT

Sandi Millett-Campbell Chief Administrative Officer

First Reading	
"Notice of Intent" Publication	
Second Reading	
Ministerial Approval	
Date of Publishing	
Forwarded to the Minister	
Posted on the Town Website	

TOWN OF ANNAPOLIS ROYAL
PLANNING AND HERITAGE COMMITTEE BY-LAW

This By-law shall be known as the PHAC By-law of the Town of Annapolis Royal

1.0 Purpose

The Planning and Heritage Advisory Committee provides advice to Council on the preparation of or amendment of the Municipal Planning Strategy (MPS), Land Use By-law (LUB), Subdivision By-law and other related matters, including all matters concerning the preservation of built heritage within the Town and heritage issues in general.

2.0 Definitions:

In this By-law:

a) *Heritage* Act shall mean the *Heritage Property Act of the Province of Nova Scotia;*

b) *ADPC* shall mean the Annapolis District Planning Commission;

c) *CAO* shall mean the Chief Administrative Officer of the Town of Annapolis Royal;

d) *Committee* shall mean a Planning and Heritage Advisory Committee established pursuant to the Heritage Property Act and the Municipal Government Act;

e) *Council* shall mean the Town Council of the Town of Annapolis Royal;

f) *MGA* shall mean the *Municipal Government Act of the Province of Nova Scotia.*

3.0 Composition

a) PHAC shall comprise seven (7) members at least three (3) of whom shall be members of Council and four of whom shall be members of the public. In the event a third member of Council is not available, the position shall be filled by a member of the public for the duration of the term. Citizens are appointed as volunteers and should demonstrate a strong interest in planning and heritage matters.

b) The Managing Director or designate of the ADPC shall attend the meetings and the Chief Administrative Officer may attend the meetings and may offer comments and advice on issues before the Committee.

c) Four members of the Committee shall constitute a quorum.

d) The Committee shall be governed, where not inconsistent with the MGA and Heritage Act or this By-law, by the general rules of procedure applicable to committees as are contained in the By-laws of the Town of Annapolis Royal.

4.0 Term of Office

a) The Council shall appoint each of those members for a two year term and the terms shall be staggered.

b) If a member of the Committee vacates office for any reason at any time before that member's term shall expire, the Council may appoint a new member to the Committee to hold office for the unexpired term.

c) Members who are absent from three (3) consecutive monthly meetings of the Committee, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the Committee's minutes, shall forfeit their membership on the Committee. Any member who so forfeits his/her membership is ineligible for re-appointment in the next annual process.

d) A member shall be appointed from one either the Annapolis Heritage Society or the Historical Association of Annapolis Royal.

5.0 Chair and Vice Chair

1. The chair and vice chair shall be elected by the members of PHAC.
2. The term of the chair shall be two years, with the election occurring at the first meeting of the Committee in the calendar year of the expiration of the term.
3. The duties of the chair include:
    - Chair Committee meetings;
    - In conjunction with the CAO and the Committee establish meeting dates for the Committee.
4. The duties of the vice chair include:
    - To assume the role of the Chair if absent.

5.0 Duties and Functions

5.1 The Planning functions of PHAC are as follows:

1. Review applications for Municipal Planning Strategy amendments and make recommendations to Council.
2. Review applications for Land Use By-law amendments and make recommendations to Council.
3. Review applications for development agreements and make recommendations to Council.
4. Review any request for recommendation that the Council or the Chief Administrative Officer refers to the Committee and make recommendations to the Council and to the CAO.
5. Review other matters pertaining to Planning, as required or as directed by Council.
6. Alert Council to planning related matters.

5.2 The Heritage functions of PHAC are as follows:

1. In accordance with the Heritage Property Act, identify and assist to designate (with the assistance of the Annapolis Heritage Society), preserve and protect buildings and areas of historic, architectural or cultural value.
2. Examine, nominate and recommend all properties and areas that deserve protection and designation now and in the future.
3. Provide Council with reliable advice to assist in making decisions on complex issues involving heritage in the Town.
4. Facilitate the communities of interest and involvement in heritage conservation.
5. Promote heritage conservation within the community.
6. Review applications to substantially alter the external appearance of or demolish a municipal heritage property.
7. Review any request for recommendation that the Council or the Chief Administrative Officer refers to the Committee and make recommendations to the Council and to the CAO.
8. At the request of Council, review other matters pertaining to heritage.

6.0 Appointment Process

Applications for appointment to the Committee shall be invited by public advertisement before the Council makes appointment to the Committee.

7.0 Remuneration

No remuneration shall be paid to any Committee member other than reimbursement of approved expenses incurred in the performance of Committee duties.

8.0 Frequency of Meetings

PHAC shall meet monthly and at the call of the Chair with 24 hours written notice to the CAO.

EFFECTIVE DATE

11.0 This Bylaw shall be effective date of publication.

Phil Roberts, Mayor

Amery Boyer, CAO

This is to certify that the foregoing is a true copy of a bylaw passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held the 21st day of March, 2011.

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this 29th day of April, 2011.

First Reading	March 21, 2011
"Notice of Intent" Publication	March 28, 2011
Second Reading	April 18, 2011
Ministerial Approval	October 5, 2011
Date of Publishing	January 12, 2012
Forwarded to the Minister	February 3, 2012
Posted on the Town Website	February 3, 2012

TOWN OF ANNAPOLIS ROYAL

BY-LAW NO. 12

HERITAGE BYLAW

1. This Bylaw shall be known as the Heritage Bylaw of the Town of Annapolis Royal

DEFINITIONS:

2. In this By-Law:

   (a) "Council" shall mean the Town Council of the Town of Annapolis Royal;

   (b) "CAO" shall mean the Chief Administrative Officer of the Town of Annapolis Royal;

   (c) "Act" shall mean the Heritage Property Act of the Province of Nova Scotia;

   (d) "Committee" shall mean the Heritage Advisory Committee established pursuant to this Bylaw;

3. (a) The Council, annually, at a regularly called meeting of the Council shall appoint a committee of Council to be known as the Heritage Advisory Committee. The Heritage Advisory Committee shall consist of no fewer than six (6) members. It will include all six (6) members of Council with the addition of up to three (3) members at large from the community.

   (b) The Committee shall be governed, where not inconsistent with the Act or this Bylaw, by the general rules of procedure applicable to committee as are contained in the Bylaws of the Town of Annapolis Royal.

4. The CAO shall establish and maintain, at the business office of the Town, a registry of heritage property. The registry shall:

   (a) be properly indexed;

   (b) contain data with respect to recommendation, registration, if applicable, recording particulars of documents required to be lodged at the Registry of Deeds for Annapolis County and true copies of all notices required by the Act;

   (c) Contain particulars of heritage property under recommendation or registered so as to adequately identify the property;

   (d) Be accessible to the public at no charge during regular Town business hours at the

Town business office;

(e) Be made available for photocopying from a master copy for owners of registered property;

5. The CAO in addition to the duties outlined in Section 4 shall ensure compliance with notice requirements respecting recommendation and registration of heritage property under the Act.

6. This bylaw supercedes Heritage Bylaw No. 60, and is effective the date of publishing.

John Kinsella, Mayor

Amery Boyer, CAO

This is to certify that the foregoing is a true copy of a bylaw passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held the *21st of July, 2003.*

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this *22nd of July, 2003.*

FIRST READING:	May 22, 2003
"NOTICE OF INTENT" PUBLICATION:	July 1, 2003
SECOND READING:	July 21, 2003
MINISTERIAL APPROVAL:	October 21, 2003 *(with amendment)*
DATE OF PUBLISHING:	January 27, 2004
FORWARDED TO THE MINISTER	February 4, 2004
POSTED TO WEBSITE	Feb 3/04

Service Nova Scotia
and Municipal Relations
Recommended for
approval of the Minister

C O'Grady
Department Solicitor

APPROVED this 15 day
of April 2004

Minister of Service Nova Scotia and Municipal Relations

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Proposal to Repeal and Replace with the new Combined Building and Alterations Policy and the Building By-Law

