

Committee of the Whole (CoW)  
AGENDA  
May 1, 2024, at 6:00 pm

“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. CALL TO ORDER
2. PRESENT
3. REGRETS
4. ADDITIONS TO AGENDA
5. APPROVAL OF AGENDA
6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES
  - i. Committee of the Whole – April 3, 2024 **(TAB 1)**
7. PRESENTATIONS
  - i. Lyme Disease Presentation – Donna Lugar **(TAB 11)**
8. PUBLIC INPUT
9. UNFINISHED BUSINESS
  - i. Request for Decision: Streets and Sidewalks By-law **(TAB 2) DM**
  - ii. Request for Decision: Snow and Ice Control Policy **(TAB 3) DM**
  - iii. Request for Decision: Electric Vehicle (EV) Charger Sponsorship Policy **(TAB 4) DM**
  - iv. Fire Area Rate **(TAB 5)**
10. NEW BUSINESS
  - i. Request for Decision: Repeal Listing and Links #2017-2 Policy **(TAB 6) DM**
  - ii. Request for Decision: Nova Scotia Federation of Municipalities NSFM Letter Regarding Municipal Policing Agencies **(TAB 7)**
  - iii. Town Property Write-offs **DM**
11. CORRESPONDENCE
  - i. Letter from Andrew Murphy, Associate Deputy Minister of Environment and Climate Change – Glyphosate concerns **(TAB 8)**
  - ii. 2023 Nova Scotia Federation of Municipalities (NSFM) Annual Report **(TAB 9)**
12. ROUND TABLE
  - i. Mayor Boyer **(TAB 10)**
  - ii. Deputy Mayor Tompkins
  - iii. Councillor Hafting
  - iv. Councillor Sanford

v. Councillor Wear

**13. IN CAMERA**

Under Section 22(2) of the *Municipal Government Act*:

Approval of Minutes

- i. Committee of the Whole April 3, 2024, In camera **(TAB A)**

Business Items

- i. Labour relations and contract negotiations

**14. ADJOURNMENT**

NEXT MEETINGS:

Planning & Heritage Advisory Committee	May 6 @ 9:00 am
Traffic Flow Advisory Committee	May 9 @ 1:00 pm
Environment Advisory Committee	May 10 @ 9:30 am
Public Meeting (Legion)	May 13 @ 6:00 pm
Marketing and Economic Development Com.	May 14 @ 6:00 pm
IMSA	May 15 @ 10:00 am
Council	May 15 @ 6:00 pm
Town Hall Roundtable	May 27 @ 6:00 pm
ACIMWG (Middleton)	May 30 @ 6:30 pm
Board of Police Commissioners	June 19 @ 10:00 am



**Committee of the Whole Meeting  
 Unapproved Minutes  
 April 3, 2024 at 6:30 pm**

<b>1. Call to Order</b>	Deputy Mayor Tompkins gave the land acknowledgement and called the meeting to order at 6:30 pm.
<b>2. Present</b>	Deputy Mayor Michael Tompkins, Mayor Amery Boyer, Councillor Holly Sanford, Councillor Paul Wear, Councillor Paula Hafting, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning Director of Municipal Operations and Development Ken Knox (left at 7:22 pm) Chief Mark Kane (left at 8:29 pm) Jason Haughn (left at 8:29 pm)
<b>3. Regrets</b>	None
<b>4. Additions to Agenda</b>	In camera ii. Personnel matters
<b>5. Approval of Agenda</b>	<b>MOTION #CoW2024-04-03-01</b> It was regularly moved and seconded to approve the agenda with an addition. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	None
<b>6. Approval of Minutes</b>	<b>MOTION #CoW202404-03-02</b> It was regularly moved and seconded to approve the March 6, 2024 minutes as presented. <b>Motion carried.</b>

**7. Presentations**

None.

**8. Public Input**

None.

**9. New Business**

- i. Request for Decision: Water Walk-by Touch Reader and Archer System  
 Director of Municipal Operations and Development (DMO/D) Knox was available for any questions. DMO/D Knox advised that with the new system, Public Work’s staff would walk around the Town and scan each of the meters. The readings will be stored and then the data will be downloaded directly to the system for office staff to send the bills out to residents. This would be more efficient as there would be no need to follow-up on any errors and have staff enter the figures into the computer. The process currently takes approximately two weeks to complete and then a day for office staff time to transcribe the numbers. Currently, the Town is experiencing 15+ errors each time, due to transcription errors. Councillor Sanford asked if the new system would still work if in the future the Town changed the system and DMO/D Knox advised that the system uses CSV format (Excel), so this isn’t an issue. Councillor Hafting asked where this ranks in the Town’s list of priorities that were previously discussed. DMO/D Knox responded that it is important, as it does take time for staff to get the information and would save a lot of in-house time. If Council approves this, there will no longer be the need for

estimates to be done, as currently happens with two manual and two estimates' readings completed, and there will be far fewer errors, or any adjustments required which will help the system overall. They would still complete this every quarter.

**MOTION #CoW2024-04-03-03**

It was regularly moved and seconded to recommend to Council to pre-approve the purchase of the TouchRead and Archer System for tracking water usage at a cost of \$17, 430 + HST from the water capital budget 2024-2025. **Motion carried.**

- ii. Request for Decision: Public Works Vehicle Replacement  
DMO/D Knox advised that the truck in Public Works needs to be replaced and has included two options for Council to review. The two options are to either get a truck or a side-by-side. The quotes are for information only as this will need to go out for tender through the procurement policy. DMO/D Knox added that the truck was due to be replaced two years ago, and there are various issues with the truck which will require increased maintenance if a replacement isn't purchased. DMO/D Knox' preference is to go for the side-by-side as there is the option of using it to maintain the trails and the cost is well under the budget available for a replacement. There are a lot more functions for winter work, and this vehicle would be allowed on the town roads, but not on the highway; it is also a more adaptable vehicle. CAO Millett-Campbell added that the Town does have the Off-road Vehicle By-law in place and that Public Works vehicles are allowed. Recommendation for DMO/D Knox to find out costs for side-by-side and share at next Council meeting on April 17, 2024.

**ACTION:** Find out costs for side-by-side vehicles for next Council meeting

**NAME:** DMO/D Knox

**DUE:** April 17, 2024

**MOTION #CoW2024-04-03-04**

It was regularly moved and seconded that Council give Public Works the authorization to explore further the purchase of a side-by-side vehicle. **Motion carried.**

- iii. Discussion on Paving  
DMO/D Knox presented a map of where priority should be given to repair conditions of the roads up to a specific amount of money. The question was asked why the Fire Hall lot was included: it belongs to the Town, and we need to keep the lot accessible, and every time Public Works plows the area, it removes some of the top layer. Eventually, it will get so bad that the area will not be able to be plowed. Deputy Mayor Tompkins asked if the County was providing them funding and CAO Millett-Campbell responded that yes, the County does contribute to operations, but the parking lot isn't included in the operations as this is a maintenance repair. Councillor Wear suggested that, in future, an area rate charge to residents should be introduced on tax bills. Questions were also asked why some other streets weren't included in this list, and DMO/D advised that the ones on the map are the priorities that need addressing. They also added that Public Works have Class A materials, so these costs haven't been included in the amounts. Councillor Hafting added that last year, the Town had received several complaints regarding property damage due to the state of the road, and the concern was that the Town was working on this area of road and then, two years later, this was abandoned due to other



work. Deputy Mayor Tompkins had concerns about working on parking lots when the Town should be working on the roads. Council also asked DMO/D Knox to look at other sections of roads as there could be others that should be on the priority list.

- iv. Electronic motion for ratification  
Mayor Boyer asked if the Fire Department is aware of this, and CAO Millett-Campbell responded that yes, they are. The reason behind this is that the fire vehicles will be included in the Town's Vehicle Replacement Policy.

**MOTION #CoW2024-04-03-05**

It was regularly moved and seconded to ratify the motion that Council approve moving the \$20,000 allocated to the Annapolis Royal Volunteer Fire Department capital grant expense 01-22470N from the 2023/24 general operating budget to the Capital Reserve fund for the purchase of a new fire vehicle at a later date. **Motion carried.**

- v. Town of Annapolis Royal – Emissions Reduction Plan  
The Town of Annapolis Royal received a grant from the Roving Municipal Energy Management Program to complete a review of all the old buildings located in Annapolis Royal and a copy of the report was shared. This report outlines where the Town can save money, how the Town can move forward to reduce our greenhouse emissions, etc. This report will be beneficial in the future to help validate any future grant opportunities, but unfortunately there aren't many grants available. Mayor Boyer asked if there was an error on page 4 regarding the figures, and it was agreed that yes there was an error. Also, on page 12 Mayor Boyer would like DMO/D Knox to explain '*these projects will require on average \$1800 per KW installed costs*'.

**ACTION:** Requesting an explanation on page 12 for Mayor Boyer

**NAME:** DMO/D Knox

**DUE:** April 17, 2024

**2. UNFINISHED BUSINESS**

- i. Health Care Advisory Committee – Update  
Mayor Boyer explained the two documents shared within the Committee of the Whole (CoW) package (Healthcare Organizations and Healthcare Activities). These documents show how many points of contact there were available (22 in total) and a summary of all of the healthcare-related activities over the last three years. Previously Mayor Boyer had asked the County if they would want to join this committee, and they responded with the question "are there any other organizations doing a similar role? Mayor Boyer added that these documents will be reviewed at the next Annapolis County Inter-Municipal Working Group (ACIMWG).
- ii. Request for Decision – New Chain of Office  
CAO Millett-Campbell advised that this was discussed during a budget meeting and attached is a quote including images of what it would look like. The only difference is that on the previous one there was a maple leaf with a beaver and the new one will have the coat of arms. They also added there is only one quote a since they were unable to find anyone else in Canada to produce this for the Town. Recommendation to proceed with the quote received. CAO Millett-Campbell will bring the Chain of Office to the next Council meeting as some have not seen it in

person before.

**ACTION:** Bring Chain of Office to the next Council meeting (April 17, 2024)

**NAME:** CAO Millett-Campbell

**DUE:** April 17, 2024

**MOTION #CoW2024-04-03-06**

It was regularly moved and seconded to recommend to Council pre-approval of the cost of a new Chain of Office to a maximum amount of \$3,400. **Motion carried.**

- iii. Request for Decision – Public Meeting May 2024  
CAO Millett-Campbell advised that this had been previously discussed and that staff were asked to provide a list of suggestions. They would like direction from Council on how to proceed. After discussions, it was agreed to go with three items (seawall, new Five-year Infrastructure Plan for the Town, and the Town wharf); the other items can be added to another public meeting going forward. AIM Network will attend the meeting and provide an update on these projects and then hold a Q&A session afterwards. After further discussion, it was agreed to leave the survey part until a later date. CAO Millett-Campbell recommended holding this public meeting at the Legion over a two-hour period. Agreement for May 13, 2024, from 6:00 pm, refreshments will be provided, and there will not be a survey for residents to complete as this can be done later. CAO Millett-Campbell advised that there will be a meeting between the Town and AIMN to review the changes requested on the Flood Adaptation and Asset Management reports on April 5, 2024 and that the reports should be finalized before the next Council meeting.

**ACTION:** Book Legion for Public Meeting

**NAME:** Recording Secretary Dunning

**DUE:** April 17, 2024

**3. CORRESPONDENCE**

- i. Letter from Annapolis Valley Regional Library – Response  
For information only.
- ii. Letter from Honourable John Lohr- New Provincial Department of Emergency Management  
For information only.

**4. ROUND TABLE**

- i. Mayor Boyer  
Mayor Boyer made a correction for the April 2, 2024 report. Added that the two students from France will arrive in May and that they still require a supervisor. Contracts need to be signed this week and the French Consulate is now involved. See attached report.
- ii. Deputy Mayor Tompkins  
Deputy Mayor Tompkins recently attended a ACIMWG and the Fire Department from Middleton and Annapolis presented. Found it very interesting, and operations, capacity assessment, first responders were discussed.

- iii. Councillor Hafting  
Councillor Hafting, Mayor Boyer, CAO Millett-Campbell, and Sybil Skinner-Robertson attended a meeting with Brian Reed, Chair of Village of Lawrencetown. They had a tour of the new clinic facility and discussions on health care in the community. Hopefully, there is a potential opportunity for collaboration. Also attended the Wellness lunch at Town Hall.
- iv. Councillor Sanford  
Councillor Sanford wanted to thank the volunteers for the Easter Eggstravaganza, stating that it was a huge success, and there was also a free movie available afterwards. Also acknowledged that a fire fighter has recently passed who will be missed.
- v. Councillor Wear  
Councillor Wear has been going through various budgets as the recent Town's budget meeting has given him an interest in this subject.

**10. IN-CAMERA**

Under Section 22(2) of the Municipal Government Act:

**MOTION #CoW2024-04-03-07**

It was regularly moved and seconded to move in camera at 8:31 pm to discuss Personnel matters. **Motion carried.**

**MOTION #CoW2024-04-03-09**

It was regularly moved and seconded to move out of camera at 8:41 pm. **Motion carried.**

**11. Next Meeting**

June 5, 2024

**12. Adjournment**

The meeting was adjourned at 8:42 pm.

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Michael Tompkins, Deputy Mayor

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Kim Dunning, Recording Secretary

## **Mayor's Roundtable Report, March 25, 2024**

March 21, 2024

Attended Annapolis County Inter-Municipal Working Group meeting – the subject was fire services and we received presentations from both the Middleton and Annapolis Royal Volunteer Fire Departments.

March 22, 2024

Attended a virtual Teams meeting with representatives of Canada's Ocean Supercluster with the CAO and Bill Crossman regarding the tidal power project.

March 25, 2024

Attended Wellness Lunch with staff at Town Hall with Councillor Hafting. This event marked the end of the employee wellness fund secured by staff for the fiscal year.

March 28, 2024

Plan to attend meeting with Brian Reed, Chair Village of Lawrencetown with the CAO, Health Care Task Team members Councillor Hafting and Sybil Robertson relating to healthcare and potential opportunities for collaboration.

April 2, 2024

Plan to attend Physician Recruitment Community Fund Session virtual meeting with CAO hosted by Ian Mullan, with Brian Reed, Chair Village of Lawrencetown with the CAO, Health Care Task Team members Councillor Hafting and Sybil Robertson relating to healthcare and potential opportunities for collaboration.



**REQUEST FOR DECISION**

**TOPIC: Streets and Sidewalk By-Law**

**DATE: April 25, 2024**

**PROPOSED BY: CAO Millett Campbell**

<b>TAB # &amp; REFERENCES</b>	See attached draft by-law
<b>BACKGROUND</b>	Council directed staff to consult with the solicitor on the Streets and Sidewalk By-Law. CAO forwarded the response to Council on March 6, 2024. Staff have reviewed the changes received from the solicitor and updated the by-law to reflect the changes.
<b>PROPOSAL</b>	That Council review the proposed draft by-law and approve the changes.
<b>BENEFITS</b>	Clearly outlines the “owner” by adding it in the definitions, and add the section of what happens when the owner is not in compliance.
<b>DISADVANTAGES</b>	
<b>COSTS &amp; SOURCE OF FUNDING</b>	n/a
<b>CAO REVIEW/ COMMENTS</b>	I agree with the recommended changes to the by-law.
<b>DRAFT MOTION/ RECOMMENDATION</b>	“...to recommend to Council to approve first reading of the Streets and Sidewalk By-law #103 dated April 2024.

**CAO’S INITIALS: smc**

**TARGET DECISION DATE: May 2024**

**TOWN OF ANNAPOLIS ROYAL**  
**STREETS AND SIDEWALKS BYLAW # 103**

**Title**

1. This Bylaw is entitled the “Town Streets and Sidewalks Bylaw”. This Bylaw applies only to streets, sidewalks and other property owned by the Town and to activities or conditions affecting such Town streets, sidewalks and property. It is intended to be applied together with the Town’s Land Use Bylaw.