DATE: 27SEP22 **PROPOSED BY:** CDC Knox

TAB # & REFERENCES	
BACKGROUND	We currently have a separate By-law and policy with significant overlap/redundancy both of which deal with building.
PROPOSAL	That the Town combine the Building and Alterations Policy and the Building By-Law into a single by-law which encompasses both all aspects of the separate documents.
BENEFITS	This would be a streamlining of by-laws/policies. The 2 existing documents cover much of the same ground. There is no reason for these to exist separately. Lastly, it more clearly lays out the requirements for development and building permits.
DISADVANTAGES	While there is a cost for advertising changes, this repeal and replace is being done in conjunction with 2 others, thus presenting a savings over doing these separately.
COSTS & SOURCE OF FUNDING	This would be covered as a planning budget item.
STAFF REVIEW/ COMMENTS	Now is the opportune time to make this change. By doing this in conjunction with other changes, it presents no extra cost and does clarify/streamline the Town By-Laws.
CAO REVIEW/ COMMENTS	After reviewing and updating the items in correct in the two documents staff is proposing to combine into one clear document. This new by-law brings the information to be current.
DRAFT MOTION/ RECOMMENDATION	"…that Council recommends first reading on the Building By-Law dated September 1, 2022"

CAO'S INITIALS: smc **TARGET DECISION DATE:** October 2022

TOWN OF ANNAPOLIS ROYAL

Building, Alterations, and Renovations By-law

1. Introduction:

The purpose of this By-Law is to clearly define both the broad requirements for Development and Building permits (including how these requirements relate to registered heritage properties and properties which abut them), when these permits are required, and the application process.

2. Definitions:

For the purpose of this policy:

1. All words used in this by-law have the same meaning as defined in Nova Scotia Building Code Regulations made under Section 4 of the Building Code Act R.S.N.S. 1989, c. 46 N.S. Reg. 116/2022 (**Building Code**)

2. "**Build**" means BUILDING means any structure, whether temporary or permanent, used, or built for the shelter, accommodation or enclosure of persons, animals, material or equipment. Any awning, bin, bunker, or platform used for any of these purposes is a building or part thereof.

3. **CDC** means Community Development Coordinator for the Town of Annapolis Royal.

4. "**Construct**" means to do anything in the erection, installation, extension, relocation, material alteration, or material repair of a building and includes the installation of a factory-made building, fabricated or moved from elsewhere.

5. "**Demolish**" or "**Demolition**" means the doing of anything in the removal of a building or any material part thereof.

6. **Non-structural renovations** are renovations which do not alter the structural elements of the building or involve relocation of existing plumbing, or the installation of new plumbing

7. **Registered Heritage Building**: A registered Federal, Provincial or Municipal Heritage building is a structure which has been registered as such at the Land Registry Office in Lawrencetown.

8. "**Structure**" means anything that is erected, built, or constructed of parts joined together or any such section fixed to or supported by the soil or by any other structure. A structure shall include buildings, walls and signs and also fences exceeding two (2) meters in height.

9. "**Town**" means Town of Annapolis Royal

3. Details:

1. All fees for development and building permits are defined in the Town of Annapolis Royal's Fees and Fines Policy.

2. For the purposes of this By-Law, it is critical that a property owner or developer know whether the building in question is a registered heritage property, or whether the building or land to be developed abuts a registered heritage property.

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For registered heritage properties, all proposed exterior changes to registered heritage buildings must be submitted to the Planning and Heritage Advisory Committee (PHAC) in advance of any work being done. Appropriate application forms are available at Town Hall. If it is a "like for like" repair, such as shingling with the same kind of roofing, etc., submission to PHAC is not required. All efforts should be made to maintain the original appearance of the building. Original features should be preserved or, if needed, items should be replaced with the same material if possible. However, if windows are being changed from wood to vinyl for example, the new windows should be the same pattern (i.e. 6 over 1) to maintain the same appearance. Character Defining Elements are critical to the heritage nature of a building, and should remain intact, or as needed, repaired with the same material.

For properties which abut registered heritage properties, as per the Annapolis Royal Land Use By-Law (LUB), section 4.10:

> "Where a property abuts a registered heritage property in the Residential or Commercial Designation, in addition to all relevant provisions contained in this By-Law, the following exterior alterations of the structure (except for routine maintenance or repair with original building materials) or the development or redevelopment of a property shall be subject to review and recommendation of the Town's Planning and Heritage Advisory Committee:
>
> a) The construction of new dwellings;
>
> b) Additions to an existing structure located in the front yard, the side yard which abuts the registered heritage property or any abutting yard for development on a corner lot;
>
> c) Construction of accessory structures (including accessory buildings, exterior porches and decks, antenna, ramps, fences) located in the front yard, the side yard which abuts the registered heritage property or any abutting yard for development on a corner lot."

In both cases, property owners or developers can contact the CDC as to the status of the property and for the required "Changes to a Heritage Property" form. The CDC will advise the applicant on the PHAC review process.

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3. **For non-structural interior renovations under $10,000**, no development permit is required (for any property). Interior renovation projects over this limit will require a building permit, but in the cases of registered heritage properties, or properties which abut registered heritage properties, no PHAC review is required unless the exterior envelope of the building is altered.

4. **Development Permits are required** for accessory structures such as (but not limited to) sheds, heat pumps, solar panels, signage, and pergolas. Exemptions to this requirement are found in section 4.1.4 of the LUB:

   > "Shingling of roofs, building of ground level walkways, non-structural replacement/addition/repairs to windows, storm windows, doors or storm doors; installation of siding over an existing exterior finish; insulation; fences, stone walls or brick walls less than 2 m (6.56 ft) in height"

   However, registered heritage properties and properties which abut registered heritage properties require PHAC review as noted above in item 1.

5. **Building Permits are required** for all construction or demolition that is within the Scope and Application of the Nova Scotia Building Code Regulations, and which is not exempt from the requirements of the Nova Scotia Building Code Regulations pursuant to Article 1.2.1.2.

6. **An Occupancy Permit is required** to allow initial occupancy of a building or part thereof, or when the occupancy classification of a building or part thereof is changed. Before an Occupancy permit shall be issued for any building or part thereof, a valid building permit must be in effect. Upon the successful completion of a Building Permit, an Occupancy Permit shall be issued with any attendant

conditions.

7. **A Demolition Permit is required** for the demolition of a building or part thereof.

8. Before a building permit, occupancy permit, or demolition permit is issued, a Development Permit application must be submitted to the Town of Annapolis Royal. Applications are available through the office of the Community Development Coordinator.
    a. Every application for a permit shall:
        i. identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
        ii. describe the land on which the work is to be done by a description that will readily identify and locate the building lot including the Property Identifier (PID) for the land;
        iii. include plans and specifications as required by the Building Code and show the occupancy of all parts of the building;
        iv. state the valuation and square footage of the proposed work and be accompanied by the required fee (as set forth in the Fees and Fines Policy); and
        v. state the names, addresses, email, and telephone numbers of the owner, architect, professional engineer or other designer and constructor.

9. When an application for a building permit has not been completed in conformance with the requirements of this bylaw within six months after it is filed, the application shall be deemed to have been abandoned.

10. A Permit is deemed to have expired if an inspection is not completed prior to one year from the date of:
    a. the issuance of the Permit; or
    b. the last inspection.
    c. A permit that has expired may be renewed provided all By-laws, regulations and Codes can be complied with, and an inspection discloses that the project may safely be continued.

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11. A permit for a temporary building:
    a. shall state the date after which the permit is no longer valid; and
    b. the conditions under which the permit may be extended in writing.

12. Where, in order to expedite work, approval of a portion of a building is desired prior to issuance of a permit for the whole project, application shall be made for the complete project and plans and specifications covering the portion of the work for which immediate approval is desired shall be filed.
    a. Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
    b. Any permit issued for part only of a building shall be clearly marked as such, and shall also indicate that a permit for the entire building is not assured.

13. A permit may be issued at the risk of the owner, with conditions to ensure compliance with the Building Code to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.
    a. The permit shall be clearly marked" At Owner's Risk".

14. A permit for a whole project may be issued conditional upon the submission of additional information prior to commencing work for which the information is pertinent, provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.
    a. The condition shall be set out on the face of the permit.

15. Inspections will be carried out as required by the Building Code. Contact the CDC for checklists regarding stages.

16. The CDC shall be notified by telephone or email at least 24 hours in advance and given an opportunity to inspect at the stages of construction as set out in Part 2 of the Provincial Building Code Regulations. (Saturdays, Sundays, and statutory holidays shall not be included in the calculation of the 24-hour notice period.)

17. Where a provision of this By-Law conflicts with the provision of another By-Law in force within the Town, the provision that establishes the higher standards to protect the health, safety, and welfare of the general public shall prevail.

4. <u>Penalties</u>:

Failure to comply with the National Building Code; Nova Scotia Building Code Act or Regulations; or the Town of Annapolis Royal Building, Alterations, and Renovations By-Law may, upon summary conviction, result in a fine of not less than $100.00 or more than $1000.00 per day for every day the offence continues

5. Repeal

1. A by-law, known as the Building By-law as adopted by Town Council on the 16th day of January 2007, is hereby repealed. A policy, known as the Policy on Building and Alteration Guidelines as adopted by Town Council on the 1st day of April 2011, is hereby repealed.

EFFECTIVE DATE

2. This Bylaw shall be effective date of publishing.

DRAFT

Amery Boyer, Mayor

Sandi Millett-Campbell, CAO

This is to certify that the foregoing is a true copy of a bylaw passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held the __ day of __ 2022.

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this __ *day of __ 2022.*

FIRST READING:	
"NOTICE OF INTENT" PUBLICATION:	
SECOND READING:	
MINISTERIAL APPROVAL:	
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	
FORWARDED TO WEBSITE:	

Town of Annapolis Royal
Building By-law

DEFINITIONS

1. (a) All words used in this by-law have the same meaning as defined in the Building Code Act, R.S.N.S. 1989, C 46, as amended and the regulations prescribed pursuant to it.

   (b) "Town" means Town of Annapolis Royal

2. Before a building permit, occupancy permit or demolition permit is issued, an applicant must complete an application in the form set out by the Annapolis District Planning Commission. Applications are available from the Town of Annapolis Royal.

3. Every application for a permit shall:

   (a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;

   (b) describe the land on which the work is to be done by a description that will readily identify and locate the building lot including the Property Identifier (PID) for the land;

   (c) include plans and specifications as required by the Building Code and show the occupancy of all parts of the building;

   (d) state the valuation and square footage of the proposed work and be accompanied by the required fee; and

   (e) state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and constructor.

4. When an application for a permit has not been completed in conformance with the requirements of this bylaw within six months after it is filed, the application shall be deemed to have been abandoned.

5. (a) A permit expires one (1) year from the date of issue.

   (b) A permit that has expired may be renewed within 30 days of expiry provided all By-laws, regulations and Codes can be complied with, and an inspection discloses that the project may safely be continued.

6. Before issuing a building permit, the authority having jurisdiction shall be satisfied that a development permit has been issued pursuant to the Land Use By-law.

7. Where the building appears on the Registry of Heritage Property pursuant to the Town's Heritage By-law, the authority having jurisdiction shall not issue a demolition permit unless the requirements of Section 17 and 18 of the Heritage Property Act have been satisfied.

8. A permit for a temporary building:

   (a) shall state the date after which the permit is no longer valid; and

   (b) the conditions under which the permit may be extended in writing.

9. (a) Where in order to expedite work, approval of a portion of a building is desired prior to issuance of a permit for the whole project, application shall be made for the complete project and plans and specifications covering the portion of the work for which immediate approval is desired shall be filed.

   (b) Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.

   (c) Any permit issued for part only of a building shall be clearly marked as only, and shall also indicate that a permit for the entire building is not assured.

10 (a) A permit may be issued at the risk of the owner, with conditions to ensure compliance with the Building Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.

   (b) The permit shall be clearly marked " At Owner's Risk ".

11. (a) A permit for a whole project may be issued conditional upon the submission of additional information prior to commencing work for which the information is pertinent, provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.

   (b) The condition shall be set out on the face of the permit.

12. All fees associated with this By-law shall be subject to review and approval of the three municipal partners in the Annapolis District Planning Commission (the Councils of the Town of Bridgetown, the Town of Middleton and the Town of Annapolis Royal).

13. The authority having jurisdiction shall be notified by telephone or mail at least 24 hours in advance and given an opportunity to inspect at the stages of construction as set out in

Part 2 of the Provincial Building Code Regulations. (Saturdays, Sundays, and statutory holidays shall not be included in the calculation of the 24 hour notice period.)

14. Building By-law No. 108 filed with the former Department of Municipal Affairs on the 24th day of November, 1994 is hereby repealed. This bylaw is effective date of publishing.

John Kinsella, Mayor

Amery Boyer, CAO

This is to certify that the foregoing is a true copy of a by-law passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held the *15th day of January, 2007.*

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this *16th day of January, 2007.*

FIRST READING:	October 4, 2006
"NOTICE OF INTENT" PUBLICATION:	December 21, 2006
SECOND READING:	January 15, 2007
MINISTERIAL APPROVAL: Minister of Environment and Labour	
DATE OF PUBLISHING:	January 25, 2007
FORWARDED TO THE MINISTER	January 25, 2007
FORWARDED TO WEBSITE	January 25, 2007

Filed in the Office of the Minister of Environment and Labour on this day of March 23, 2007

Honourable Mark Parent
Minister of Environment and Labour

Appendix A

Fees for permits shall be as follows:

1. (a) New construction of and additions to residential buildings, community centres, cottages and churches

   Fifteen dollars ($15.00) plus ten cents ($.10) per square foot (based on all useable floor area of new construction or addition)

   (b) New construction of and additions to commercial, industrial, and other buildings not otherwise specified

   Fifteen dollars ($15.00) plus fifteen cents ($.15) per square (based on all useable floor area of new construction or addition)

   (c) New construction of and additions to sheds, decks, shell storage buildings, garages, barns, and forestry or fishing buildings not designed for human occupancy

   Fifteen dollars ($15.00) plus six cents ($.06) per square foot (based on all useable floor area of new construction or addition)

   (d) Repairs, renovations or alterations to all existing buildings

   Fifteen dollars ($15.00) plus four dollars ($4.00) per one thousand dollars ($1000.00) of estimated value of construction work

   (e) Location or re- location of an existing structure or mobile home

   Fifty Dollars ($ 50.00)

   (f) Construction or location of swimming pool including required fencing

   Twenty - five Dollars ($ 25.00)

   (g) Renewal of an approved permit

   Fifteen Dollars ($ 15.00)

   (h) Demolition of building or structure

Fifteen Dollars ($ 15.00)

2. All square footage under this section shall be calculated as follows:

   (a) buildings intended for human occupancy shall include all useable floor space
   (b) buildings not intended for human occupancy shall be based on the area of the main floor

3. Permit fees shall be refunded in situations and proportions as follows:

   (a) applications never completed, retained fee $ 25.00, balance refunded
   (b) permit denied, retained fee $25.00, balance refunded
   (c) permit revoked or abandoned before work commenced, 50% (fifty percentage) of fee refunded
   (d) permit revoked or abandoned after work commenced, no refund

Annapolis Royal
Nova Scotia

REQUEST FOR DECISION

TOPIC: Proposal to Repeal and Orderly & Peaceful Conduct By-Law

DATE: Sept 28, 2022 **PROPOSED BY:** Sandi Millett-Campbell

TAB # & REFERENCES	
BACKGROUND	Recently this by-law was challenged and needs to be updated and clarified.
PROPOSAL	That the Town update the current by-law and purchase a sound level meter for the Police Dept. This will allow the department to enforce the noise complaints.
BENEFITS	Clarification, updating the by-law and adding an application to clearly outline the process for exemptions for weddings, etc. The exemptions will be for the period of time and not the level of the noise.
DISADVANTAGES	While there is a cost for advertising changes, this repeal and replace is being done in conjunction with 2 others, thus presenting a savings over doing these separately.
COSTS & SOURCE OF FUNDING	This would be covered as a planning budget item.
STAFF REVIEW/ COMMENTS	Now is the opportune time to make this change. By doing this in conjunction with other changes, it presents no extra cost and does clarify/streamline the Town By-Laws.
CAO REVIEW/ COMMENTS	Staff have compared three different municipalities and the same by-laws and now are all similar in the findings.
DRAFT MOTION/ RECOMMENDATION	"…that Council recommends the first reading to the Orderly and Peaceful By-Law dated September 14, 2022."