**2. Contents**

1. Definitions
2. Cuts and Excavations
3. Security
4. Temporary Closing of Streets
5. Moving Buildings on Streets
6. Removal of Snow
7. Encroachments
8. Sidewalk Cafes and Restaurants
9. Vegetation in Street Right of Way
10. Encroaching Vegetation
11. Penalties

**3. Definitions:**

In this Bylaw:

- (1) “abutter” means the owner, lessee or occupier of any premises or lot in the Town which abuts a Town street, and where the premises or lot has been registered as a condominium under the *Condominium Property Act*, includes the condominium corporation which manages the premises or lot;
- (2) “crosswalk” means that portion of a Town roadway ordinarily included within the prolongation or connection of curb lines or the edge of a roadway and property lines at intersections or any portion of a roadway clearly indicated for pedestrian crossings by lines or other markings on the road surface;

- (3) “Director of Municipal Operations and Development” (DMO/D) means the individual appointed as the Director of Municipal Operations and Development for the Town of Annapolis Royal and includes persons acting under the supervision and direction of the DMO/D;
- (4) “Owner” includes:
- i. a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building;
  - ii. an occupier, or person in charge of house, stores, lots and land; and
  - iii. in the absence of proof to the contrary, the person or persons assessed for the property.
- (5) “roadway” means that portion of a Town street between the curb lines or the traveled portion of a street designed for vehicular traffic and, except where the context indicates otherwise, includes a crosswalk;
- (6) “sidewalk” means that portion of a Town street between the curb line and adjacent property line or any part of the street especially set aside for pedestrian travel and separated from the roadway;
- (7) “street” means a Town street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full right-of-way width;
- (8) “Town” means the Town of Annapolis Royal;
- (9) “Town infrastructure” includes infrastructure that supports the provision of Town services as well as water services, and without restricting the generality of the foregoing includes public trees, street lighting, traffic lights, traffic signs and other Town signs;
- (10) “Town sewer or water system” means a sewer or water system owned and operated by the Town or by a water utility owned by the Town;
- (11) “utility” includes any person or corporation that provides water, electric power, telecommunications service, natural gas or other gas intended for use as fuel to the public, except a water utility owned by the Town;
- (12) “utility facilities” includes any pole, pole lines (including braces and anchors), aerial cables, manholes, conduits, underground cables, pipes for the carriage of gas or liquids,

and associated apparatus for the provision of utility services, including amplifiers, connection panels, transformers, valves and other fittings or equipment.

### **CUTS AND EXCAVATIONS**

3. (1) No person shall install a culvert in any street right of way or cut into or excavate any part of a sidewalk, curb or street within the Town without first applying to the Town Council for permission to do so and thereafter obtaining permission by way of a Street Excavation Permit;
- (2) The Engineer shall be responsible for supplying application forms for Street Excavation Permits and for signing Street Execution Permits, on behalf of the Town Council, once permission to issue such a Permit has been given by a positive motion from Town Council;
- (3) The Engineer shall, when forwarding to the Town Council an application for a Street Excavation Permit request any recommendations that Town Council might have, in relations to the application, as to:
  - {a} points of access; or
  - {b} time periods for work to be completed; or
  - {c} any other conditions to be attached to the Permit so long as such conditions relate to the security of the public;
- (4) The fee for a Street Excavation Permit shall be Three Hundred Dollars (\$300.00).

### **SECURITY**

4. (1) Every applicant for a Street Excavation Permit shall, as part of the application, deposit with the Engineer a bond in an amount equal to the approximate value of the work to be accomplished, which approximation is to be made by the Engineer. Such bond is to be returned to the applicant once the works are completed in the opinion of the Engineer;
- (2) Notwithstanding the above, a certified cheque, letter of credit or other security acceptable to the Engineer may accompany the application in place of the bond;
- (3) The Engineer may call upon the bond, or other security, in order to acquire funds to make any such repairs he deems necessary if the works are not completed properly by the applicant. However, before so doing, the Engineer shall notify the applicant of his intention, and the reasons for so doing, by certified mail and give the applicant 14 days within which to accomplish all of which is felt by the Engineer to be necessary and as outlined in the Notice to the applicant;



5. Every applicant carrying out work pursuant to a Street Excavation Permit shall be responsible for maintaining his or her own insurance liability coverage and shall be responsible for providing adequate barriers and lighting so as to give clear notice to the traveling public of such excavation and so as to do whatever is necessary to attempt to avoid accidents occurring therefrom.

### **TEMPORARY CLOSING OF STREETS**

6. Town Council may, on its own or on the recommendation of the Superintendent of Public Works, temporarily close any street or part thereof while any work is being done thereon or when, for other reasons, it deems it advisable to do so.

7. No person shall travel on any portion of a street which has been temporarily closed as a result of a resolution of the Town Council.

### **MOVING BUILDING ON STREETS**

8. (1) No person shall move a building over or along a public street in the Town without first applying to the Town Council for permission to do so and thereafter obtaining permission by way of a Street Transport Permit;
- (2) The Engineer shall be responsible for supplying application forms for the Street Transport Permits and for signing Street Transport Permits, on behalf of the Town Council, once permission to issue such a Permit has been given by a positive motion from Town Council;
- (3) The fee for a Street Transport Permit shall be Fifty Dollars (\$50.00).

### **REMOVAL OF SNOW**

9. ~~1. Occupiers, owners or persons in charge of houses, stores, lots and pieces of land~~  
**Owners of houses, stores, lots, and pieces of land** situated on that portion of St. George Street in the Town extending northerly from and including the property at 324 St George Street on the one side and from the Town Hall Building at 285 St George Street on the other side to the Town Wharf, shall, after every snowfall, clear away the snow from the sidewalks adjoining their respective properties as follows:
  2. When the snow ceases falling during the day within four (4) hours after it has ceased falling; and
  3. When the snow ceases falling during the night, within four (4) hours after daylight on the following day.
  - 4. The Director of Municipal Operations and Development May Remove;**

(1) Where the owner fails to remove snow or ice from sidewalks or structures as required by this By-law, the Director of Municipal Operations and Development, or person under their supervision or direction, or a peace officer, may serve an Order to Remove Snow and Ice from Sidewalks upon the owner by posting the Order in a conspicuous place upon the property.

(2) If the owner fails to comply with the Order to Remove Snow and Ice from Sidewalks within 24 hours of service of the Order, the Director of Municipal Operations and Development may direct the removal of such snow and ice and may recover the cost of such work from the owner.

(3) The Municipality's cost in removing the snow and ice pursuant to subsection (2) shall constitute a lien against the property which shall be applied and enforced in the same manner as for rates and taxes under the Assessment Act.

## **PARTICULAR ENCROACHMENTS**

10. When any part of a street or other Town property has been built upon, the encroachment may be authorized to continue upon obtaining an Encroachment Permit.
11. Application for an Encroachment Lease shall be made to the Engineer and the Engineer may issue such permit upon
  - (1) determination by the Engineer that the encroachment was made in error;
  - (2) payment of a permit fee of Fifty Dollars (\$50.00);
  - (3) submission of an application in writing, in duplicate, on such form as may be specified by the Engineer from time to time, and signed by the person applying therefore;
  - (4) determination by the Engineer that the encroachment does not significantly impede pedestrian or wheelchair traffic on a sidewalk or vehicular traffic on a roadway;
  - (5) determination by the Traffic Authority that the encroachment does not pose a traffic hazard having regard to sight lines or otherwise;
  - (6) provision of an indemnity in favour of, and in form satisfactory to, the Town for the defence and indemnification of any claims arising out of or in relation to the encroaching structure; and
  - (7) provision of an acknowledgement that the permission of the Town to encroach may be withdrawn without payment of any compensation.
12. Notwithstanding the issuance of an Encroachment Permit, no person shall permit or cause a further or renewed encroachment once the original encroaching structure is demolished, destroyed or removed to the extent of 75% or more.
13. Notwithstanding sections 10 to 12, Council may by Agreement, authorize an encroachment or the continuation of an encroachment upon, under or over a street for such period of time and upon at least one of the following conditions:

- To provide for wheelchair access in accordance with the National Building Code of Canada
- To alleviate an existing or future problem relating to access to Town infrastructure
- To provide access to Town infrastructure
- To improve pedestrian or vehicular flow
- To replace an existing structure

14. Sections 10 to 13 do not apply to utility facilities.

### **SIDEWALK CAFES AND RESTAURANTS**

15. Council may enter into leases, containing such terms and conditions as it deems appropriate, for the seasonal or temporary use of a sidewalk or other suitable Town property as a sidewalk café or restaurant. Nothing in this section limits any other authority of Council or the Chief Administrative Officer to make leases of other Town property.

### **VEGETATION IN STREET RIGHT-OF-WAY**

16. Except in areas designated by Council resolution as exempt from this requirement, abutters shall maintain any grass between the curb and a sidewalk abutting their property, and/or between the curb and their abutting property, except in areas designated by Council's resolution as exempt from this requirement including:
- clipping, cutting or mowing the grass to a height of not greater than 8 cm.;
  - raking and renewing grass as necessary in order to maintain a neat and tidy appearance; and
  - collecting and removing litter or waste.

### **ENCROACHING VEGETATION**

17. Abutters shall trim the branches of trees, hedges, bushes or other shrubbery which encroaches from the abutting property over a street so as to prevent such tree, hedge, bush or other shrubbery:
- from interfering with pedestrian traffic on a sidewalk;
  - from interfering with or affecting the sight lines of any person on a bicycle or in a motor vehicle travelling on the roadway, from the ground up to a minimum height of 2.25 meters; or
  - from interfering with any structure on or in a street.

**PENALTIES**

- 18. Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$250 and not more than \$1,000.
  
- 19. Any person who contravenes any provision of this Bylaw and who is given notice of the contravention may pay to the Town, at the place specified in the notice, 50% of the minimum fine specified in this Bylaw pursuant to the Town’s Payment in Lieu of Prosecution Policy within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

**REPEAL and REPLACE**

- 20. The Town of Annapolis Royal Streets and Sidewalks By-law published on 18 October, 2004 of the Town of Annapolis Royal shall be hereby repealed.

**EFFECTIVE DATE**

- 21. This Bylaw shall be effective date of publishing.

\_\_\_\_\_  
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           , 2024.

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this    day of           , 2024.

FIRST READING:	May 1, 2024
“NOTICE OF INTENT” PUBLICATION:	
SECOND READING:	
MINISTERIAL APPROVAL:	N/A

DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	
FORWARDED TO TOWN WEBSITE:	

**TOWN OF ANNAPOLIS ROYAL**  
**STREETS AND SIDEWALKS BYLAW**

**Title**

1. This Bylaw is entitled the "Town Streets and Sidewalks Bylaw". This Bylaw applies only to streets, sidewalks and other property owned by the Town and to activities or conditions affecting such Town streets, sidewalks and property. It is intended to be applied together with the Town's Land Use Bylaw.

**Definitions**

2. In this Bylaw:
  - (1) "abutter" means the owner, lessee or occupier of any premises or lot in the Town which abuts a Town street, and where the premises or lot has been registered as a condominium under the *Condominium Property Act*, includes the condominium corporation which manages the premises or lot;
  - (2) "crosswalk" means that portion of a Town roadway ordinarily included within the prolongation or connection of curb lines or the edge of a roadway and property lines at intersections or any portion of a roadway clearly indicated for pedestrian crossings by lines or other markings on the road surface;
  - (3) "Engineer" means the Town Engineer and includes a person acting under the supervision and direction of the Engineer;
  - (4) "roadway" means that portion of a Town street between the curb lines or the traveled portion of a street designed for vehicular traffic and, except where the context indicates otherwise, includes a crosswalk;
  - (5) "sidewalk" means that portion of a Town street between the curb line and adjacent property line or any part of the street especially set aside for pedestrian travel and separated from the roadway;
  - (6) "street" means a Town street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full right-of-way width;

- (7) "Town" means the Town of Annapolis Royal;
- (8) "Town infrastructure" includes infrastructure that supports the provision of Town services as well as water services, and without restricting the generality of the foregoing includes public trees, street lighting, traffic lights, traffic signs and other Town signs;
- (9) "Town sewer or water system" means a sewer or water system owned and operated by the Town or by a water utility owned by the Town;
- (10) "utility" includes any person or corporation that provides water, electric power, telecommunications service, natural gas or other gas intended for use as fuel to the public, except a water utility owned by the Town;
- (11) "utility facilities" includes any pole, pole lines (including braces and anchors), aerial cables, manholes, conduits, underground cables, pipes for the carriage of gas or liquids, and associated apparatus for the provision of utility services, including amplifiers, connection panels, transformers, valves and other fittings or equipment.

### **CUTS AND EXCAVATIONS**

3. (1) No person shall install a culvert in any street right of way or cut into or excavate any part of a sidewalk, curb or street within the Town without first applying to the Town Council for permission to do so and thereafter obtaining permission by way of a Street Excavation Permit;
- (2) The Engineer shall be responsible for supplying application forms for Street Excavation Permits and for signing Street Execution Permits, on behalf of the Town Council, once permission to issue such a Permit has been given by a positive motion from Town Council;
- (3) The Engineer shall, when forwarding to the Town Council an application for a Street Excavation Permit request any recommendations that Town Council might have, in relations to the application, as to:
  - {a} points of access; or
  - {b} time periods for work to be completed; or
  - {c} any other conditions to be attached to the Permit so long as such conditions relate to the security of the public;
- (4) The fee for a Street Excavation Permit shall be Three Hundred Dollars (\$300.00).

## **SECURITY**

4. (1) Every applicant for a Street Excavation Permit shall, as part of the application, deposit with the Engineer a bond in an amount equal to the approximate value of the work to be accomplished, which approximation is to be made by the Engineer. Such bond is to be returned to the applicant once the works are completed in the opinion of the Engineer;
  - (2) Notwithstanding the above, a certified cheque, letter of credit or other security acceptable to the Engineer may accompany the application in place of the bond;
  - (3) The Engineer may call upon the bond, or other security, in order to acquire funds to make any such repairs he deems necessary if the works are not completed properly by the applicant. However, before so doing, the Engineer shall notify the applicant of his intention, and the reasons for so doing, by certified mail and give the applicant 14 days within which to accomplish all of which is felt by the Engineer to be necessary and as outlined in the Notice to the applicant;
5. Every applicant carrying out work pursuant to a Street Excavation Permit shall be responsible for maintaining his or her own insurance liability coverage and shall be responsible for providing adequate barriers and lighting so as to give clear notice to the traveling public of such excavation and so as to do whatever is necessary to attempt to avoid accidents occurring therefrom.

## **TEMPORARY CLOSING OF STREETS**

6. Town Council may, on its own or on the recommendation of the Superintendent of Public Works, temporarily close any street or part thereof while any work is being done thereon or when, for other reasons, it deems it advisable to do so.
7. No person shall travel on any portion of a street which has been temporarily closed as a result of a resolution of the Town Council.

## **MOVING BUILDING ON STREETS**

8. (1) No person shall move a building over or along a public street in the Town without first applying to the Town Council for permission to do so and thereafter obtaining permission by way of a Street Transport Permit;
- (2) The Engineer shall be responsible for supplying application forms for the Street Transport Permits and for signing Street Transport Permits, on behalf of the Town Council, once permission to issue such a Permit has been given by a positive motion from Town Council;
- (3) The fee for a Street Transport Permit shall be Fifty Dollars (\$50.00).



## **REMOVAL OF SNOW**

9. Occupiers, owners or persons in charge of houses, stores, lots and pieces of land situate on that portion of St. George Street in the Town extending northerly from and including the property at 324 St George Street on the one side and from the Town Hall Building at 285 St George Street on the other side to the Town Wharf, shall, after every snowfall, clear away the snow from the sidewalks adjoining their respective properties as follows:

- (a) When the snow ceases falling during the day within four (4) hours after it has ceased falling; and
- (b) When the snow ceases falling during the night, within four (4) hours after daylight on the following day.