CAO'S INITIALS: smc **TARGET DECISION DATE:** October 2022

TOWN OF ANNAPOLIS ROYAL

ORDERLY AND PEACEFUL CONDUCT BY-LAW

1. Title

This By-law shall be known as ***Orderly and Peaceful Conduct By-law*** and may be cited as the *"Orderly Conduct By-law".*

2. Interpretation

In this By-law,

a) "**A-Weighted Noise Level**" shall mean the sound pressure level in decibels (dBAs) as measured with an authorized sound level meter using the A-weighted filter network (scale) at slow response and at a pressure of twenty (20) micropascals. The A-weighted filter de-emphasizes the very low and very high frequency components of sound in a manner similar to the response of the human ear and is a numerical method of rating human judgement of loudness.

b) **"Begging"** means soliciting or requesting a donation and includes providing a service without receiving prior consent in the expectation or hope of obtaining a donation or payment for that service; however, passive begging activities (such as busker-type activities) and fundraising activities for non-profit organizations, sports associations and community groups are exempted.

c) "**Construction"** includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any work in connection therewith, but does not include blasting.

d) **"Construction equipment"** means any equipment or device designed and intended for use in construction or material handling including, but not limited to, air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, tree harvesters, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment.

e) **"Council"** means the Council of the Town of Annapolis Royal.

f) **"Dwelling Unit"** means one or more habitable rooms designed or intended for use by one or more individuals as an independent and separate housekeeping establishment in which separate kitchen and bathroom facilities are provided for the exclusive use of such individual or individuals with a private entrance from outside the building or from a common hallway or stairway inside the building.

g) "**Motor vehicle**" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power; but does not include a motorized wheelchair.

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h) **"Loiter"** means to stand idly around or move slowly about or to linger or spend time idly or to impede the passage of other persons so as to create a nuisance **to** the general public and/or to the Owner or Occupier of the property.

i) **"Neighborhood"** means an area extending 100 metres from the source of the noise/disturbance

j) **"Occupier"** means a person who is a tenant of a dwelling unit, or a person who has responsibility for.. or control over, a dwelling unit or the activities there carried on. For greater certainty, there may be more than one occupier of a dwelling unit.

k) **"Owner"** means a person or entity who actually owns the dwelling unit and to who the property is deeded.

l) **"Sound System"** includes a public address system, radio, digital audio player, compact disc player, computer or computer accessory, loudspeaker, microphone, or any other device or apparatus, whether operated electrically, mechanically or in any other way whatsoever, whether moveable, or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits or transmits sounds.

m) **"Point of reception"** means any point on the lands or within the Dwelling Unit of an Owner or Occupier where sound, originating from other lands or Dwelling Units, is received.

n) "**Public address system"** means any system comprising of one or more of the following and in any combination: loudspeaker, amplifier, microphone, digital audio player, turntable, tape deck, CD or other digital player, reproducer, receiver or tuner, where such equipment is part of a system used to reproduce or amplify sound.

o) **"Recreational vehicle"** means any motor vehicle which is designed to be, or intended to be, used other than on a public highway or on the surface of the water and includes, without limiting the generality of the foregoing, all-terrain vehicles, trail bikes and snowmobiles but does not include a motor home or travel trailer for the purposes of this By-law.

p) "**unruly"** means offensive or anti-social behaviour including *inter alia,* yelling or shouting or causing loud noises in other manners, use of profane language, verbal or physical aggression or spitting.

q) **"Town"** means the town of Annapolis Royal

r) **"Unreasonable"** means a sustained or persistent disturbance louder than 90dBA at the Point of Reception

3. General Prohibition

1) No person shall engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

2) No person shall loiter in the Town as described as follows:
   (a) No person shall loiter on or around the steps or entrances of any buildings in the Town.
   (b) No person shall loiter on or around any roads, streets **or** sidewalks **in** the Town.

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3) No person shall engage in any unruly conduct that unreasonably interferes with the lawful use and enjoyment of a public place by other persons, and in addition:

   (a) No person shall light or have a fire in a public place unless authorized by the Owner or Occupier of the property and subject to the By-Laws of the Town.
   (b) No person shall camp or tent in a public place unless authorized by the Owner or Occupier of the property.
   (c) No person shall sleep in a public place after dark unless authorized by the Owner or Occupier of the property.
   (d) No person shall engage in begging in a public place.
   (e) No person shall litter or deposit or leave waste in a public place except in a designated waste receptacle.
   (f) No person shall deface, damage or destroy Town property in a public place, and in addition, to any penalty levied after prosecution for contravention of this provision, the Town may recover the expense incurred in repairing the damage, together with costs and pre-judgement interest, by action in any court of competent jurisdiction.

4) For the purposes of this by-law, the following locations are designated as public places:
   (a) property owned or operated by the Town.
   (b) property owned or operated by a community or not-for-profit organization.
   (c) property owned or operated by a municipal, provincial or federal agency or department and associated organizations.
5) Without limiting the generality of subsection **(1),** the activities listed in **Schedule "A"** during the prohibited times as set out therein are deemed to be activities that unreasonably disturb the peace and tranquility of a neighbourhood.

6) The following acts are hereby declared as noises which unreasonably disturb the peace and tranquility of the Town of Annapolis Royal or any part thereof;
   (a) Making any noise or combination of noises which, when measured at a Point of Reception, exceeds the applicable A-weighted continuous noise level as follows;

Time	Noise Level
7:00am to 10:00 pm	90 dBA
10:00pm to 7:00 am **Note**: Sunday/Statutory Holidays: Before 9:00 a.m. and after 7:00 p.m.	55dBA
NOTE: Any time specified in this Section shall mean Standard Time for the Town or Daylight Savings Time during the period of time for which the same is declared to be in force in the Town.	

4. Prescribed Exemptions

1) Notwithstanding any other provisions of this By-law, it shall be lawful to emit or cause or permit the emission of sound in connection with emergency measures undertaken:

   (a) for the immediate health, safety and/or welfare of the inhabitants of the Town;

   (b) for the preservation or restoration of property unless such sound is clearly of a longer duration or more

disturbing than is reasonably necessary for the accomplishment of such emergency purposes.

(c) Activities of the employees of the Town, the Province of Nova Scotia, the Government of Canada, Nova Scotia Power Incorporated, and any public utility or telecommunications company, when employees are acting within the ordinary scope of employment.

2) Notwithstanding any other provisions of this By-law, this by-law shall not apply to:

(a) The emission of sound in connection with any of the traditional, festive, religious or other activities normally associated with the celebration of Canada Day, Natal Day, New Year's Eve or recognized religious holidays, including parades permitted by law.

(b) The emission of sound in connection with any of the following activities:
(i) Ringing of bells at places of worship,
(ii) Chimes on the clock at Town Hall,
(iii) Fire department and ambulance sirens,
(iv) Ringing of bells at schools and education centers,
(v) Activities for which a permit has been issued by the Department of Environment which expressly regulates sound levels and provided that the activity does not exceed the regulated levels specified in the permit.

(c) A person or a corporation, or an employee of such person or corporation, reasonably performing work at the request of any party enumerated in clause (c).

(d) Noises in connection with athletic or recreational activities in the Town's park areas or community centres until 10:00 pm.

(e) Noises in relation to authorized parades, street dances, or other community activities until 10:00pm.

(f) Noises caused by motor vehicles being used for emergency purposes.

(g) Noises emitted by Town owned machinery or equipment when used in the normal course of providing municipal services.

(h) Noises caused by motor vehicles or workmen engaged in the delivery of any type of fuel.

(i) Noises caused by air ambulances.

5. Local Exemptions

1) The operation of any refrigeration unit which is attached to a refrigeration truck is exempt from the prohibitions in this By-law if the refrigeration truck is actively unloading.

2) The operation of any refrigeration unit which is attached to a refrigeration truck is also exempt from the prohibitions in this By-law if the refrigeration truck is parked on private property, the Owner of which has granted approval and does not disturb the peace and quiet of persons in any adjacent residence.

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6. Grant Of Exemptions By Council

1) Notwithstanding anything contained in this by-law, any person may make application to Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might be prosecuted; and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect; and any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as Council deems appropriate.

2) In deciding whether or not to grant an exemption, Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to Council, the proposed hours of operation of the proposed noise-emitting activity and the proposed duration of the subject activity.