## **PARTICULAR ENCROACHMENTS**

10. When any part of a street or other Town property has been built upon, the encroachment may be authorized to continue upon obtaining an Encroachment Permit.
11. Application for an Encroachment Lease shall be made to the Engineer and the Engineer may issue such permit upon
  - (1) determination by the Engineer that the encroachment was made in error;
  - (2) payment of a permit fee of Fifty Dollars (\$50.00);
  - (3) submission of an application in writing, in duplicate, on such form as may be specified by the Engineer from time to time, and signed by the person applying therefore;
  - (4) determination by the Engineer that the encroachment does not significantly impede pedestrian or wheelchair traffic on a sidewalk or vehicular traffic on a roadway;
  - (5) determination by the Traffic Authority that the encroachment does not pose a traffic hazard having regard to sight lines or otherwise;
  - (6) provision of an indemnity in favour of, and in form satisfactory to, the Town for the defence and indemnification of any claims arising out of or in relation to the encroaching structure; and
  - (7) provision of an acknowledgement that the permission of the Town to encroach may be withdrawn without payment of any compensation.
12. Notwithstanding the issuance of an Encroachment Permit, no person shall permit or cause a further or renewed encroachment once the original encroaching structure is demolished, destroyed or removed to the extent of 75% or more.
13. Notwithstanding sections 10 to 12, Council may by Agreement, authorize an encroachment or the continuation of an encroachment upon, under or over a street for such period of time and upon at least one of the following conditions:

- To provide for wheelchair access in accordance with the National Building Code of Canada
- To alleviate an existing or future problem relating to access to Town infrastructure
- To provide access to Town infrastructure
- To improve pedestrian or vehicular flow
- To replace an existing structure

14. Sections 10 to 13 do not apply to utility facilities.

### **SIDEWALK CAFES AND RESTAURANTS**

15. Council may enter into leases, containing such terms and conditions as it deems appropriate, for the seasonal or temporary use of a sidewalk or other suitable Town property as a sidewalk café or restaurant. Nothing in this section limits any other authority of Council or the Chief Administrative Officer to make leases of other Town property.

### **VEGETATION IN STREET RIGHT-OF-WAY**

16. Except in areas designated by Council resolution as exempt from this requirement, abutters shall maintain any grass between the curb and a sidewalk abutting their property, and/or between the curb and their abutting property, except in areas designated by Council's resolution as exempt from this requirement including:

- clipping, cutting or mowing the grass to a height of not greater than 8 cm.;
- raking and renewing grass as necessary in order to maintain a neat and tidy appearance; and
- collecting and removing litter or waste.

### **ENCROACHING VEGETATION**

17. Abutters shall trim the branches of trees, hedges, bushes or other shrubbery which encroaches from the abutting property over a street so as to prevent such tree, hedge, bush or other shrubbery:

- from interfering with pedestrian traffic on a sidewalk;
- from interfering with or affecting the sight lines of any person on a bicycle or in a motor vehicle travelling on the roadway, from the ground up to a minimum height of 2.25 meters; or
- from interfering with any structure on or in a street.

## **PENALTIES**

18. Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$250 and not more than \$1,000.
19. Any person who contravenes any provision of this Bylaw and who is given notice of the contravention may pay to the Town, at the place specified in the notice, 50% of the minimum fine specified in this Bylaw pursuant to the Town's Payment in Lieu of Prosecution Policy within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

## **REPEAL**

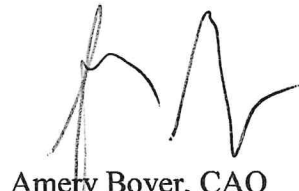
20. Bylaw No. 103, Streets Bylaw which received approval of The Minister of Municipal Affairs the 28<sup>th</sup> of February, 1992 is hereby repealed.

## **EFFECTIVE DATE**

21. This Bylaw shall be effective 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 18<sup>th</sup> day of October, 2004.

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this 1<sup>st</sup> day of November, 2004.

FIRST READING:	September 20, 2004
“NOTICE OF INTENT” PUBLICATION:	October 5, 2004
SECOND READING:	October 18, 2005
MINISTERIAL APPROVAL:	N/A
DATE OF PUBLISHING:	October 26, 2004
FORWARDED TO THE MINISTER:	November 2, 2004
FORWARDED TO TOWN WEBSITE:	November 2, 2004

I have completed my review of the Snow and Ice Control Policy and the Streets and Sidewalks By-Law.

The By-Law is definitely enforceable. That said, I have suggested some language which I feel would be of assistance if there were ever a need to prosecute or if an owner did not comply with the snow removal obligations.

The Policy is ok. I have only one recommendation which I have listed below.

### **Review of Bylaw**

I recommend adding a definition for Owner to the definition section. It should read:

(l) "owner" includes

- (i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building;
- (ii) an occupier, or person in charge of houses, stores, lots and lands; and
- (iii) in the absence of proof to the contrary, the person or persons assessed for the property;

I would then amend section 8.1. to simply read:

Owners of houses, stores, lots, and pieces of land situate on that portion.....

I would then add the following to section 8 of the Bylaw:

The Director of Municipal Operations and Development May Remove

8.4. (1) Where the owner fails to remove snow or ice from sidewalks or structures as required by this By-law, the Director of Municipal Operations and Development, or person under their supervision or direction, or a peace officer, may serve an Order to Remove Snow and Ice from Sidewalks upon the owner by posting the Order in a conspicuous place upon the property.

(2) If the owner fails to comply with the Order to Remove Snow and Ice from Sidewalks within 24 hours of service of the Order, the Regional Director of Public Works may direct the removal of such snow and ice and may recover the cost of such work from the owner.

(3) The Municipality's cost in removing the snow and ice pursuant to subsection (2) shall constitute a lien against the property which shall be applied and enforced in the same manner as for rates and taxes under the Assessment Act.

### **Review of Policy**

I recommend removing the following language from section 2:

However, to facilitate the overall removal of heavy snowfall amounts in the area referred to in the Streets and Sidewalk By-Law, the Town will at times clear snow from this area.

The Town can always assist with snow removal in those areas. However, if it stays in the Policy, it suggests an obligation on the part of the Town to become involved any time there is a "heavy snowfall".

### **Final Comment**

The By-Law and Policy are a bit convoluted but the By-Law is certainly enforceable. Moreover, if the recommended revisions are made, I think that it would be relatively easy to prosecute offenders.

Thanks

Jon



MAKING SERVICE A MATTER OF PRACTICE SINCE 1835

**Jonathan G. Cuming**

**Partner**

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Phone: 902.678.6156 Ext #234 FAX: 902.678.6010



**REQUEST FOR DECISION**

**TOPIC: Snow and Ice Control Policy**

**DATE: April 25, 2024**

**PROPOSED BY: CAO Millett Campbell**

<b>TAB # &amp; REFERENCES</b>	See attached draft policy
<b>BACKGROUND</b>	Council directed staff to consult with the solicitor on the snow and Ice Control policy. CAO forwarded the response to Council on March 6, 2024. Staff have reviewed the changes received from the solicitor and updated the policy to reflect the changes.
<b>PROPOSAL</b>	That Council review the proposed draft policy and approve the changes.
<b>BENEFITS</b>	Clearly outlines the responsibility of the Town and the “owner”.
<b>DISADVANTAGES</b>	
<b>COSTS &amp; SOURCE OF FUNDING</b>	n/a
<b>CAO REVIEW/ COMMENTS</b>	I agree with recommended changes to the policy.
<b>DRAFT MOTION/ RECOMMENDATION</b>	“...to recommend to Council to approve the Snow and Ice Control Policy #2024-05 dated April 2024.

**CAO’S INITIALS:** smc

**TARGET DECISION DATE: April 2024**

**TOWN OF ANNAPOLIS ROYAL**  
**POLICY**

TITLE: <b>Snow and Ice Control Policy</b>	
POLICY NO.: <b>#2024-05</b>	SUPERSEDES: <b>December 20, 2023 #2023-09; April 18, 2017,2017-5</b>
EFFECTIVE DATE:	APPROVED BY COUNCIL MOTION NO.:

**Purpose:**

Snow and ice control is an important issue for the Town. The costs of overtime and of salt are significant considerations. Our insurers have also indicated concern about liability if roads and sidewalks are not maintained and/or inspected regularly.

**Definitions:**

N/A

**Policy Statement:**

It shall be the policy of the Town to ensure that ice and snow control is provided at a reasonable level of service for a reasonable and affordable cost.

It is intended that accumulated amounts of two inches (5cm) or less of snow will not be plowed or removed from the roads except under special circumstances. However, in all cases advice from the Town police or from the Director of Municipal Operations and Development will govern snow and/or ice clearing decisions.

Reasonable efforts will be made to maintain sidewalks for comfortable and safe walking. Plowing and salting will not normally be done between 4:30 p.m. and 5:00 a.m. Exceptions will be in emergency situations such as medical, electrical, fire, police, accident, etc. when the Public Works Department will provide aid in the emergency. Exceptions may also occur when accumulated amounts of snow make it more sensible to remove snow during those hours.

1. **PROCEDURES AND PRIORITIES (ROADS):**

- 1.1. Under these guidelines the Director of Municipal Operations and Development will decide when and the detailed method by which roads will be plowed and/or salted. Police officers on duty will monitor street conditions and advise the Director of Municipal Operations and Development when they consider



conditions warrant that snow and ice control action should be taken.

1.2. The Director of Municipal Operations and Development shall make regular inspections of sidewalks and roads for the purpose of checking the ice and snow conditions. The results of these inspections should be documented, including date and time. These records will be retained for at least 2 years.

1.3. Normal priority for road plowing is as follows - (this priority may change depending on conditions):

- St. George Street from traffic lights to Drury Lane
- Drury Lane
- St. Anthony Street
- Victoria Street from St. George Street to Prince Albert Road
- St. George Street from Drury Lane to Chapel Street, Chapel Street, Church Street and St. James Street
- St. George Street and Prince Albert Road to Town limits
- St. Patrick's Lane, Champlain Drive, Ritchie Street, Grange Street and School Street
- Babineau Heights, Riverside Drive, Bohaker Street, Prince William Street
- Fortier Mills Lane

Minimum salt amounts will be applied and only after the snow has been removed. Only selected areas which create undue hazard or difficulty such as intersections or hills where slippery conditions exist will be salted. Unusually slippery conditions or circumstances such as freezing precipitation or a melt / freeze environment may require a broader application of salt at the discretion of the Director of Municipal Operations and Development.

2. **NORMAL PROCEDURES AND PRIORITIES (SIDEWALKS):**

The Director of Municipal Operations and Development will arrange sidewalk snow and ice control under these guidelines:

Town of Annapolis Royal **Streets and Sidewalks By-Law** refers to the responsibility of owners, occupiers, or persons in charge of houses, stores, lots, and pieces of land situate on St. George Street from civic #324 to the Municipal Wharf in respect to the clearing of snow and ice from sidewalks. The Town is responsible for the maintenance of the remainder of the Town sidewalks.

~~However, to facilitate the overall removal of heavy snowfall amounts in the area referred to in the **Streets and Sidewalk By-Law**, the Town will at times clear snow from this area.~~

Sidewalks will be tended to as soon as possible after precipitation stops and may well be concurrent with or prior to road clearing, depending upon the snowfall amounts. The hours from 5:00 a.m. to 4:30 p.m. will normally apply.

St. George Street and Victoria Street sidewalks will have first priority followed by

sidewalks on remaining streets.

Sidewalks will be salted after the Director of Municipal Operations and Development has inspected the matter and decided that salting is necessary.

3. PRIVATE DRIVEWAY ENTRANCES:

The Town does not take responsibility for removing snow from private driveways nor any entrance to driveways. The only exception might be when, at the discretion of the Director of Municipal Operations and Development, snow is plowed all to one side of the street and abnormally fills a driveway area.

4. SPECIAL AREAS:

The Town is responsible for clearing the Town Hall area and town parking lots.

Public Works will ensure that the entrance and driveway to the Health Care Centre are passable. The Fire Hall main entrance will be the first priority followed by the other areas at the discretion of the Supervisor.

5. HAULING SNOW-CLEANUP:

Only under extreme conditions will snow be removed from St. George Street from the traffic lights to the corner of Highway #201. Except where essential, removal and clearing away of snow will take place during normal working hours when the Public Works crew is available for this task.

6. DAMAGE:

The Town of Annapolis Royal is not responsible for any private structure or property damage because such is located so close to the sidewalk or the Town's right-of-way that it interferes with the clearing process. Owners are encouraged to keep their property levels at the same level as the sidewalk or right-of-way. The physical layout of some roads and private properties may elicit some assistance for unavoidable winter damage.

At the discretion of the Chief Administrative Officer, in consultation with the Director of Municipal Operations and Development, the Town of Annapolis Royal will repair or cause to be repaired any damage to private property, beyond that described above, which can be demonstrated to be a result of the Town's clearing of snow and ice from streets and sidewalks. Property owners not satisfied with the course of action undertaken by the Chief Administrative Officer may file an appeal in writing for consideration by Town Council.

7. REPEAL:

7.1. All former policies with respect to Snow and Ice Control are hereby repealed and this policy is substituted, therefore.

**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     day of 2024.

**GIVEN** under the hand of the CAO and under the seal of the Town of Annapolis Royal the    day of 2024.  
Chief Administrative Officer

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

# **TOWN OF ANNAPOLIS ROYAL POLICY**

TITLE: <b>Snow and Ice Control Policy</b>	
POLICY NO.: <b>#2023-09</b>	SUPERSEDES: <b>April 18, 2017,2017-5</b>
EFFECTIVE DATE: <b>December 20, 2023</b>	APPROVED BY COUNCIL MOTION NO.: <b>MOTION C#2023-12-20-08</b>

## **Purpose:**

Snow and ice control is an important issue for the Town. The costs of overtime and of salt are significant considerations. Our insurers have also indicated concern about liability if roads and sidewalks are not maintained and/or inspected regularly.

## **Definitions:**

N/A

## **Policy Statement:**

It shall be the policy of the Town to ensure that ice and snow control is provided at a reasonable level of service for a reasonable and affordable cost.

It is intended that accumulated amounts of two inches (5cm) or less of snow will not be plowed or removed from the roads except under special circumstances. However, in all cases advice from the Town police or from the Director of Municipal Operations and Development will govern snow and/or ice clearing decisions.

Reasonable efforts will be made to maintain sidewalks for comfortable and safe walking. Plowing and salting will not normally be done between 4:30 p.m. and 5:00 a.m. Exceptions will be in emergency situations such as medical, electrical, fire, police, accident, etc. when the Public Works Department will provide aid in the emergency. Exceptions may also occur when accumulated amounts of snow make it more sensible to remove snow during those hours.

1. **PROCEDURES AND PRIORITIES (ROADS):**
  - 1.1. Under these guidelines the Director of Municipal Operations and Development will decide when and the detailed method by which roads will be plowed and/or salted. Police officers on duty will monitor street conditions and advise the Director of Municipal Operations and Development when they consider

conditions warrant that snow and ice control action should be taken.

1.2. The Director of Municipal Operations and Development shall make regular inspections of sidewalks and roads for the purpose of checking the ice and snow conditions. The results of these inspections should be documented, including date and time. These records will be retained for at least 2 years.

1.3. Normal priority for road plowing is as follows - (this priority may change depending on conditions):

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However, to facilitate the overall removal of heavy snowfall amounts in the area referred to in the **Streets and Sidewalk By-Law**, the Town will at times clear snow from this area.

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7. REPEAL:

7.1. All former policies with respect to Snow and Ice Control are hereby repealed and this policy is substituted therefore.

**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 20<sup>th</sup> day of December 2023.

**GIVEN** under the hand of the CAO and under the  
seal of the Town of Annapolis Royal the 21<sup>st</sup> day of December 2023.  
Chief Administrative Officer

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

I have completed my review of the Snow and Ice Control Policy and the Streets and Sidewalks By-Law.

The By-Law is definitely enforceable. That said, I have suggested some language which I feel would be of assistance if there were ever a need to prosecute or if an owner did not comply with the snow removal obligations.

The Policy is ok. I have only one recommendation which I have listed below.

### **Review of Bylaw**

I recommend adding a definition for Owner to the definition section. It should read:

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- (i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building;
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(2) If the owner fails to comply with the Order to Remove Snow and Ice from Sidewalks within 24 hours of service of the Order, the Regional Director of Public Works may direct the removal of such snow and ice and may recover the cost of such work from the owner.

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### **Final Comment**



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Thanks

Jon



MAKING SERVICE A MATTER OF PRACTICE SINCE 1835

**Jonathan G. Cuming**

**Partner**

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**Request for Decision**

**TOPIC: Change in EV Sponsorship Policy**

**DATE: April 24, 2024**

**PROPOSED BY: DMO/D Knox**

<b>TAB # &amp; REFERENCES</b>	See attached policies
<b>BACKGROUND</b>	The Town currently has a policy offering sponsorship of our EV Charging stations. This helps the Town offset the cost of the charging while allowing businesses to support the Town. The cost is based on the previous year's usage. For the 24/25 fiscal year this cost will be \$1100 per station. Sponsor feedback has indicated that these costs are too high for continued participation.
<b>PROPOSAL</b>	That Council approves a revision to the policy allowing 2 sponsors per station at \$500 each. Feedback for this change has been positive from current and potential sponsors.
<b>BENEFITS</b>	This change would allow the Town to offset the bulk of our costs related to the stations. The sponsor signs cost ~\$50 each. and current sponsors have indicated they would remain, and 2 new sponsors would be sought at a cost of ~\$100 for signage. Last year the cost of the stations' usage was \$2200 this change would allow us to earn \$1900 (net).
<b>DISADVANTAGES</b>	More signage
<b>COSTS &amp; SOURCE OF FUNDING</b>	01-27815Z Telsa Charging Stations
<b>CAO REVIEW/ COMMENTS</b>	Due to the increase cost of power and usage of the two EV charging stations, I agree with staff to increase the sponsorship numbers to help minimize the cost of the stations.
<b>RECOMMENDATION</b>	“...to recommend to Council to approve the EV Sponsorship Policy 2024-06 dated April 2024.

TOWN OF ANNAPOLIS ROYAL  
POLICY

Title: <b>Electric Vehicle (EV) Charger Sponsorship Policy</b>	
Policy No: <b>2024-06</b>	Supersedes: <b>2022-06</b>
Effective Date:	Approved by Council Motion Number: <b>MOTION #</b>

**Intent:**

The EV Charger Sponsorship Policy of the Town of Annapolis Royal allows for the creation of partnerships with local business to substantially offset the operational cost of EV chargers within the Town whose use is free to the public. The cost of the sponsorship is based on the average prorated operational cost of the charger. This agreement allows the name and logo of the sponsoring business to appear on the EV Charger along with the statement "free charging provided by...".

**Scope:**

The Electric Vehicle (EV) Charger Sponsorship Policy of the Town of Annapolis Royal applies to all Level 2 EV Chargers owned by the Town.

**Procedure and Implementation:**

**1. Sponsorship Sought**

Advertisements outlining the program and seeking potential sponsors will be placed on social media, the Town's website (www.annapolisroyal.com), and sent via MailChimp. Application will be submitted to the Community Development Coordinator and sent to the CAO for final approval. Sponsors will be scored using the scorecard found in Schedule B, with the highest scoring applicants being chosen.

**2. Sponsorship cost and term**

The cost of the sponsorship will be \$500 per year. The term of the sponsorship shall be one year, beginning April 1<sup>st</sup> of each calendar year and ending March 31<sup>st</sup> of the following calendar year.

**3. Approved application**

Once the application has been approved by the CAO, the Sponsor will be invoiced. The Sponsor will provide artwork and details for the sign to the Town, which will commission the production of the sign. The sign will be placed at the EV charger by the Public Works team.

**4. End of Term**

Two months before the end of the fiscal year, the Town will advertise for new sponsors. There is no automatic renewal. Each year potential sponsors will be judged according to the scorecard found in Schedule B.

**5. Other Items**

Please note that any potential sponsorship may not compromise the Town's ability to carry out its functions fully and impartially.

Sponsorships must not conflict with the terms and conditions of existing sponsorships or naming rights agreements.

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      day of                      2024.

GIVEN under the hand of the CAO and under the seal of

The Town of Annapolis Royal the      day of                      2024.

---

Sandi Millett-Campbell, Chief Administrative Officer

## **Schedule A**

### **Sign Details**

1. The sponsorship sign will be .5 111<sup>2</sup> (5 ft<sup>2</sup>) and made of coroplast. The Town will commission the production of the sign.
2. The cost of the sign will be its actual production cost.
3. It will state "free charging courtesy of" and show the name and logo of the sponsoring business.
4. The sign will be mounted on the post located at EV Charger.

Schedule B

Scorecard

	Points
Is this business located in Annapolis Royal?	4
Is this business located within 30 Km of Annapolis Royal?	3
Is this business operated year-round?	2
Is the business a Not-for-Profit or charity?	1
<b>TOTAL POINTS</b>	

TOWN OF ANNAPOLIS ROYAL  
POLICY

Title: <b>Electric Vehicle (EV) Charger Sponsorship Policy</b>	
Policy No: <b>2022-06</b>	Supersedes: <b>NA</b>
Effective Date: <b>July 20, 2022</b>	Approved by Council Motion Number: <b>MOTION #C2022-07-20-05</b>

**Intent:**

The EV Charger Sponsorship Policy of the Town of Annapolis Royal allows for the creation of partnerships with local business to offset the operational cost of EV chargers within the Town whose use is free to the public. The cost of the sponsorship is based on the average prorated operational cost of the charger for the previous fiscal year and the cost of the sign (as detailed in schedule A). This agreement allows the name and logo of the sponsoring business to appear on the EV Charger along with the statement “free charging provide by...”.

**Scope:**

The Electric Vehicle (EV) Charger Sponsorship Policy of the Town of Annapolis Royal applies to all Level 2 EV Chargers owned by the Town.

**Procedure and Implementation:**

**1. Sponsorship Sought**

Advertisements outlining the program and seeking potential sponsors will be placed on Social Media, the Town’s website ([www.annapolisroyal.com](http://www.annapolisroyal.com)), and sent via MailChimp. Application will be submitted to the Community Development Coordinator and sent to the CAO for final approval. Sponsor’s will be scored using the scorecard found in Schedule B, with the highest scoring applicants being chosen.

**2. Sponsorship cost and term**

The cost of the sponsorship will be based on the average prorated operational cost of the charger for the previous fiscal year plus the actual cost of the sponsorship sign. The term of the sponsorship shall be one year, beginning April 1<sup>st</sup> of each calendar year and ending March 31<sup>st</sup> of the following calendar year.

### 3. **Approved application**

Once the application has been approved by the CAO, the Sponsor will be invoiced. The Sponsor will provide artwork and details for the sign to the Town, which will commission the production of the sign. The sign will be placed at the EV charger by the Public Works team.

### 4. **End of Term**

2 months before the end of the fiscal year, the Town will advertise for new sponsors. There is no automatic renewal. Each year potential sponsors will be judged according to the scorecard found in Schedule B.

### 5. **Other Items**

Please note that any potential sponsorship may not compromise the Town's ability to carry out its functions fully and impartially.

Sponsorships must not conflict with the terms and conditions of existing sponsorships or naming rights agreements.

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 20<sup>th</sup> day of July 2022.

GIVEN under the hand of the CAO and under the seal of  
The Town of Annapolis Royal the 21<sup>st</sup> day of July 2022.



Sandi Millett-Campbell Chief Administrative Officer



## **Sign Details**

1. The sponsorship sign will be .5 m<sup>2</sup> (5 ft<sup>2</sup>) and made of coroplast. The Town will commission the production of the sign.
2. The cost of the sign will be its actual production cost.
3. It will state “free charging courtesy of” and show the name and logo of the sponsoring business.
4. The sign will be mounted on the post located at EV Charger.

Schedule B

Scorecard

	Points
Is this business located in Annapolis Royal?	4
Is this business located within 30 Km of Annapolis Royal?	3
Is this business operated year-round?	2
Is the business a Not-for-Profit or charity?	1
TOTAL POINTS	



# MGA

## Area rates and uniform charges

- 75 (1) The council may spend money in an area, or for the benefit of an area, for any purpose for which a municipality may expend funds or borrow.
- (1A) For greater certainty, an expenditure under subsection (1) may include a contribution to a hospital to which the Hospitals Act applies.
- (2) The council may recover annually from the area the amount required or as much of that sum as the council considers advisable to collect in any one fiscal year by an area rate of so much on the dollar on the assessed value of the taxable property or occupancy assessments in the area.
- (3) The council may provide
- (a) a subsidy for an area rate from the general rate in the amount or proportion approved by the council;
  - (b) in the resolution setting the area rate, that the area rate applies only to the assessed value of one or more of the taxable commercial, residential or resource property and occupancy assessments in the area.
- (4) The council may, in lieu of levying an area rate, levy a uniform charge on each
- (a) taxable property assessment;
  - (b) dwelling unit, in the area.
- (5) Charges pursuant to subsection (4) are first liens on the real property and may be collected in the same manner as taxes.
- (6) A council may expend money within an area for any lawful purpose and may raise all, or part of it, by a general rate on the whole municipality.
- (7) The area rate referred to in this Section may be different on commercial property and business occupancy assessments than on residential and resource property. 1998, c. 18, s. 75; 2005, c. 9, s. 10; 2019, c. 19, s. 7.



## **TOWN OF KENTVILLE POLICY STATEMENT G13 FIRE AREA RATE**

---

### **1.0 PURPOSE**

Fire services have been provided in the Town of Kentville, substantially through the efforts of volunteers, both in the direct provision of the service, and in fund-raising activities undertaken to finance these endeavors. The demands of modern living have made it more difficult for volunteers to undertake all of the work necessary to provide these services, particularly the fund-raising aspect.

### **2.0 DEFINITIONS**

Municipalities have a broad range of area rate powers. Section 75 of the Municipal Government Act provides that area rates may be used to finance all or part of the cost of any municipal service or facility that council deems to be of benefit to an area.

### **3.0 SCOPE**

#### **4.0 PROCEDURES**

##### **1. Council**

The Council shall consider the establishment of an area rate upon receipt of an application submitted in accordance with the terms of this policy.

##### **2. Applicant**

An application for the establishment or continuation of a fire area rate shall be submitted to the town, having as its objective, the provision of fire services, respectively, and referred to in this policy as the “applicant.”

##### **3. Ratepayer**

“Ratepayer” means a person residing within the Town and rated on the current assessment roll of the Town ***and the spouse of such person as defined in the Matrimonial Property Act.***

##### **4. Area to which the rate applies**

An application for the establishment of an area rate shall define the area to which the rate is to apply, with sufficient clarity to allow for proper implementation of the rate for billing purposes. The area shall be defined by resolution of the Council at the time of the setting of the area rate.

##### **5. Multiple Jurisdictions**

If the area to be served by the area fire rate includes more than one municipal unit, or partly includes the area of an existing fire commission, the provisions of subsection 46(5) of the Rural Fire District Act will be applied to apportion the amounts raised in each jurisdiction.

**6. Administration Fee**

An administration fee of 4% will be charged by the Town to offset the costs involved in billing, collecting and forwarding the area rate funds. Applicants should include this fee in their budget calculations and area rate submissions.

**7. Public Participation**

Prior to the submission of an application for an area rate, an applicant shall call a public meeting. Notice of the meeting shall be given by two advertisements in a newspaper, having circulation in the area to which the rate will apply.

The first such notice shall be published not less than 14 days prior to the date of the meeting and the second notice not less than 7 days prior to the date of the meeting. In addition to the newspaper notice, the applicant shall post the notice of the meeting in 5 conspicuous places in the area to which the rate is to be applied, not less than 14 days prior to the date of the meeting. The notice shall contain the date, time and place of the public meeting; the name of the applicant; the amount of the area rate to be requested in the application; the area to which the rate will apply; what ratepayers will be entitled to vote; and the method of voting.

**8. Extent of Public Support**

The public meeting shall be conducted by the Applicant. The applicant shall have a register in which those ratepayers attending the meeting may place their names and addresses. Prior to a vote being called, the applicant shall make a presentation to the meeting, setting out the reasons and proposed purposes for use of the area rate funds and the amount of the rate. The support for the proposed area rate shall be determined by majority vote of the ratepayers present and voting at the meeting.

**9. Application**

An application shall set out evidence of the organization's incorporation and good standing under the Societies Act, and shall include a budget in support of the proposed area rate; a definition of the area to which the rate shall apply; a declaration setting out the fulfillment of the public notice and public meeting process required by this policy.

**10. Timing of Area Rate Submissions**

Area rate applications will be considered by Council only during the Town's budget process. Applications must be submitted by March 1 in each year. However, in the year 2000, applications will be received until April 30.

**11. Annual Applications and Accountability**

An area rate does not continue automatically from year to year. An application must be submitted each year for the continuation of an area rate. In each year following the setting of an area rate, an applicant shall submit to Council, audited financial

statements covering the preceding year, and a statement of activities carried on in that year. A public meeting, as required in section 7, must be held at which the audited financial statements and a statement of activities of the preceding year are presented, in addition to a budget and the amount of the proposed rate for the coming year. Support for the proposed area rate shall be determined by majority vote of the ratepayers present and voting at the meeting. **Any portion of a proposed rate that was approved at the prior year's meeting related to repayment of debt shall be considered to be approved in each subsequent year to the extent as disclosed in the audited financial statements.**

**12. Application of the Area Rate**

An area rate for fire services established under this policy, shall be applied to the taxable property assessment for the area defined by the resolution of the Council.

**13. Town Staff**

Town staff shall provide mapping and assessment data to applicants and such advice to Council, as Council requires.

**5.0 ASSOCIATED DOCUMENTS**

**6.0 POLICY REVISION HISTORY**

Date Created: April 12, 2000  
Revision: February 13, 2002  
January 2017. Reformatted.



CAO Mark Phillips



## REQUEST FOR DECISION

**TOPIC: Repeal Listing and Links Policy**

**DATE: April 25, 2024**

**PROPOSED BY: CAO Millett Campbell**

<b>TAB # &amp; REFERENCES</b>	See attached policy #2017-2
<b>BACKGROUND</b>	Staff were reviewing the website listing and noticed that the current policy is not being followed. Staff are recommending to repeal the policy.
<b>PROPOSAL</b>	The policy should be repealed due to the fact that there is no longer a Annapolis Board of Trade to be a member in good standing and that staff have not been charging the \$50/year to be listed on the website.
<b>BENEFITS</b>	Allowing any nearby businesses to post their business and contact information on the town website under Nearby Business.
<b>DISADVANTAGES</b>	Loss of potential revenue.
<b>COSTS &amp; SOURCE OF FUNDING</b>	n/a
<b>CAO REVIEW/ COMMENTS</b>	I agree with staff to repeal the policy but to continue to support local business on our website. The important part is that the nearby businesses need to reach out to us to have the listing on our site. Staff do not have the time to connect to the businesses.
<b>DRAFT MOTION/ RECOMMENDATION</b>	“...to recommend to Council to repeal the Listing and Links Policy #2017-2 dated February 21, 2017.

**CAO'S INITIALS:** smc

**TARGET DECISION DATE: May 2024**

# Website – Listings and Links

**Policy No.:** 2017-2

**Supersedes:** 2011-4

**Effective Date:** February 21, 2017

**Approval By Council Motion No.:** 13

## **Purpose:**

To encourage all businesses to provide a listing on the Town of Annapolis Royal website.

## **Policy Statement:**

We encourage participation of all area businesses on the Town's website.

## **Fee schedule:**

### **1. Town Businesses and Organizations**

Town businesses and organizations will be provided a free listing in the business directory of the Town of Annapolis Royal website.

### **2. Area Organizations and Attractions**

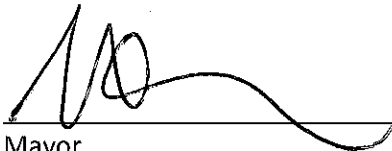
In the spirit of full promotion of the area being in the best interest of both the Town and the surrounding area, the Town will extend the same offer to businesses, attractions and organizations that are members in good standing of the Annapolis Board of Trade.