3) Before deciding whether or not to grant an exemption, Council shall give the applicant, and any person opposed to the application, an opportunity to be heard during a designated Council meeting and may consider such other matters as it deems appropriate.

4) Notice of the time, date and purpose of the Council meeting at which the hearing is proposed to take place shall be mailed to the assessed Owner or Owners as shown in the records of the Regional Assessment Office, of property located within 100 metres of the property which will be the subject of the hearing.

5) Any person(s), company or organization applying for an exemption under this Section, must pay an application fee of fifty dollars ($50.00) which can be waived by Council.

6) Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by Council, shall be investigated by the relevant authority, who shall determine if a breach has taken place. If a breach is determined to have taken place, that authority may issue a Summary Offense Ticket under the terms of the By-Law.

7. Severability:

If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force. Each day is a separate and new offence.

8. Offence and Penalty

Any person who violates any section of this By-law is guilty of an offence and shall, on summary conviction be liable to a fine of not less than one hundred dollars ($200) and not more than one thousand dollar ($1,000) or imprisonment for a period of not more than thirty (30) days, including the imposition of a minimum fine. Each event that constitutes a violation of this By-law is a separate offence; and if a violation is a continuing one, each day during which it continues constitutes a separate offence.

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9. Payment in Lieu of Prosecution

A person who is alleged to have violated this by-law and is given notice of the alleged violation may pay a penalty in the amount of $125.00 to an official designated by the Chief Administrative Officer, which official and place of payment shall be designated on the notice, provided that said payment is made within a period of fourteen (14) days following the day on which the alleged violation was committed and where the said notice so provides for payment in this manner, and such payment shall be in full satisfaction, releasing and discharging all penalties and imprisonments incurred by the person for said violation.

10. Amendments to Schedule "A"

The Town may amend Schedule A from time to time by resolution of Council.

11. Repeal

A by-law, known as the Orderly and Peaceful Conduct By-law, adopted by Council on the 4th day of December 2009, is hereby repealed.

12. **Effective Date**

This by-law shall be effective on the date of publishing.

DRAFT

Amery Boyer, Mayor

Sandi Millett-Campbell, CAO

This is to certify that the foregoing is a true copy of a by-law passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held the ____ day of ____ 2022.

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this ____ day of _____ 2022.

FIRST READING:	
"NOTICE OF INTENT" PUBLICATION:	
SECOND READING:	
MINISTERIAL APPROVAL:	
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	
FORWARDED TO WEBSITE:	

SCHEDULE A

ORDERLY & PEACEFUL CONDUCT BY-LAW

The following are activities that are deemed to unreasonably disturb the peace and tranquility of the neighbourhood at any time, where the sound resulting therefrom is audible at a point of reception.

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and in constant operation.

2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to an improperly secured load or equipment or inadequate maintenance.

3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices.

4. The unauthorized detonation of fireworks or explosive devices not used in construction or quarrying.

5. The discharge of firearms (except for signaling purposes in a sporting competition) within 100 metres of a neighbouring residence.

6. Unruly behavior.

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SCHEDULE B TO ORDERLY & PEACEFUL CONDUCT BY-LAW

Temporary Orderly & Peaceful Conduct Exemption Permit Application

The Town of Annapolis Royal's Orderly & Peaceful Conduct By-law allows a person to apply for a permit to engage in any activity that creates a noise that is otherwise prohibited by this by-law. The application must be received in writing at least 10 calendar days prior to the next Town Council meeting.

Submit form(s) and application fee of $50.00* to the CAO, Town of Annapolis Royal, 285 St. George St., PO Box 310, Annapolis Royal NS B0S 1A0. * cash or cheque made payable to Town of Annapolis Royal

Location of noise activity:_____

Type of noise (music, construction, etc.):_____

Reason for request (exceeds noise levels and/or hours allowed, etc.)_____

_____

Applicant name (print):_____

Applicant email:_____ Applicant phone:_____

Applicant mailing address:_____

Date(s) of event(s)/activity(ies):_____

Time of event(s)/activity(ies):_____

Location of event(s)/activity(ies):_____

Location Owner, manager, authorized agent name:_____

APPLICATION CHECKLIST

- ☐ Completed application form
- ☐ Any additional supporting information for Council's consideration (Optional)
- ☐ Letter of authorization for use of location/venue (If required)
- ☐ Application fee

Applicant signature:_____ Date:_____

Print name:_____

For internal use

- ☐ Application package received (date) _____
- ☐ Notification to surrounding residents/businesses (date) _____
- ☐ Presented to Council (date) _____
- ☐ Exemption granted (date) _____
- ☐ Exemption not granted (date/rationale) _____
- ☐ CAO signature _____

DRAFT

TOWN OF ANNAPOLIS ROYAL

ORDERLY AND PEACEFUL CONDUCT BY-LAW

BE IT ENACTED by the Council of the Town of Annapolis Royal as follows:

Short Title

1. This By-law shall be known as ***Orderly and Peaceful Conduct By-law*** and may be cited as the *"Orderly Conduct By-law"*.

Interpretation

2. In this By-law,

(a) **"begging"** means soliciting or requesting a donation and includes providing a service without receiving prior consent in the expectation or hope of obtaining a donation or payment for that service; however, passive begging activities (such as busker-type activities) and fundraising activities for non-profit organizations, sports associations and community groups are exempted.

(b) **"construction"** includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any work in connection therewith, but does not include blasting.

(c) **"construction equipment"** means any equipment or device designed and intended for use in construction or material handling including, but not limited to, air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, tree harvesters, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment.

(d) **"Council"** means the Council of the Town of Annapolis Royal.

(e) **"loiter"** means to stand idly around or move slowly about or to linger or spend time idly or to impede the passage of other persons so as to create a nuisance to the general public and/or to the owner or operator of the property.

(f) **"motor vehicle"** includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power; but does not include a motorized wheelchair.

(g) **"point of reception"** means any point on the premises of a person where sound, originating from other than those premises, is received.

(h) **"public address system"** means any system comprising one or more of the following and in any combination: loudspeaker, amplifier, microphone, turntable, tape deck, CD or other digital player, reproducer, receiver or tuner, where such equipment is part of a system used to reproduce or amplify sound.

(i) **"recreational vehicle"** means any motor vehicle which is designed to be, or intended to be, used other than on a public highway or on the surface of the water and includes, without limiting the generality of the foregoing, all-terrain vehicles, trail bikes and snowmobiles but does not include a motor home or travel trailer for the purposes of this By-law.

(j) **"unruly"** means offensive or anti-social behaviour including *inter alia*, yelling or shouting or causing loud noises in other manners, use of profane language, verbal or physical aggression or spitting.

(k) **"Town"** means the town of Annapolis Royal

General Prohibition

3. (1) No person shall engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquillity of a neighbourhood.

(2) No person shall loiter in the Town as described as follows:

(a) No person shall loiter on or around the steps or entrances of any buildings in the Town.

(b) No person shall loiter on or around any roads, streets or sidewalks in the Town.

(3) No person shall engage in any unruly conduct that unreasonably interferes with the lawful use and enjoyment of a public place by other persons, and in addition:

(a) No person shall light or have a fire in a public place unless authorized by the owner or operator of the property.
(b) No person shall camp or tent in a public place unless authorized by the owner or operator of the property.
(c) No person shall sleep in a public place after dark unless authorized by the owner or operator of the property.
(d) No person shall engage in begging in a public place.
(e) No person shall litter or deposit or leave waste in a public place except in a designated waste receptacle.
(f) No person shall deface, damage or destroy Town property in a public place, and in addition, to any penalty levied after prosecution for contravention of this provision, the Town may recover the expense incurred in repairing the damage, together with costs and pre-judgement interest, by action in any court of competent jurisdiction.

(4) For the purposes of this by-law, the following locations are designated as public places:

(a) property owned or operated by the Town.
(b) property owned or operated by a community or not-for-profit organization.
(c) property owned or operated by a municipal, provincial or federal agency or department and associated organizations.

(5) Without limiting the generality of subsection (1), the activities listed in **Schedule "A"** during the prohibited times as set out therein are deemed to be activities that unreasonably disturb the peace and tranquillity of a neighbourhood.