### **3. Businesses outside of Town**

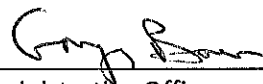
Businesses outside of Town that are not members of the Annapolis Board of Trade may have a listing at a fee of \$50.00 per year.

## **General:**

Individual businesses and organizations will be responsible for notifying Town Hall of the required addition or removal of their listing as well as the ongoing accuracy of the content.



Mayor  
William MacDonald

  
\_\_\_\_\_  
Chief Administrative Officer  
Gregory Barr

MARCH 14, 2017  
Date

March 13, 2017  
Date





**REQUEST FOR DECISION**

**TOPIC: NSFM Letter Regarding Municipal Policing**

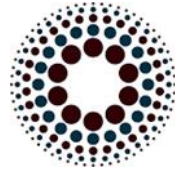
**DATE: April 25, 2024**

**PROPOSED BY: CAO Millett Campbell**

<b>TAB # &amp; REFERENCES</b>	See attached NSFM Letter
<b>BACKGROUND</b>	The letter was received from NSFM looking for comments and direction from municipal units with local police services. The deadline for submissions is May 31, 2024. NSFM is looking for feedback from Councils, CAO's and Board of Police Commissions. In your package you have received input from the Chair Roy Stagg for consideration. Since the letter has gone out, there has been a request for all parties to meet on either May 15th or 16 <sup>th</sup> . This will give all members an opportunity to share their concerns and one larger voice for the submission.
<b>PROPOSAL</b>	That Council decides on their priorities and responses to the NSFM questions so that when CAO Millett Campbell and the Mayor attend the meeting we have clear direction from our Town.
<b>BENEFITS</b>	Working together on municipal policing for the better of our residents.
<b>DISADVANTAGES</b>	Only cost of the travel expenses to Truro.
<b>COSTS &amp; SOURCE OF FUNDING</b>	n/a
<b>CAO REVIEW/ COMMENTS</b>	Suggest that Council review the questions, and the BoPC Chairs response that is included in package. Then give CAO Millett-Campbell direction on how the Town sees policing in time for the May meeting in Truro.
<b>DRAFT MOTION/ RECOMMENDATION</b>	

**CAO'S INITIALS:** smc

**TARGET DECISION DATE: May 2024**



12 April 2024

(Delivered via email)

Dear NSFM members with municipal police agencies,

**RE: Municipal Police Agencies Opportunities and Challenges**

This letter is being sent to the ten NSFM members that have their own municipal police agencies. All municipalities are experiencing challenges related to the cost and effectiveness of policing services to some degree. However, NSFM recognizes that municipal police agencies experience distinct challenges and offer distinct opportunities in pursuit of providing a high standard of public safety to Nova Scotians. Municipal police have a long and proud history in Nova Scotia and stand to offer important insights on the future of policing in this province.

Following our series of consultations on policing in 2023, NSFM would like to delve deeper into the opportunities and challenges that characterize municipal policing. In our recent consultation on policing, NSFM identified pressing issues in municipal policing that include but are not limited to:

- Communication between municipal police agencies and the Department of Justice (DoJ) could be improved by creating a designated Municipal Police Liaison similar to the RCMP Liaison.
- The cost of policing is rising. Additionally, municipal police agencies in towns and regional municipalities are required to provide these services to a significantly larger portion of the population than is included in their municipality's tax base. Therefore, financial assistance similar to the Additional Officer Program (AOP) is called for.
- Central support services are relied on but are not always readily available or of sufficient quality. Similarly, Biological Casework Analysis is paid for by all Nova Scotian municipalities, but these services are not always sufficiently high-quality or available when needed.
- Police officers are often called on to assist people experiencing breakdowns in mental health and are required to maintain custody of people awaiting treatment at a hospital for long durations of time. This is a drain on officer time that would be otherwise spent preventing and investigating crime and could be more appropriately done by an alternative designated position.

We invite you to work with your Board of Police Commissioners or whoever else you deem appropriate to provide further information on significant issues and opportunities that would make a difference to your police agency and constituents. **Please submit a response to this letter to [info@nsfm.ca](mailto:info@nsfm.ca) by May 31st.** Please consider the following questions in addition to any other aspects of policing that you and your council would like to comment on.

- What are the existing pressures discussed in your Board of Police Commissioners and council meetings related to policing?
- What expanded or additional supports could serve as solutions to these pressures?
- What hopes or expectations do you have regarding the upcoming new Provincial Policing Standards announced by DoJ?
- Do you see any opportunities for further collaboration on the provision of central support services?
- Do you experience barriers to collaborating with other municipal police agencies or the RCMP? How often does your police agency receive requests for support from the RCMP?
- Do you see any opportunities to increase police interoperability?
- Do you think the current *Police Act* allows you to effectively administer policing? If not, what would useful changes look like?

Discussions on policing in Nova Scotia will take place as part of a comprehensive review of policing, being conducted by the [Police Review Engagement Advisory Committee](#) and technical consultant Deloitte. NSFM is dedicated to representing all municipalities and understanding the distinct challenges that they experience.

Thanks in advance for contributing your perspective to this important discussion.

Kind Regards,



*Juanita Spencer,*  
CEO, Nova Scotia Federation of Municipalities

Hi Sandi

I am going to answer these in point form.

Possibly Mark wants to add some comments, so you can combine it all together.

#### Additional Officer Program

This has been addressed and has been sent to the DOJ.

Since costs are rising everywhere and we are not sure of future changes that maybe  
Imposed on police forces by the DOJ.

Regional police forces should be raised to equal what the RCMP receives.

Then since it's been 15 years without a raise the program should be raised

At least to the amount of \$250-300 thousand per year.

This should help off set future costs.

#### Mental Health Initiatives

Officers that are required to transport people to hospitals and wait till they are  
Admitted is a very costly expense. This transport may take the officer their entire shift  
Leaving their community and fellow officers short staffed.

I propose that the Sheriffs department transport those people to hospitals.

They are trained and have the vehicles equipped to properly transport.

Sheriffs should double up with the officer so they can transport from the call directly.

## Existing Pressures

The biggest pressure is of course funding.

Times are changing for all police departments across the country.

In order to hopefully save funds have an ongoing sharing relationship with other

Police departments. With a direct result for better policing and cost savings.

Which answers the question for future collaboration between departments.

## Night coverages

There seems to be more knowledge by the public that there is no police coverage in late night hours only

On call coverage. Unfortunately there is considerable time wasted getting to a call.

Suggestion is after eight pm all police offices in NS have a minimum of two officers

On duty till the start day shift the next day. This will provide better coverage and visibility of officers

In the area.

## Mayors on Police Boards

Currently the Justice Minister of BC is bringing in a law that

Mayors of police boards will not be allowed to be the chairman or deputy chair.

Nova Scotia should adopt the same policy.

New configuration for Police Boards

3 Public Members

1 Appointment from the DOJ.

1 Council Member

Public members stay involved for a longer period this gives better stability

To the board, where as council members may change on a yearly basis.



File No. PNS-41053-B3K9R2

April 12, 2024

Mayor Amery Boyer  
mayorboyer@annapolisroyal.com

Dear Mayor Boyer:

Thank you for your letter dated February 26, 2024, regarding the concerns of Town Council and your Environmental Advisory Committee about the effects of glyphosate in your community.

We know that some Nova Scotians have concerns about aerial spraying of pesticides, and specifically glyphosate, and we continue to consider those concerns. In previous communications from the department, we shared some information about how pesticides are managed in Nova Scotia. I've included that information below for your further review.

Like other provinces only pesticides approved by the Pesticide Management Regulatory Agency of Health Canada (PMRA) can be used in Nova Scotia. The work of PMRA considers the application method of pesticides. Health Canada re-evaluated glyphosate in 2019 and 2017 and found it to be acceptable when used according to the manufacturer's label. You can find information on Health Canada's website: [Re-evaluation Decision RVD2017-01, Glyphosate - Canada.ca](#) and [Statement from Health Canada on Glyphosate - Canada.ca](#). Any questions relating to the federal government's approval of pesticides for use in forestry should be directed to Health Canada.

In Nova Scotia, we require all applicators of restricted or commercial class pesticides to be certified. In addition, an approval from ECC is required before conducting aerial herbicide treatments.

We listened to community feedback and made some changes to terms and conditions outlined in the 2023 Pesticide Approvals to better align with regulatory requirements, increase clarity and transparency, and improve how an approval holder demonstrates compliance. Operational conditions such as buffer zones and wind speeds are included in these approvals, as well as notification requirements.

We notify municipalities and First Nations when pesticide approvals have been issued for sites in their communities. All approvals for aerial pesticide spraying are available on our website at [Pesticide Applications Approvals | Pests and Pesticides | Nova Scotia Environment](#).

Mayor Amery Boyer

Page – 2

In addition to issuing approvals, the Department conducts audits based on risk and responds to complaints when sufficient information is provided that an approval holder may not be meeting the terms and conditions of their approval or is in contravention of the Pesticide Regulations - Environment Act (Nova Scotia). Complaints may be reported to the Department at: 1-877-9ENVIRO (1-877-936-8476).

Thank you again for sharing your concerns about aerial spraying of pesticides.

Sincerely,



Andrew Murphy

Associate Deputy Minister, Environment and Climate Change

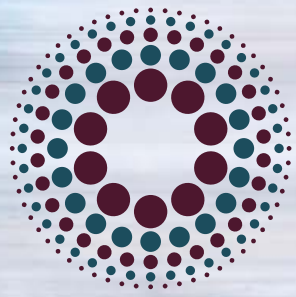
c: Honourable Timothy Halman, Minister of Environment and Climate Change  
Honourable Michelle Thompson, Minister of Health and Wellness  
Warden Alex Morrison, Municipality of the County of Annapolis  
Members of the town of Annapolis Environment Advisory Committee





2023

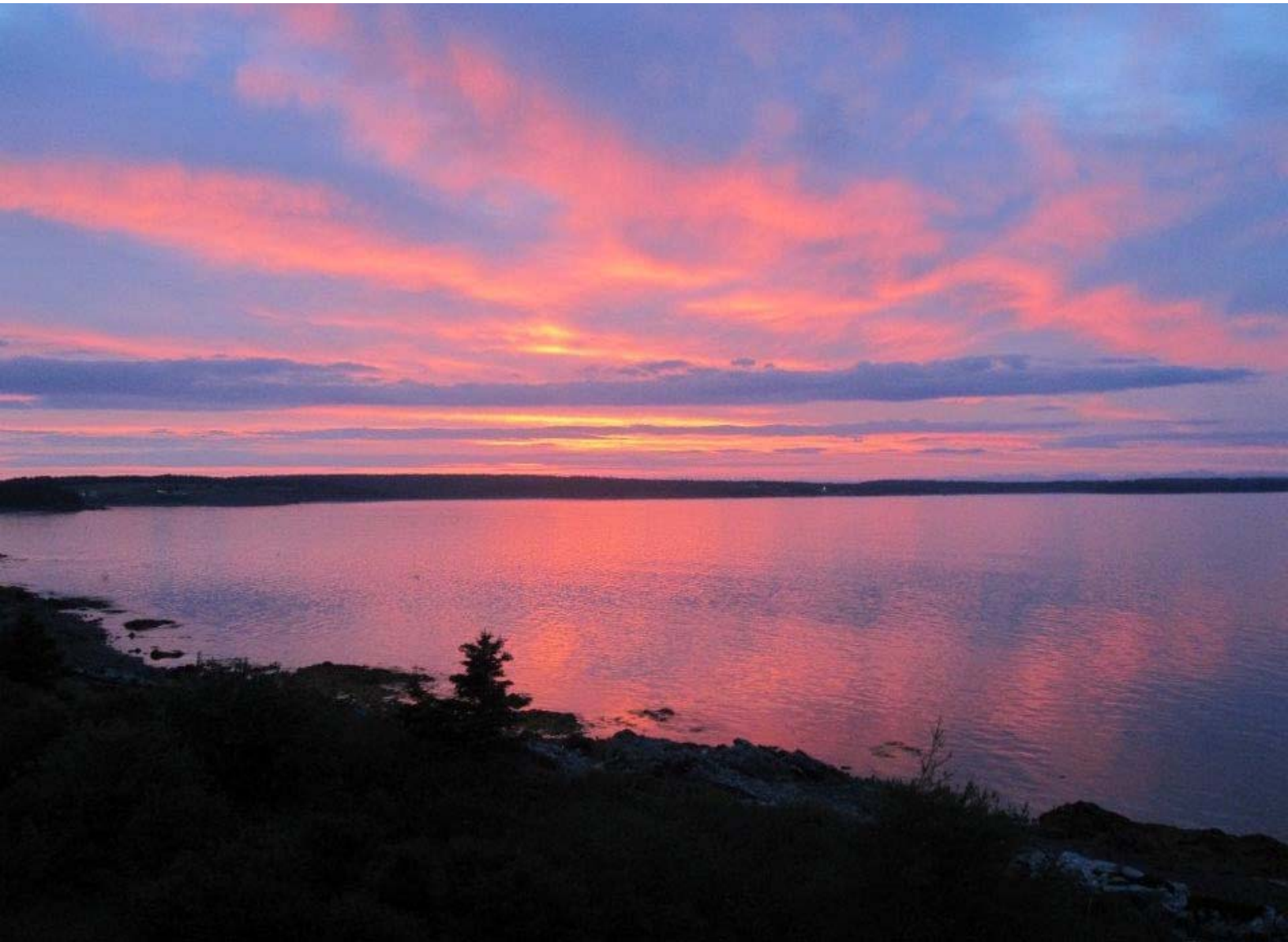
# Annual Report



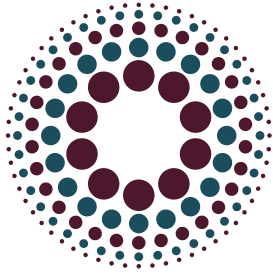
NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES

*Rissers Boardwalk – Kas Stone*





*Bay of Rocks – Andre Leblanc*



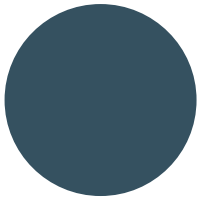
## NOVA SCOTIA FEDERATION OF MUNICIPALITIES

# Introduction

Welcome to the Nova Scotia Federation of Municipalities (NSFM) 2023 Annual Report. NSFM is the unified voice of the province's municipalities. Our dedicated non-profit organization champions the collective interests of all municipally elected officials and 49 vibrant municipalities.

NSFM is led by our 13-member Board of Directors, elected by our valued members, and complemented by an appointee from the Association of Municipal Administrators Nova Scotia (AMANS), we steer impactful change.

As a beacon of advocacy, NSFM engages with municipal councils, elected and senior officials at provincial and federal levels of government and communicates the diverse priorities of local government. Through strategic negotiation and consultation, we service and administer funding to empower Nova Scotia's municipalities in delivering essential services to residents.



### **MISSION:**

To enable effective local government for Nova Scotia's communities by facilitating strategic advocacy, education, and collaboration.



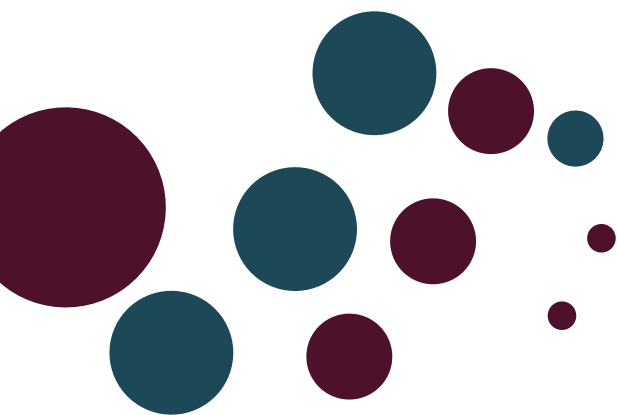
### **VISION:**

Effective local government and strong, sustainable communities.





*Springville Church and Community Hall, Springville*





# Board of Directors



**Mayor Brenda Chisholm-Beaton**  
Town of Port Hawkesbury  
**President**



**Mayor Carolyn Bolivar-Getson**  
Municipality of the District of Lunenburg – **Vice-President**



**Mayor Amanda McDougall**  
Cape Breton Regional Municipality  
**Past-President**



**Mayor Sandra Snow**  
Town of Kentville



**Warden Bruce Morrison**  
Victoria County



**Councillor Paul Russell**  
Halifax Regional Municipality



**Mayor Lennie White**  
Town of Westville



**Councillor Patti Durkee**  
District of Yarmouth



**Mayor Darlene Norman**  
Region of Queens



**Mayor Laurie Boucher**  
Town of Antigonish



**Councillor Martha Armstrong**  
County of Kings



**Councillor Pamela Lovelace**  
Halifax Regional Municipality



**Mike Dolter, CAO**  
Town of Truro  
AMANS Representative



# NSFM Staff

**Juanita Spencer** – Chief Executive Officer

**Dani Coffey** – Director of Policy and Government Relations

**Judy Webber** – Director of Events and Member Development

**Ian Morrison** – Director of Operations and Communications

**Mary Claire Lake** – Director of Finance

**Wesley Petite** – Policy Advisor

**Kyle McKenzie** – Infrastructure and Sustainability Officer

**Charlotte Tavenor** – Office Administrator

**Lucy MacLeod** – Fund Navigator

**Charlene Fekeshazy** – Communications Advisor

**Debbie Nielsen** – Lead Program Manager, SCCF

**Brandon Durkee** – Grant Coordinator, SCCF

**Gab LeVert** – Communications & Engagement Officer, SCCF



*Cherry Hill Beach – Kas Stone*



# Message from the President

## **Brenda Chisholm-Beaton**

In the 2023 Annual Report of the Nova Scotia Federation of Municipalities (NSFM), I am pleased to provide an overview of our remarkable journey over the past year. Together, we've made significant strides, advancing NSFM into a transformative period marked by progress, resilience, and strategic foresight. Our advocacy initiatives have not only influenced legislation but also reaffirmed our dedication to safeguarding municipal interests.

A notable achievement is the Service Exchange initiative, which addressed crucial municipal issues through collaboration between the Service Exchange Committee, the province, and our membership.

Inclusivity remains a priority, demonstrated by our restructuring measures, including e-voting for board elections. This election process ensures all voices are heard, fostering a sense of belonging and shared ownership.

Our partnerships with the Province, FCM, AMANS, and counterparts nationwide strengthen our collective impact and position NSFM as a resounding voice for our members.

Recent organizational changes emphasize direct member engagement. We're committed to advocating for municipalities of all sizes, overcoming challenges, and seizing opportunities.

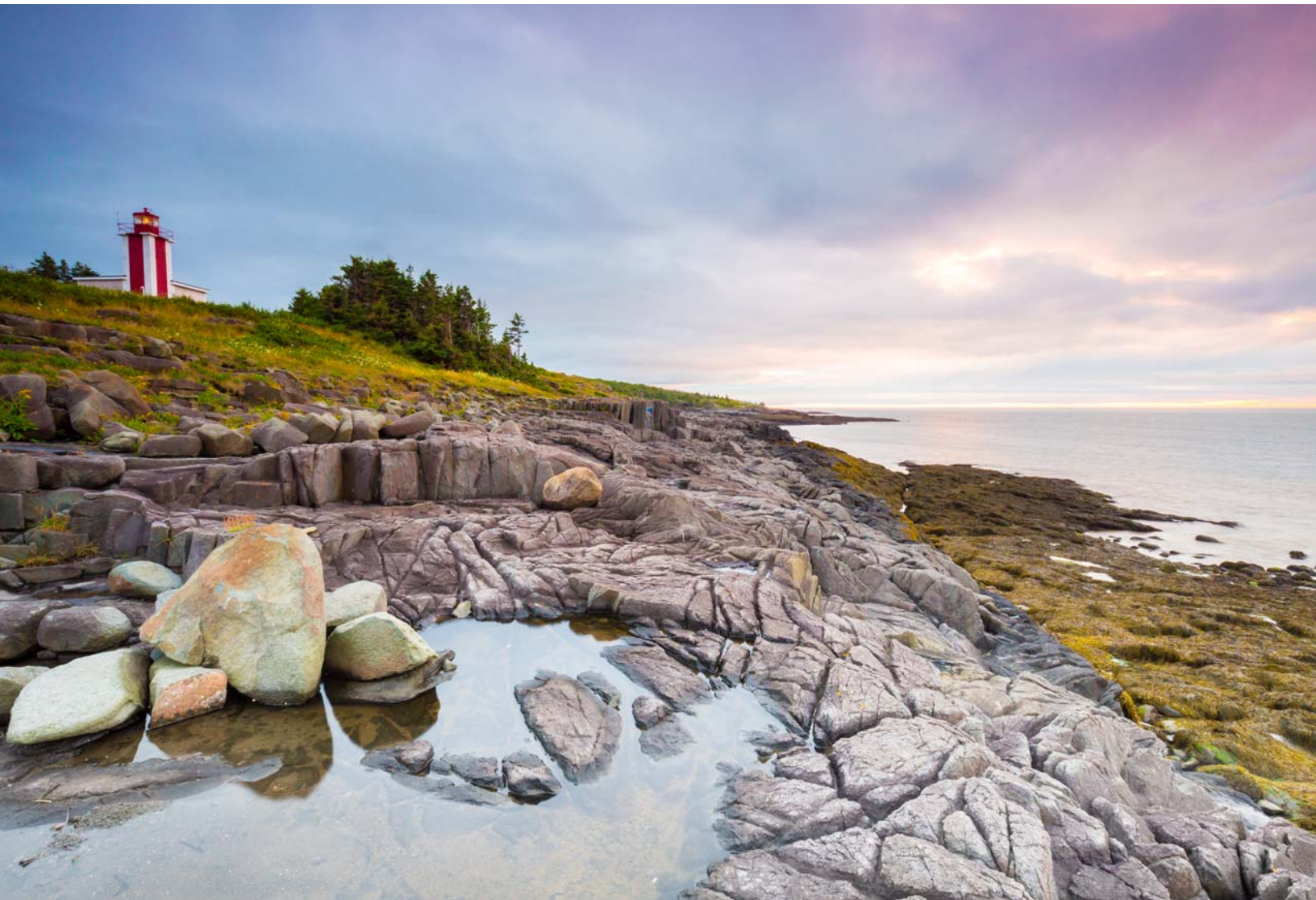
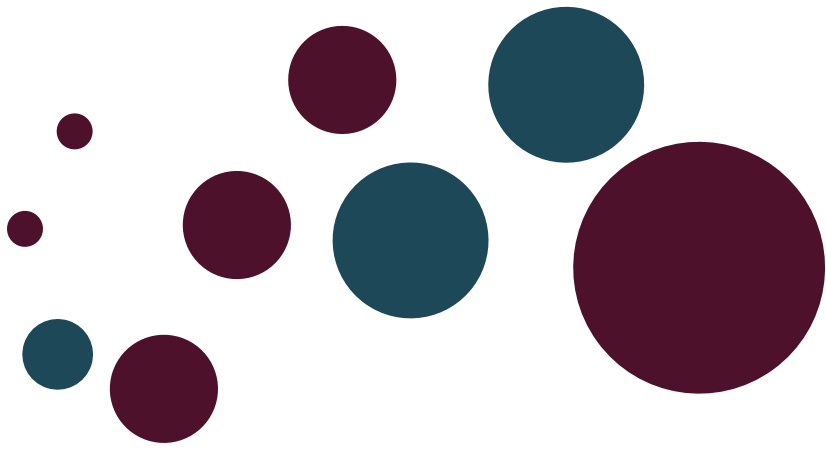
Access our empowering resources, stay informed about provincial-municipal affairs through our communications, and innovate with our support. Your membership is a gateway to a dynamic community dedicated to your growth and success.

I extend my deepest gratitude to each member and partner for contributing to NSFM's success. Together, we've navigated challenges, seized opportunities, and set the stage for continued growth and evolution.

Looking ahead with optimism, I anticipate the journey ahead with great anticipation.







*Point Prim Lighthouse – Adam Cornick*





# Message from the CEO

## Juanita Spencer, Chief Executive Officer

Reflecting on the past year, we are proud of the remarkable achievements and milestones of the Nova Scotia Federation of Municipalities (NSFM). Our members' dedication and collective efforts have significantly contributed to our mission's success, leaving a lasting impact on municipalities across Nova Scotia.

The Service Exchange initiative stands out as a pivotal achievement, realigning municipal and provincial responsibilities to empower municipalities financially. Our collective voice, notably during the swift response to the Bill #340, *Municipal Reform Act (2023)*, demonstrates the strength and unity within our Federation.

Despite challenges, such as the debate concerning Bill #329, the *Halifax Regional Municipality Charter*, our rapid and passionate response underscores our commitment to defending municipal autonomy. We advocate for collaboration and consultation, emphasizing the importance of working together to address critical issues, such as housing.

NSFM's engagement in enacting Extended Producer Responsibility regulations into legislation and developing a Municipal Code of Conduct showcases our commitment to addressing complex issues and advocating for municipal voices in policing matters.

We continue supporting the provincial government in delivering valuable grant programs like the Canada Community-Building Fund (CCBF) and the

Sustainable Communities Challenge Fund, which reflect the positive outcomes of our advocacy efforts.

Our commitment to supporting municipalities is evident through initiatives like the funding database, facilitated by the Fund Navigator position, aiding members in accessing funding opportunities.

NSFM's restructuring, marked by the first-ever e-vote for the election of the Board of Directors, emphasizes inclusivity. Advisory committees will address issues prioritized by municipal councils, and our numerous webinars and training sessions provide valuable resources to members.

We've strengthened communications with members and stakeholders through website redevelopment and improved media engagement, resulting in increased coverage and responses to our press releases.

Hosting member events, webinars, and workshops remains integral to enhancing our membership's well-being, while expanding program offerings remains a prime focus for NSFM.

I extend my appreciation to each member, elected official, and partner for their contributions. Together, we've achieved significant milestones, and I look forward to our continued collaboration in the year ahead.





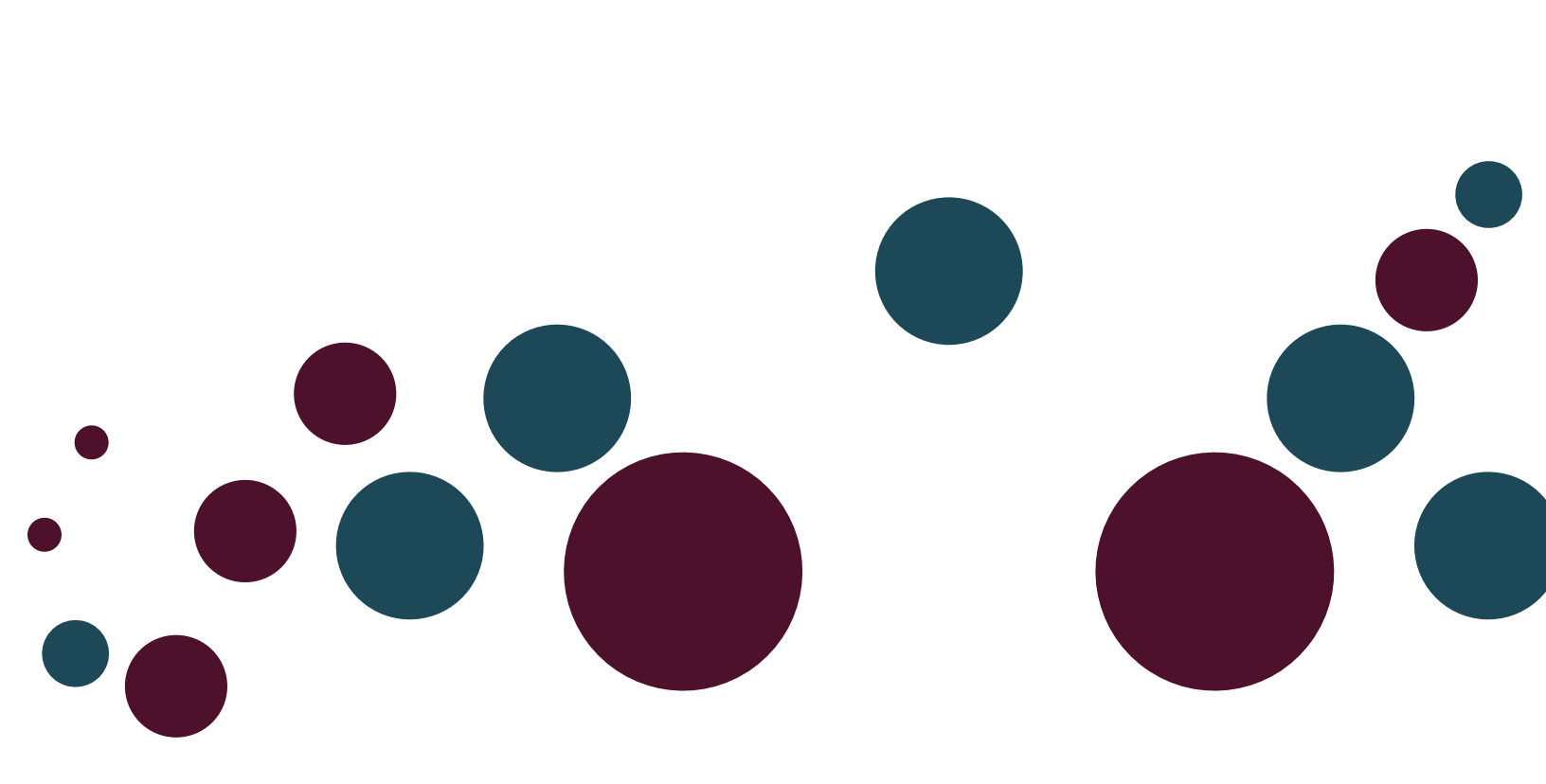
*Big Mushamush Lake*

# Organizational Highlights

- NSFM updated its By-laws to modernize operations, allowing online business and e-voting. The addition of Regional Representative positions on the Board enhanced inclusivity and representation.
  - With these changes, NSFM established Advisory Committees on Areas of Municipal Interest.
    - Climate Change
    - Equity & Community Wellbeing
    - Municipal Autonomy
    - Public Safety
    - Municipal Infrastructure
  - These member-driven committees recommend advocacy positions to the Board of Directors on delegated issues.
  - Committees based recommendations on collective insights and the NSFM Advocacy Prioritization Policy.
  - Committees incorporated NSFM's outstanding resolutions and address new advocacy requests from members.
  - Councils are able to review the process for submitting new requests via this **overview document**.  
<https://nsfm.ca/documents/advocacy/2339-advisory-committee-overview-guide/file.html>
- Work completed in 2023 included recruitment, approval of Terms of Reference, and consideration of a Municipal Statement of Interest related to each area.
- ## Advocacy Highlights
- NSFM advanced the interests of the membership by advocating for the needs of municipalities in the development of provincial legislation and regulations.
- NSFM advocated for the extension of the *Gas Distribution System Municipal Taxation Act*, securing revenue for municipalities with natural gas pipelines until January 2029.
  - The NSFM Board opposed ministerial intervention in municipal land-use planning proposed in an amendment to the *Halifax Regional Municipality Charter*. NSFM President Brenda Chisholm-Beaton spoke against Bill #329, emphasizing the need for collaborative approaches to address the housing crisis.
  - NSFM supported the efforts of the Service Exchange Renegotiation and Municipal Government Act Review (SERMGAR) Committee, advocating for improved support for road-related responsibilities in towns and endorsing the call of the Cape Breton Regional Municipality for a municipal charter. NSFM also supported Bill #340, facilitating new service exchange arrangements between the provincial government and municipalities.
  - NSFM monitored new accessibility standards, including the Built Environment Standards, disseminating relevant information to members for consultation and participation in the legislative process.
  - NSFM responded quickly to additional legislative and regulatory matters:
    - Supported federal Bill #288 for enhanced transparency in broadband internet providers via amendments to the *Telecommunications Act*.
    - Engaged members for feedback on costs associated with updated construction and demolition debris regulations.
    - Supported municipal autonomy in the merger of the Municipality of the County of Antigonish and the Town of Antigonish.
    - Delivered a presentation to members on the implications of newly introduced Extended Producer Responsibility regulations.