(6) For the purpose of a prosecution pursuant to subsections (1) or (4), evidence that one neighbour is unreasonably disturbed by a noise is prima facie evidence that the neighbourhood is unreasonably disturbed by the noise.

Prescribed Exemptions

4. (1) Notwithstanding any other provisions of this By-law, it shall be lawful to emit or cause or permit the emission of sound in connection with emergency measures undertaken:

(a) for the immediate health, safety and/or welfare of the inhabitants of the Town;

(b) for the preservation or restoration of property unless such sound is clearly of a longer duration or more disturbing than is reasonably necessary for the accomplishment of such emergency purposes.

(2) Notwithstanding any other provisions of this By-law, this by-law shall not apply to:

(a) The emission of sound in connection with any of the traditional, festive, religious or other activities normally associated with the celebration of Canada Day, Natal Day, New Year's Eve or recognized religious holidays, including parades permitted by law.

(b) The emission of sound in connection with any of the following activities:
(i) Ringing of bells at places of worship,
(ii) Fire department and ambulance sirens,
(iii)Ringing of bells at schools and education centers,
(iv)Activities for which a permit has been issued by the Department of Environment which expressly regulates sound levels and provided that the activity does not exceed the regulated levels specified in the permit.

(c) Activities of employees of the Town or any public utility or public telecommunications company when acting in the reasonable execution of their duties to maintain, repair or restore services normally provided by them.

(d) A person or a corporation, or an employee of such person or corporation, reasonably performing work at the request of any party enumerated in clause (c).

(e) Noises in connection with athletic or recreational activities in the Town's park areas or community centres until eight o'clock in the evening.

(f) Noises in relation to parades, street dances or other community activities until ten o'clock in the evening.

(g) Noises caused by motor vehicles being used for emergency purposes.

(h) Noises emitted by Town owned machinery or equipment when used in the normal course of providing municipal services.

(i) Noises caused by motor vehicles or workmen engaged in the delivery of any type of fuel.

(j) Noises caused by air ambulances.

Local Exemptions

5. (1) The operation of any refrigeration unit which is attached to a refrigeration truck is exempt from the prohibitions in this By-law if the refrigeration truck is parked in an approved area pursuant to one of the Town's land-use by-law.

(2) The operation of any refrigeration unit which is attached to a refrigeration truck is also exempt from the prohibitions in this By-law if the refrigeration truck is parked on private property, the owner of which has granted approval and does not disturb the peace and quiet of persons in any adjacent residence.

Grant Of Exemptions By Council

6. (1) Notwithstanding anything contained in this by-law, any person may make application to Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might be prosecuted; and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect; and any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as Council deems appropriate.

(2) In deciding whether or not to grant an exemption, Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to Council, the proposed hours of operation of the proposed noise-emitting activity and the proposed duration of the subject activity.

(3) Before deciding whether or not to grant an exemption, Council shall give the applicant, and any person opposed to the application, an opportunity to be heard during a designated Council meeting and may consider such other matters as it deems appropriate.

(4) Notice of the time, date and purpose of the Council meeting at which the hearing is proposed to take place shall be mailed to the assessed owner or owners as shown in the records of the Regional Assessment Office, of property located within 300 metres of the property which will be the subject of the hearing.

(5) Any person(s), company or organization applying for an exemption under this Section, must pay an application fee of fifty dollars ($50.00) which can be waived by Council.

(6) Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by Council, shall be investigated by municipal staff, reported to Council in writing and Council shall determine whether or not a breach has taken place. If a breach has taken place, Council may pass a resolution revoking the exemption, without the necessity of giving notice of rescinding motion, and such exemption shall be null and void as of the passing of such resolution.

Severability:

7. If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force. Each day is a separate and new offence.

Offence and Penalty

8. Any person who violates any section of this By-law is guilty of an offence and shall, on summary conviction be liable to a fine of not less than one hundred dollars ($100) and not more than one thousand dollar ($1,000) or imprisonment for a period of not more than ninety (90) days, including the imposition of a minimum fine. Each event that constitutes a violation of this By-law is a separate offence; and if a violation is a continuing one, each day during which it continues constitutes a separate offence.

Payment in Lieu of Prosecution

9. (1) A person who is alleged to have violated this by-law and is given notice of the alleged violation may pay a penalty in the amount of $125.00 to an official designated by the Chief Administrative Officer, which official and place of payment shall be designated on the notice, provided that said payment is made within a period of fourteen (14) days following the day on which the alleged violation was committed and where the said notice so provides for payment in this manner, and such payment shall be in full satisfaction, releasing and discharging all penalties and imprisonments incurred by the person for said violation.

(2) If a person violates the same provision of this By-law twice within one six-month period, the minimum penalty for the second such violation is $200.00.

Amendments to Schedule "A"

10. The Town may amend Schedule A from time to time by resolution of Council.

Repeal

11. The Orderly and Peaceful Conduct By-law which dealt with noise only is hereby repealed.

Effective date

12. This By-law is effective December 4, 2009.

Phil Roberts, Mayor

Amery Boyer, CAO

This is to certify that the foregoing is a true copy of a by-law passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this 4th day of December, 2009.

FIRST READING:	September 21, 2009
"NOTICE OF INTENT" PUBLICATION:	October 29, 2009
SECOND READING:	November 16, 2009
MINISTERIAL APPROVAL:	N/A
DATE OF PUBLISHING:	November 26, 2009
FORWARDED TO THE MINISTER:	December 22, 2009
FORWARDED TO TOWN WEBSITE:	December 22, 2009

SCHEDULE A TO S5 ORDERLY & PEACEFUL CONDUCT BY-LAW

Part 1

The following are activities that are deemed to unreasonably disturb the peace and tranquility of the neighbourhood at any time, where the sound resulting therefrom is audible at a point of reception.

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and in constant operation;

2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to an improperly secured load or equipment or inadequate maintenance;

3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices.

4. The detonation of fireworks or explosive devices not used in construction or quarrying

5. The discharge of firearms (except for signaling purposes in a sporting competition) within 100 metres of a neighbouring residence;

6. The operation of a recreational vehicle within 30 metres of a residence except for the purpose of parking or storage on one's own property, including but not limited to snowmobiles, all-terrain vehicles, skidoos, seadoos and jetskis;

7. The operation of any public address system, television set, disc player, tape deck, phonograph, or radio in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted

8. The operation of any portable disc player, tape deck, phonograph, or radio in a manner such that the sound from the equipment being operated is audible beyond 30 metres from the device or apparatus.

9. The operation of any machinery, equipment or device that unreasonably disturbs the peace and tranquility of the neighbourhood.

SCHEDULE A TO ORDERLY & PEACEFUL CONDUCT BY-LAW

Part 2

Activities that unreasonably disturb the peace and tranquility at specified times, where the sound resulting therefrom is audible at a point of reception.

Activities		Prohibited Times
1. The operation of any refrigeration unit which is attached to a refrigeration trailer unless the refrigeration trailer is in motion;		Monday to Saturday: before 7:00 a.m. & after 9:30 p.m. Sunday/Statutory Holidays/Remembrance Day: At All Times
2. The operation of a garborator, solid waste bulk lift, refuse compacting equipment or hydraulic dumpster associated with a commercial enterprise;		Monday to Saturday: before 7:00 a.m. & after 9:30 p.m. Sunday/Statutory Holidays/Remembrance Day: At All Times
3. The operation in the outdoors of any power tool for domestic purposes other than snow removal unless consent is received from all owners at point of reception;		Monday to Saturday: before 7:00 a.m. & after 9:30 p.m. Sunday/Statutory Holidays/Remembrance Day: Before 9:00 a.m. and after 7:00 p.m.
4. The operation of arborists unless consent is received from all owners residing at the point of reception.		Monday to Saturday: before 7:00 a.m. & after 9:30 p.m. Sunday/Statutory Holidays/Remembrance Day: Before 9:00 a.m. and after 7:00 p.m.
5. The use or operation of any commercial vacuuming equipment such as rug-cleaning equipment;		Monday to Saturday before 7:00 a.m. & after 9:30 p.m. Sunday/Statutory Holidays/Remembrance Day: Before 9:00 a.m. and after 7:00 p.m.
6. Construction and the operation of any equipment in connection with construction unless consent is received from all owners at point of reception		Monday to Saturday: before 7:00 a.m. & after 9:30 p.m. Sunday/Statutory Holidays/Remembrance Day: Before 9:00 a.m. and after 7:00 p.m.
7. The operation of a commercial car wash;		Any Day: before 7:00 a.m. and after 9:30 p.m.