*Hirtle's Beach - Paul H Williams*

## Consultation Highlights

NSFM facilitated consultations with both the federal and provincial governments to ensure municipalities were recognized as vital partners in local governance matters. NSFM acted as a liaison between its members and the government, advocating on their behalf, while also encouraging direct engagement between members and government officials.

## New Service Exchange Agreement

After 18 months of collaboration between the SERMGAR Committee and DMAH, NSFM facilitated consultative meetings online, including:

- Mayors, Wardens, and CAOs meeting on July 27
- 10 all-member meetings from August 10 to August 23
- Four all-member regional meetings on August 24.

Members received presentations, a Municipal Financial Capacity Grant (MFCG) factsheet, and a summary of financial impacts, crucial for developing the new service exchange agreement between municipalities and the provincial government.

## Policing

NSFM conducted thorough member engagement on policing services, including:

- Gathered member input through an online survey.
- Documented survey findings and other engagement insights in a comprehensive “What We Heard” Report.
- Hosted a meeting to review and respond to the strengths and weaknesses of existing policing models.

On November 7, preceding the annual fall conference, NSFM held a meeting focused on municipal policing. Members reviewed survey results and received educational presentations on provincial initiatives for public safety enhancement.

This engagement provided NSFM with a clear understanding of municipal policing issues and opportunities. NSFM formally communicated with Public Safety Canada and the provincial Department of Justice to express members’ needs and initiated a dialogue with the Department of Justice Policing Service and Security Division (PSSD) to seek solutions. NSFM also expressed a desire to engage with the Police Review Advisory Committee.

Additionally, NSFM conveyed disagreement with retroactive policing cost allocation to municipalities not involved in collective bargaining. NSFM engaged with the RCMP Contract Management Committee (CMC) to share advance notice on financial impacts, focused on body-worn cameras, collective bargaining, and addressed vacant police officer positions. Furthermore, NSFM participated in Public Safety Canada’s consultation on contract policing, and presented recommendations for enhanced municipal policing in Nova Scotia.

## Municipal Code of Conduct

NSFM staff and members collaborated with the Joint Municipal-Provincial Code of Conduct Working Group to enhance public confidence in municipal governance through standardized professional and ethical conduct.

Membership updates were provided on the Code’s application to councils, with the Working Group influencing legislative changes, regulations, and training approaches for an effective municipal Code of Conduct.

These consultations enhanced the quality of legislation and funding programs. NSFM remains committed to fostering municipal input in decision making processes.



# Infrastructure & Sustainability

NSFM's continued our commitment to municipalities, we engaged in both ongoing and short-term infrastructure and sustainability initiatives. Supported the province by administrating the Canada Community-Building Fund (CCBF) and our long-

standing partnership with local governments underscored our dedication to promoting and supporting their projects while we ensured alignment with the CCBF criteria. Additionally, we recognised the outstanding achievements within our membership through the Climate Change Leaders Award.



*Town of Digby Waterfront in Winter*



# SERMGAR

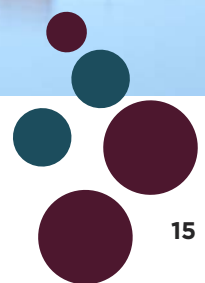
In 2023, the Service Exchange Renegotiation and Municipal Government Act Review (SERMGAR) Committee, in collaboration with the Department of Municipal Affairs and Housing (DMAH), finalized recommendations shaping Nova Scotia's municipal landscape.

After producing a report outlining recommendations, circulated to members in February 2023, the Province introduced a proposed new MOU service exchange agreement. This included eliminating municipal contributions for corrections and housing net operating losses, the establishment of a \$15 million infrastructure program, creation of two optional road programs totalling \$16.1 million, updating the Municipal Financial Capacity Grant, and a commitment to take over the costs associated with obsolete schools.

Municipalities were actively engaged in consultation, and adjustments were made based on member input, particularly regarding roads, with funding for trunks and routes retained. A majority of members supported the proposed changes, leading NSFAM to express full support in a letter to the province. The MOU and associated legislative changes moved forward, demonstrating a commitment to collaborative governance.



*Dublin Shore Wharf – KasStone*



# Funding Navigation

Funded by the province, NSFM established the Fund role in July 2023. A Funding Database was developed, offering tailored federal, provincial, and private funding opportunities for Nova Scotia municipalities, with over 100 grants and growing.

The Fund Navigator advocated for municipal funding needs, leveraged the database, engaged with municipalities, and highlighted funding gaps, notably

in infrastructure, water and wastewater services, and housing.

Survey data from December 2023 underscored challenges in accessing application-based grants. NSFM advocated for application process reforms to ensure fair competition for funds.

NSFM continued to seek municipal feedback, and the Fund Navigator role evolved dynamically to meet emerging challenges. NSFM remained steadfast in supporting municipalities to navigate the funding landscape effectively.



*LaHave Islands – Kas Stone*



# Sustainable Communities Challenge Fund

The Sustainable Communities Challenge Fund (SCCF) is a provincial grant program for local action on climate change. It is administered by the NSFM and supports community efforts to reduce or remove greenhouse gas emissions or to prepare for and respond to the impacts of a changing climate. A wide range of projects are eligible for funding, including renewable energy, public outreach initiatives, and coastal restoration. The goal is to help communities implement the climate action they have decided is important to them.

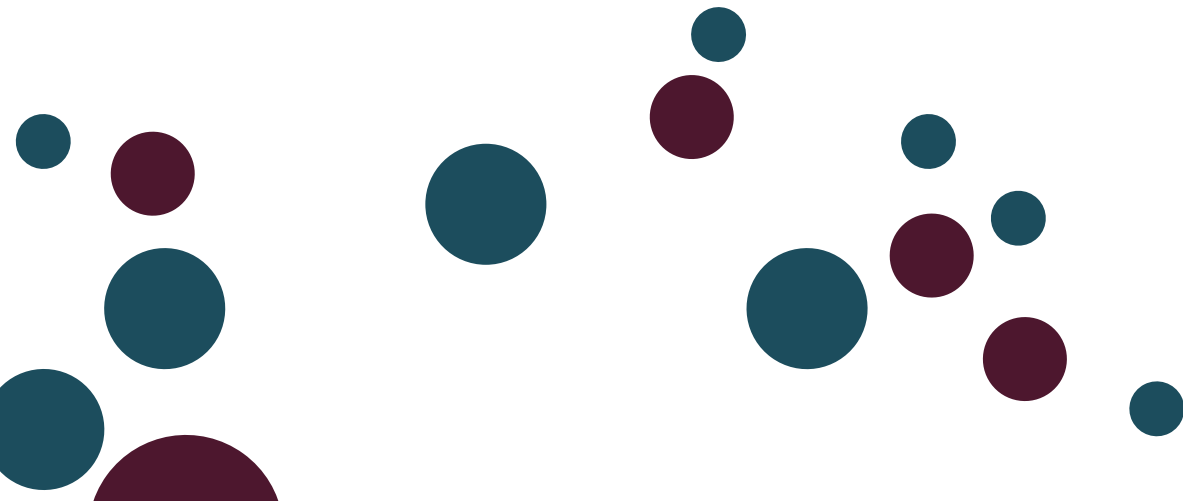
In 2023, SCCF staff successfully completed the first round of funding. Highlights included:

- Holding a consensus meeting with a review committee of 20 experts in their field to deliberate over 102 applications and deciding upon a portfolio of projects to recommend for funding to the Minister of Environment and Climate Change.

- Supporting 26 projects that were awarded funding, totaling \$7,857,147 and representing a range of adaptation and mitigation projects (of which 19% went to projects led by or directly serving African Nova Scotian and Indigenous groups).
- Working closely with the province to coordinate funding announcements.
- Addressing continuous improvement items in preparation for the launch of the next round of funding.

In September, the province approved a three-year, \$15.4 million dollar top-up to the fund. The additional funding will extend the program to 2028. This will enable more communities to reduce their greenhouse gas emissions and improve their capacity to adapt to climate change.





*Milford Farm*

# Membership Engagement & Communications

Engaging with our members was a core function of NSFM. A variety of sources are used to connect with our members on an ongoing basis in an effort to understand their issues and share important information. Communications took many forms, including the *Monday Memo* and the *Municipal Observer*, or educational sessions using the organization’s webinar and conference platforms.

## Spring & Fall Conferences

NSFM offered conferences twice per year designed to provide networking opportunities, professional development, and information sharing to members.

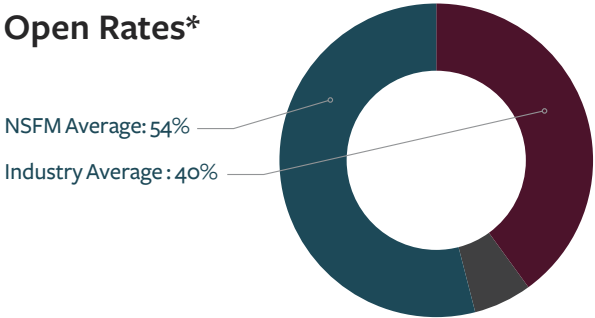
- The Spring Conference, which saw approximately 130 delegates attending, was held at Digby Pines Resort on May 3-5. The conference theme was *Exceeding the Vision*, and the Keynote Speaker was Danny Graham, CEO of Engage Nova Scotia.
- The Fall Conference was held at The Westin Halifax on November 8-10. The conference theme was *Raising the Bar on Local Leadership*, and the Keynote Speaker was David Miller, former Mayor of the City of Toronto. The conference, which boasted over 30 sessions/activities, saw its highest attendance since covid with 337 delegates, sponsors, and presenters.

## Monday Memo

The NSFM *Monday Memo*, a vital weekly source of news and information, experienced a notable year of engagement. The eNewsletter displayed a consistent increase in open rates, averaging 54% throughout the year. The August 28 edition stood out with an impressive 65% open rate, marking it as the most

viewed for the year. Notably, the September 11 edition garnered a 35% click-through rate, indicating strong engagement with the ‘Raising the Bar’ NSFM Fall Conference 2023 content. Members were encouraged to regularly access this newsletter, fostering connection with NSFM, and sharing news relevant to the membership.

## Open Rates\*



\*According to MailChimp, a good Open Rate for non-profits is 34%

## Municipal Observer

Published two times per year, the *Municipal Observer* contains articles intended to inform members, advertise opportunities, and celebrate successes. In 2023 the two published issues were:

- **The Liftoff Issue** (Spring/Summer) focused on a diverse range of topics including business transition support, waste management, climate leadership, innovative regulatory environments, coastal flooding preparedness, updates on the Sustainable Communities Challenge Fund, and community power initiatives.







*Elmsdale Nine Mile River*



- **The Planning Excellence Issue** (Fall/Winter) highlighted topics such as, climate resiliency grants, municipal growth frameworks, flood resilience strategies, fund navigation, community resilience building, assessment of flood resilience, NSFMs's Fall Conference 2023, carbon surcharge fund awards, climate change leader awards, wastewater upgrades, and adapting responses to changing weather patterns.

## Atlantic Municipal Magazine

To be published twice a year, this inaugural edition of *Atlantic Municipal Magazine* was distributed Spring 2023 and contains articles intended to inform municipalities in the interest of good municipal government.

- **The Spring Summer edition** covered topics such as green energy initiatives in Summerside, leadership in Shediac for New Brunswick municipalities, resilience efforts in Victoria County, climate change planning, forest fire management, insights from Mayor Brittany Merrifield of Grand Bay-Westfield, inter-municipal learning for climate change adaptation, and disaster response planning in P.E.I., including the case of Chapel's Cove.

## NSFM Website

The NSFM website underwent redevelopment to closely align with our mission of Advocating, Collaborating, and Educating. The primary goals included showcasing our core activities and optimizing navigation, categorization, and content flow for an enhanced user experience. The incorporation of compelling visuals further enhanced the platform, ensuring an engaging representation of our organization.

## NSFM Social Channels

In line with our communication plan focused on Advocacy, Collaboration, and Education, we actively engaged across our communication platforms at NSFM. Our goal was to effectively engage and inform our audience, resulting in notable audience growth and heightened awareness of NSFM within our membership and beyond. This concerted effort reflected our commitment to fostering meaningful connections through engaging communication.

## Media

NSFM made significant strides in media engagement, increased requests, expanded coverage, and heightened responses to our releases. This ongoing success contributed to the continual elevation of our membership interests. Grounded in the belief that our united voice could drive impactful changes, we remained steadfast in harmonizing collective perspectives, addressing top-priority issues, and presenting recommendations. Through these dedicated efforts, we aimed to resonate with all levels of government, ultimately enhancing the well-being of our communities and the province.

## Media Highlights:

### Television – 11 Stories

From Global News on October 16 - *Nova Scotia Tories ignore objections to bill intended to fast-track Halifax housing* to CTV News Atlantic on November 9 - *N.S. mayors discuss housing, homelessness at Halifax meeting*.

### Print – 14 Stories

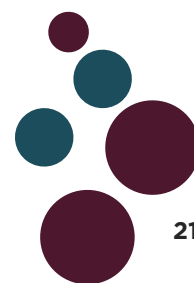
From CBC Lite on October 27 - *N.S. housing minister agrees to small changes to proposed law on development in Halifax* to November 10 - *Provincial ministers face angry questions from municipal councillors*.

### Radio – 6 Stories

From CityNews 95.7 on October 26 – *Todd Veinotte interview with Brenda Chisholm-Beaton RE: Op-Ed – Modernizing Municipal Services: A Step Forward for Nova Scotia* to CBC Listen on November 29 – *CBRM council report with Tom Ayers: NSFM membership, extended producer responsibility, Victoria Park*.

### Online – 4 Stories

From Cross Border Interviews with Chris Brown on December 4 - *NSFM President Carolyn Bolivar-Getson to Government of Nova Scotia on November 23 – Funding Helps Communities Become Resilient to Climate Change*.





*Fishing Boats in Barrington*

# Programs & Services

NSFM offered value-added benefits for its members through several programs and services. Initiatives enhanced our service offerings to the membership, offered participating organizations cost-effective services, and generated revenue for the organization to support the broader mission of NSFM.

## Councillor, Employee & Family Assistance Program

All NSFM members were eligible to access the Employee & Family Assistance Program (EFAP) provided by Telus Health. The EFAP was a voluntary, confidential, short-term counseling and advisory service that connected individuals and their immediate family members to a network of dedicated counseling professionals who were available to help 24 hours a day. Types of counselling services include:

- Concerns impacting your work, health, or life
- Family support
- Financial Support and Financial Planning
- Fitness Support
- Health Coaching
- Healthy Relationships
- Legal Support
- Naturopathic Services
- Nutrition Support
- Separation and Divorce
- Smoking Cessation
- Stress Coach

## Group Purchasing & Procurement Program

Through a partnership with Canoe Procurement, NSFM members had access to the following benefits when purchasing materials, office supplies, equipment, and more:

- Access to premium brands through Sourcewell partnership
- Additional procurement tools which are non-binding and no obligation to purchase
- Members select which vendor they want to buy from
- The member will purchase/place any orders through the vendor and pay the vendor directly
- The vendor delivers the product and is responsible for applicable warranties
- Procurement is compliant with existing trade agreement legislation
- The program collaborates with local retailers for supply, service, and support

More information on **Canoe Procurement**.  
<https://canoeprocurement.ca/>

Program webinars offered in 2023 were:

- Integrated Fuel and Fleet Asset Management
- Canoe 101
- Job Order Contracting with Gordian
- Fuel Management in Ontario
- Municipalities Keep Electric Fleets Charged
- A Sustainable Future for Your Fleet Vehicles
- Uncrewed Vehicles with Volatus Aerospace and Deep Trekker



## Group Benefits Program

NSFM had a group benefits plan with approximately 2,000 members. Members could take advantage of plan options tailored to the needs and preferences of their workplaces. The Health & Benefits Committee, which included staff representatives from NSFM and AMANS, regularly met with the plan consultants to administer the plan and work to ensure the plan met the expectations of plan participants and offered a high value for members. Premiums for the program exceeded \$9 million, and several insurance carriers were engaged to provide a range of benefits.