NOTE: Any time specified in this Section shall mean Standard Time for the Town or Daylight Savings Time during the period of time for which the same is declared to be in force in the Town.

September 26th, 2022

Ken Knox/Sandi Campbell
Town of Annapolis Royal
PO Box 310
Annapolis Royal
Nova Scotia
B0S 1A0

Dear Ken and Sandi,

On behalf of the Annapolis Royal twinning committee, I would like to thank the Marketing and Economic Development Committee and the Town Council for the grant of $500.00 to assist the Twinning Committee with its activities.

It is much appreciated that you would grant us these funds in a year where no twinning activities are able to take place.

However, as MEDC and the Town are aware, we have a major twinning event planned for June 2023 with the inauguration of a proposed "Meeting Day" on June 18th to celebrate Dugua de Mons and Chief Membertou along with a four day visit from our twinning delegation of Royan France, including Mayor Marengo.

With this grant, the Twinning Committee now has $4,284.53 in its account. $600.00 of this is from a grant from the Parker Mountain Wind Turbine for work being done with Andrew Tolson to subtitle the Dugua film. The entirety of this grant will be awarded to Andrew when this work is completed this winter.

We will need much more funding in order to host this event in 2023 and look forward to assisting you, Ken, in any way we can, on the applications for provincial and federal funding as per past discussions with MEDC.

Sincerely,

Christine Igot
chair, AR Twinning Committee

memorandum

To: CHB Review Stakeholders and Partners

From: Geoff Wilson, Director, Public Engagement and CHB Support

Date: September 16, 2022

Subject: CHB Review Update and Accomplishment Report

Thank you for participating in the Community Health Board (CHB) Review process. I am writing to provide an update on our activities and next steps in the review work.

Community partners and stakeholders told us during the first phase of the CHB review that they were unclear or uncertain about the purpose and function of CHBs, broadly speaking, beyond their individual experience as a grant recipient or project partner. During the summer we developed a summary report which provides a snapshot with examples from across the province to illustrate the work of CHBs. I am including the link to the CHB Accomplishments report for your information.

https://www.communityhealthboards.ns.ca/s/2022-06-22-CHB-Accomplishment-Report.pdf

We also took some time through the spring and during the summer to understand the themes and recommendations in the consultant's report, and took steps to validate the main priorities and areas work remaining in the review process with our CHB volunteers. Overwhelmingly, CHBs agreed that role clarity, strengthening relationships, and more efficient operations were the top priorities to address. There was strong agreement that clarifying the CHB role was the most important issue to tackle next.

In the coming weeks we will be reaching out to you for input into to inform the role clarity work.

In the meantime, if you have any questions, please get in touch.

SUMMER 2022

COMMUNITY PARTNERSHIPS AND A VOICE FOR A HEALTHIER FUTURE

CHB Accomplishments 2018/19 to 2022/23

nova scotia health | Community Health Boards

Community Partnerships and a Voice for a Healthier Future

Community Health Boards

Community Health Boards (CHBs) are committed groups of volunteers who work together to improve the health of communities. There are 37 CHBs across Nova Scotia. CHBs serve a vital role in the well-being of their communities, helping to support many community-based health promotion projects and partnerships. This includes providing grants to community-based groups to support projects focused on health promotion and the social determinants of health[1].

The role and duties of CHBs are described in Nova Scotia's Health Authorities Act. They consult communities about health issues related to the social determinants of health, develop community health plans that include priorities for action, and advise Nova Scotia Health about local health issues and concerns.

In addition, CHBs provide grassroots leadership on local health and wellness by partnering with other groups and organizations. They provide a local voice by highlighting local health priorities and by advocating to all three levels of government. CHBs promote health and wellness by providing direct financial support for community-based projects.

[1] The social determinants of health are all the factors that affect a person's and a community's health. Health care is just one of many social determinants of health. Others are race, gender, income, education, employment, and many others. For more information visit the Public Health Agency of Canada website and search for 'social determinants of health.

Community Health Plans

CHBs work together to identify regional and provincial priorities, as well as specific local issues. Through relationship-building and by developing inclusive, connected communities, all 37 CHBs work together on these priorities:

Supportive environments providing equitable and affordable access to:

- Health and wellness services and information
- Recreation opportunities and spaces
- Secure food and food literacy
- Safe and appropriate housing

Mental wellness and sense of community belonging

Poverty reduction and prosperous communities

Community Health Planning

The priorities, developed from the community health plans created since 2018-19, have guided CHB work and the advice they provide to Nova Scotia Health. In 2023/24, CHBs will be renewing their community health plans. This process includes reviewing local health data from Statistics Canada and other sources, consulting communities about issues and priorities, developing new priorities for action in partnership with Nova Scotia Health, community-based organizations and other stakeholders. The new community health plans will become the foundation for the CHBs' work for the next five years.

Bridging the GAP
COMMUNITY CONVERSATION
nova scotia health | Community Health Boards Eastern Zone
Community Partnerships and a Voice for a Healthier Future

Action on Community Health Plan Priorities

Each CHB has a local action plan for addressing the community health plan priorities. Their projects and activities over the five-year life of their plan are too many to list for all 37 CHBs province-wide but here are some examples of CHB actions on the current health plan priorities:

Supportive environments providing equitable and affordable access to health and wellness services and information

Eastern Shore Musquodoboit CHB worked with Nova Scotia Health and other partners to develop a hub model for wellness and prevention supports. With grant funding from the Nova Scotia Department of Seniors and Long-Term Care, the *Well-Being HUBs* project established a network of health and social care providers along the Eastern Shore and Musquodoboit Valley who support community members and their care partners as they age and transition into Continuing Care and Long-Term Care (LTC). The network promotes and provides coordinated programming, education and supports, while working to fill gaps in service. The HUB offerings were developed by HUB members with community input, and the project is supported by a paid coordinator and navigator. This model is being tested and evaluated as a potential rural delivery model for a variety of services.

Supportive environments providing equitable and affordable access to secure food and food literacy

The four Community Health Boards in Kings County worked together on a committee to advocate for a *healthy eating environment policy* by the Municipality of the County of Kings. There was support/partnership from Public Health and municipal staff. CHB members had one-on-one conversations with each councilor and provided a background information package before a presentation to the Council. Community champions also sent letters of support to Councilors. The council approved the policy in March 2020. Municipal staff are now working on implementing the policy.

Mental wellness and sense of community belonging

Happy Chat Benches are meant to reduce social isolation and increase social/community connection with citizens by encouraging conversation on community benches. The concept started in the UK. The Dartmouth Community Health Board partnered with municipal government to place explanatory signage on existing benches in Dartmouth to encourage conversation and promote social connection. An April 12, 2022 article in the Chronicle Herald profiled the 'Happy Chat Benches' project.

Supportive environments providing equitable and affordable access to recreation opportunities and spaces	The South Colchester Community Health Board hosted the *Winter Wellness Challenge and Community Picnic*, an online challenge to encourage mental and physical wellness for residents during the winter months in 2021. The community with the most participation in the challenge would win a community picnic. The CHB partnered with Colchester Recreation and jointly promoted the challenge, accepted entries and selected a winning community. The CHB with the local elementary school and community partners from the winning community to organize a community wide event. There were over 150 residents who enjoyed games, prizes, face painting, races, minute-to-win-it challenges and a free BBQ.
Supportive environments providing equitable and affordable access to safe and appropriate housing	*Antigonish Affordable Housing Society (AAHS) partnership* - Over the years the Antigonish Town and County CHB has partnered with the Antigonish Affordable Housing Society (AAHS) on several housing affordability projects. The society aims to break the cycle of poverty for vulnerable people, and improve quality of life through affordable, high quality and energy efficient community-supported housing. They also provide navigation support services, and facilitate community building among tenants. CHB collaboration with the AAHS has seen a CHB member participate on the society's Board of Directors, CHB participation in AAHS' Housing Matters Think Tank, and in the Build Together Project (Community Housing) of St FX University Extension department. The CHB has also supported several initiatives of AAHS with Wellness grant funds and other supports.
Poverty reduction and prosperous communities	Cape Breton University (CBU), in partnership with the Central Cape Breton CHB, hosted a conference entitled Communities building hope: Action agenda to reduce poverty on Cape Breton Island. With broader goals to educate and advocate as related to issues about poverty, the conference will bring together educators, grass-roots agencies working on poverty, community stakeholders and policy makers to begin what is hoped to be, a collaborative, problem-solving process. CBU's mission is to bolster the social and economic success of Cape Breton Island, and to be a champion for Cape Breton's prosperity. As prosperity cannot be achieved without addressing issues of poverty and income inequity CBU established a Working Group on Poverty, and is co-chaired by the chairperson of the Central Cape Breton CHB. The working group is creating a long-term, poverty reduction strategy that will harness the CBU's resources.

Wellness Fund Grant Program

CHBs provide small, one-time grants to community groups and organizations who are developing projects related to local CHB health plan priorities.
Each year, CHBs are provided funding for Wellness Fund grants. Grant applications are open in June and close in October. Each CHB reviews the grant applications and decides which ones to fund based on their priorities. Funds are awarded from December through March. Grant recipients have two years to complete their projects. The grants are not meant for ongoing operating funds for groups, and while groups may apply for funds each year, CHBs do not fund the same project or activity year after year.

For more information about Wellness Fund grants, go to the Wellness Fund page at communityhealthboards.ns.ca

Wellness Funds: The numbers (2018-22)

- $2.7 million provided to communities across Nova Scotia
- $965,000 in community grants supported food security projects
- 1,200 grants provided to local groups and organizations
- $5,000 is the maximum amount that can be awarded to a single WF applicant
- $2,000 is the average value of individual grants awarded by CHBs

Wellness Funds in Action

Central zone

2SLGBTQ+ Pilot Project – The Southeastern CHB provided funding to the MacPhee Centre for Creative Learning which supported the expansion of the Centre's Gender & Sexuality Alliance (GSA) program by adding a suite of creative learning programs for 2SLGBTQ+ youth on a pilot program basis. This offering expands the Centre's programming for this vulnerable community by increasing programming hours, and adding in-person and virtual GSA programs on topics related to sexuality and gender, as well as a closed space for QTBIPOC (Queer, Trans, Black, Indigenous, and Persons of Colour) gathering and community building.

Eastern zone

Raising the Villages - Mawiomi W'jit Mijuwajijk - Gathering for our Children -- Raising the Villages received a Wellness grant from the Victoria County CHB to coordinate and provide support with participating communities to run the Welcoming Community Spaces Pilot Project across five locations in western Cape Breton. The goals are to improve collective health and shared prosperity, and to reduce the effects of social isolation, poverty, and early childhood vulnerability. Raising the Villages is a catalyst for communities that want to learn about the importance of the early years and to pilot a model that supports welcoming spaces for all citizens from the beginning of life.

Northern zone

Health and Wellness Kit for Business – The Truro and Area CHB funded the Truro & Colchester Chamber of Commerce Health and Wellness Kit for Business. The project addressed entrepreneur and employee wellness. The Chamber hosted programs, specific to business, to help develop healthy workplace practices and promote activities such as healthy eating, stress, physical fitness, etc. The project created opportunities for businesses, mangers, owners and staff to take part in wellness activities, educational events, and recognized businesses that were making efforts to improve employee wellness.

Western zone

Jazer et apprendre -- The Clare CHB funded “Jazer et apprendre” (Discuss and Learn) by Radio Clare (Radio CIFA). This 10-week, hour-long radio series features different guest speakers weekly who discuss wellness activities and community groups who are working on wellness. Topics include nutrition, arts and culture, and even information about the work of the Clare CHB. The program reaches all of South West Nova, particularly Digby and Yarmouth counties - the largest Acadian region in the province. This allows the program to feature stories about activities and groups beyond the Clare CHB area.

Working with Community Partners

CHBs often have the greatest impact on health issues because of their partnerships with other groups and organizations.

- CHBs across Nova Scotia worked with the Coalition for Healthy School Food and supported the *'Great Big Crunch'* – a national advocacy and awareness day in March. The work of this coalition lays the foundation for lifetime healthy eating habits through schools to ensure that learning is not hindered by a lack of access to healthy food.

- The Pictou West and Central & East Pictou CHBs, along with partners, started a Mental Wellness Working Group in Pictou County in June 2019. The working group was formed in response to conversations in the community about the growing need for mental health supports for Pictou County residents. The *Pictou County Mental Wellness Roundtable* evolved out of the working group. More than forty groups and organizations from across a variety of sectors attended the initial meeting in 2020. Membership has now grown to 65 community-based organizations and individuals. The Roundtable receives encouragement and financial support from the Aberdeen Health Foundation.

Giving Voice to Local Health Issues: CHB Advocacy

Advocacy for health and wellness programs and healthy public policy is a key CHB function. CHBs advocate to improve community health, wellness, and on health equity issues. CHBs often play an important role by bringing citizens, community organizations and others together around important community health issues. Over the past several years, CHBs have advocated to Nova Scotia Health and all three levels of government on a wide range of issues impacting the social determinants of health, including food security; healthy eating and healthy school food; housing and homelessness; rural transportation; poverty and universal basic income; early childhood education; vaping; cannabis; physical activity; access to community mental health supports, and many other issues.

The following are just a few examples of recent CHB advocacy:

National School Food Program

The Provincial Council of CHB Chairs prepared a resource document of food security programs and advocacy efforts across all four of the Nova Scotia Health Zones. This resource informs CHB advocacy work, and can be used to identify collaboration and partnership opportunities, including amongst all CHBs provincially and with other community organizations. The Council endorsed Nourish Nova Scotia's school food advocacy work. They wrote to the Prime Minster, key members of the House of Commons, and all Nova Scotia MPs advocating for the continued development of a national school food program.

Vaping Report Cards

Community identified youth vaping as a concern and brought partners on board including Halifax Regional Police, Public Health, Smoke Free NS, and Mental Health and Addictions (Nova Scotia Health) to provide education and create discussion opportunities for community stakeholders. The Cobequid CHB continued its advocacy with partners and created the Vaping Report Card - a tool to grade the Vaping Policy in Nova Scotia. The Report Card was endorsed by the Central Zone Council of CHB Chairs, and shared with CHBs province wide. The Cobequid CHB continued updating the report card as policy changed. The Cancer Society joined the community partners in this important work.

Looking Ahead: Challenges and Opportunities

Nova Scotia has been called "data rich, information poor". There are many sources of demographic, health, and public opinion information available from various organizations, and many excellent analytical reports published. Translating this knowledge into meaningful, actionable information for CHB volunteers is a challenge. Many of these data sources are built on geographical boundaries that differ from the CHB boundaries. CHB volunteers also need support to fully understand the population health implications of these data in the context of all the other information available, including the experience of communities.

CHBs work within the Nova Scotia Health structure, and they gain a great benefit from this relationship by partnering with and getting support from Public Health, Mental Health and Addictions, Primary Health Care and others. But CHBs continue to be challenged to have a broad influence on the social determinants of health and the health of the Nova Scotians, which are central elements of the CHB mandate. CHBs need to build relationships across different sectors and with many provincial government departments going forward if they are going to directly influence the health of the population.

The rising cost of living combined with wage stagnation impacts all of the social determinants of health. While CHBs have long advocated for measures to address poverty and social and income inequalities, the current conditions affecting Nova Scotia means CHB efforts and advocacy on poverty and social inequality are more important than ever.

The numbers of CHB members across the province has been steadily declining for many years. CHBs are struggling to recruit new members. Data from Statistics Canada and a report from Volunteer Canada in recent years confirm that Canadians' preferences for volunteering are changing dramatically. These days, people are seeking volunteer activities they can do with family and friends, that have limited time demands, and which produce tangible and immediate outcomes. CHBs have created a volunteer recruitment strategy aimed at stemming their declining membership. It places emphasis on attracting youth members and members from diverse and underrepresented communities, and promotes and celebrates the partnerships and achievements of CHBs.

We hope you have enjoyed learning about Community Health Board work in communities and hearing about some of their many accomplishments since 2018.

For more information about Community Health Boards or to become a volunteer, visit:

communityhealthboards.ns.ca

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Community Partnerships and a Voice for a Healthier Future