- Accidental Death & Dismemberment
- Claims Payment
- Disability
- Emergency Travel
- Employee Assistance Program
- Health & Dental
- Life
- Virtual Health Care

The NSFM program is a comprehensive, cost-effective group employee benefits plan for member municipalities. The plan is designed and managed to meet the objectives for attraction, support, retention, and wellbeing of its employees and families. The NSFM benefits program leverages the collective base of municipal employees to provide enhanced benefits, while maintaining lower costs for employees and employers.

As part of this program, the NSFM Group Benefits Plan members also had access to the Fitness Coach Connects program. This popular program consisted of a physical health assessment online, interactive online program, and one-on-one sessions with a coach. The program consultants were Hub International Atlantic Ltd.

The Health & Benefits Committee provides oversight of the program. In 2023, three meetings were held. Program webinars offered were:

- Understanding Manager Support Resources available through the Employee Assistance Program (EAP)
- Understanding the LTD Early Assistance Program
- Getting the Most out of Your Benefits Plan

## HST Offset Program

In 1998, NSFM negotiated the HST Offset Program with the Province. It was intended to lessen the financial impact on municipalities paying the Harmonized Sales Tax. Over the past two decades, the program had provided approximately \$138 million to municipalities, with \$6 million distributed to municipalities annually. Payments were based on municipal expenditures in the previous year.

## Municipal Group Insurance Program

NSFM offered a comprehensive and flexible commercial, D&O, and liability insurance program to ensure that municipal units could effectively meet the needs of their citizens. Benefits of the program are:

- Continued evaluation around the quality of the broker services (annual survey) and acting on the results received from participants
- Education and awareness around risk management issues (including inspections which contain hazard recommendations as well as building valuations and contract reviews)
- Guiding participants to control claims by mitigating risks in advance
- Local claims management
- Insurance products specifically aimed at municipal units and the expertise of the service team
- Leveraging the strength of the relationships within the program (insurer, brokers, program sponsor)
- Stability within an unstable landscape
- Strength in numbers

The Municipal Insurance Oversight Committee, with staff representatives from NSFM and AMANS, was established to provide oversight to the program. In 2023, 49 municipal units within Nova Scotia participated in the program. Annual premiums for the program were approximately \$6 million, and Intact Public Entities underwrote the commercial and D&O insurance policies. CFC Underwriting Limited sponsored the cyber policy.



The Municipal Group Insurance Oversight Committee provided oversight of the program. In 2023, nine meetings were held throughout the year. Program webinars offered were:

- Special Hazards of Special Events
- Towards a Flood Forecasting Framework in Canada
- Characterizing Earthquake Risk Across Canada
- How Hail Affects Shingle Roofs
- Fundamental Elements of Municipal Fleet Safety
- Cybersecurity: Knowing Your Risks
- Modernizing Canada's Disaster Financial Agreement Arrangement

## Wellness Program

The Municipal Wellness Program encouraged Nova Scotia municipalities to create healthy workplace environments and promote positive health and wellbeing for all municipal employees and elected officials.

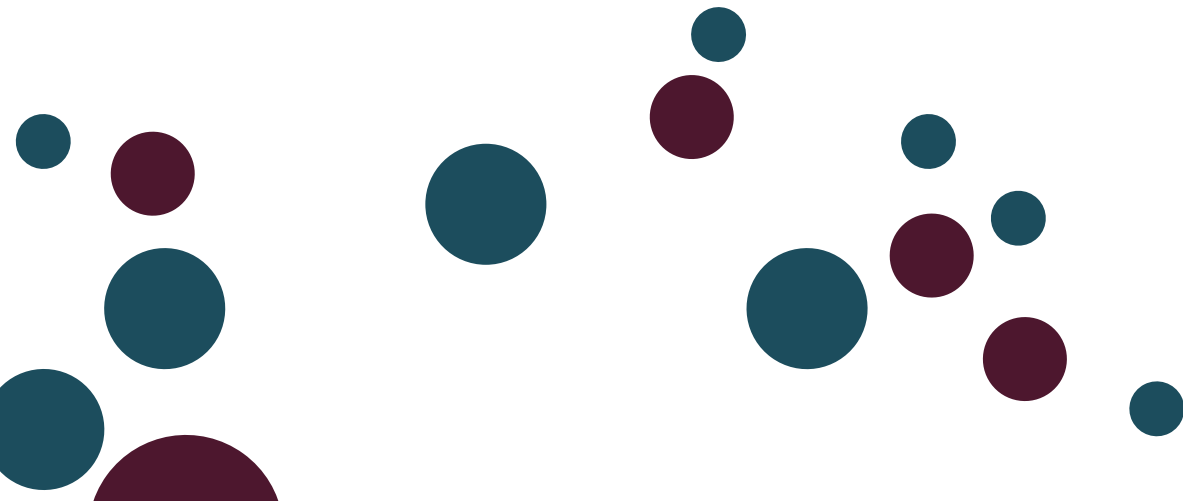
Building a Healthy You Wellness Program was established through a partnership between NSFM and AMANS to help define effective ways to create healthy municipalities in Nova Scotia. The program motivated change and transformed municipal environments for improved health and wellness. The five priority areas of the program were:

- Financial Health
- Mental Health
- Physical Health
- Workplace Health
- Social Connections

Program website: **NS Municipal Wellness**  
<https://nsmunicipalwellness.ca/>

**Mental Health Toolkit:**  
<https://mentalhealth.ca.gobenefits.net/nsfm/>





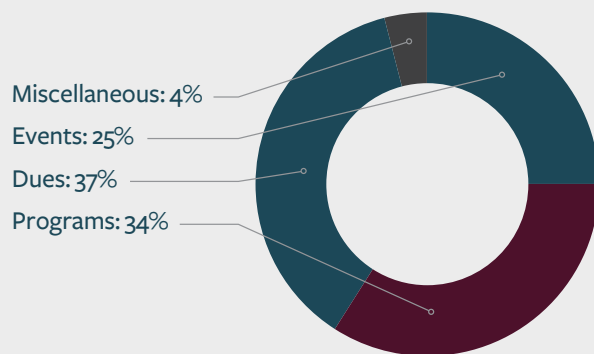
*Woolen Mill, Barrington*

# Financial Overview

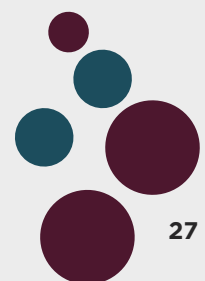
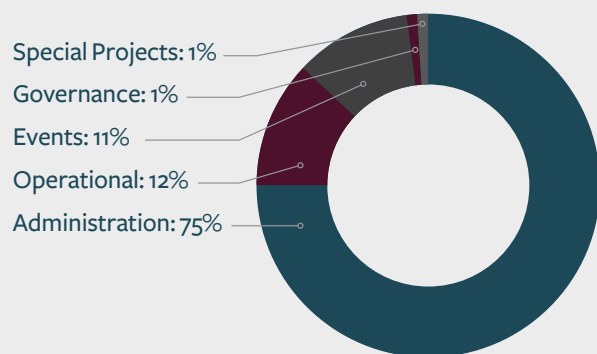
NSFM's revenue sources include membership fees, program contributions, and conference proceeds, supplemented by funding from the Department of Municipal Affairs and Housing for initiatives such as the Sustainable Communities Challenge Fund and the employment of a Fund Navigator.

Committed to transparency, NSFM provides members with high-quality financial information in this concise annual report. Please note that this report is based on the fiscal year ending December 31, 2023, which is currently unaudited. Fully audited financial statements will be available at the Annual General Meeting. Should you require additional information or clarification on the content provided, we encourage you to reach out to the NSFM Office.

## REVENUE



## EXPENSES







## Mayor's Roundtable Report, April 24, 2024

April 12, 2024 Attended virtual meeting of Dept of Emergency Management and the Nova Scotia Guard.

April 13, 2024 Attended celebration of life service for Terry Hamilton. The event was very well attended.

April 15, 2024 Virtual meeting with Kathleen Lombardi of Clean Energy for Remote and Rural Communities and CAO. She has requested and received a copy of the feasibility study that was conducted by the tidal power team earlier as well as information on hydrogen production from Bill Crossman. Another meeting is being arranged to include Bill Crossman.

April 18, 2024 2<sup>nd</sup> meeting with Brian Reed, Village of Lawrencetown re potential areas of cooperation on healthcare which include: participation in a County-wide effort (task team or committee), participation in this year's health care professionals' "tradeshow" to be held at Dalhousie University this September, and sharing of recruitment videos. A third meeting is planned for April 29 to deal explore a co-op internet opportunity.

April 19, 2024 Virtual meeting with CAO, Anya Waite, CEO of Dalhousie Ocean Frontier Institute, Eric Siegler of Sustainable Applied Research (SOAR). Seed money of \$20,000 to \$30,000 can be made available for the tidal project as well as an in-kind contribution for certain components of the project.

April 23, 2024 Carly Steben of FCM has responded to the Town's pre-application for the tidal project stating that the Town is eligible to apply for an 80% contribution to the project (\$105,808). The amount is 30% more than was requested. Bill Crossman, the CAO and the Mayor will be meeting virtually on May 3 to discuss FCM's further information needs as well as the application. Kathleen has also asked that a representative of the company Hysovent (the only proponent for the feasibility project) be in attendance.

May 9, 2024 Plan to attend meeting with Ted Dolan of Parks Canada and Jean Gaudet from the SNA (National Acadian Society), Réjean Boudreau from Assomption Vie (the org raising the money for the deportation monument) to discuss the unveiling event, media, invitations, etc.



## IMSA Report

April 17, 2024 Regular meeting of the Interim Intermunicipal Services Agreement (IMSA) Board:

- received the Report entitled, Information Sharing Approaches with Municipal Owners & Service Partners, as presented.
- approved the write-off of \$1,121.93, representing the outstanding and uncollectable balance of a tipping fee charge accounts as noted.
- authorized the Kings Transit Authority General Manager to move forward with the preparation and public release of a Request for Proposals for the provision of 5 40' BEB passenger buses and related equipment to be added to the Kings Transit Authority Fleet.
- authorized the Kings Transit Authority's General Manager to move forward with the preparation and public release of a Request for Proposals for the provision Project Management Services for Phase 2 of the Transit Study.

## Twinning Report

May 1, 2024 Planned meeting with French Consul Sébastien Rodst and CAO to discuss Royan twinning and tourism students.

May 2, 2024 The two Royan tourism students are Elisa Livertout and Charles Melsheim Orsatti arrive on May 2, 2024 and will be with us until Canada Day. Here are the Town projects they will be responsible for:

1. A survey of businesses in the Town and region to determine which businesses might be interested in direct business opportunities with businesses in Royan, France and whether or not they might be interested in participating in a planned delegation to France in October 2025. (to include Stillfire in Lequille)
2. Visit/communicate with all businesses in the area to provide information on the 1710 Port Royal in preparation for the World Acadian Congress to be held in Clare and Argyle this year. (English and French maps showing all Aadian homes of 1710 available through AHS)
3. Acadian costume animation on the street, greeting of visitors and providing information. (AHS has been asked to provide the costumes)
4. Help set up the general public meeting on major infrastructure projects for the evening of May 13, 2024.

The students will be supervised by Deputy Mayor Michael Tompkins.

Amery Boyer



# TICK BITE PREVENTION

Prepared by Donna Lugar  
NS Lyme Support Group  
NS Lyme Advocacy Group  
902-718-9000  
[donna.lugar@outlook.com](mailto:donna.lugar@outlook.com)

# WHAT IS A TICK?

- Ticks are **arachnids**, like a spider.
- Ticks have four stages – **egg**, **larvae**, **nymph**, and **adult**.
- Ticks need to feed to move to each new **stage**.





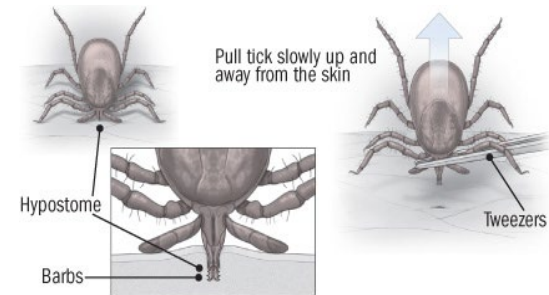
# WHAT IS A TICK? Cont'd

- Ticks do not jump or fly.
- Ticks climb upon tall grass and bushes and hold out their front legs.
- Ticks sense **odor**, heat, moisture, and **vibrations**.



# HOW DO TICKS FEED?

- A tick finds a spot and inserts its **feeding tube**.
- Ticks can have a **cement-like substance** that helps keep them attached.



























- Tick bites are usually painless because of a substance that they send into the **host**.
- Ticks can suck blood slowly for several days.

# TICKS IN NOVA SCOTIA

- There are at least 14 different kinds of **ticks** in Nova Scotia.
- Only 2 types usually bite people: **dog (wood) ticks** and **blacklegged (deer) ticks**.
- No tick that bites a human is a good tick!
- **Researchers** at Dalhousie University found both blacklegged and dog ticks can carry disease.

# TICK IDENTIFICATION

Species	Larva	Nymph	Male	Female	Partially Fed Female	Fully Fed Female
<b>Deer Tick</b> <i>Ixodes scapularis</i>						
<b>Dog Tick</b> <i>Dermacentor variabilis</i>						
<b>Lone Star Tick</b> <i>Amblyomma americanum</i>						
<b>Brown Dog Tick</b> <i>Rhipicephalus sanguineus</i>						

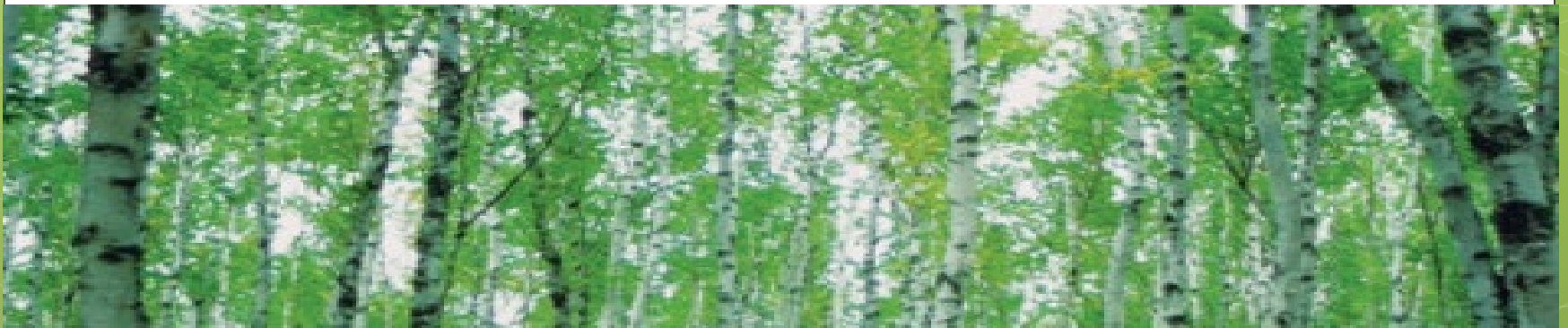
# KNOWN TICK-BORNE DISEASES IN NOVA SCOTIA

- There are at least 9 diseases carried by ticks in Nova Scotia.
- The most commonly diagnosed disease is **Borrelia Burgdorferi - Lyme disease**.
- **Anaplasmosis, Babesiosis & Powassan virus** have recently been added to reportable diseases.
- New **tick-borne** diseases are frequently being discovered.



# WHERE ARE TICKS FOUND?

- Ticks have been found in all parts of Nova Scotia.
- Some parts of Nova Scotia have more ticks than others.
- You do not have to be in the woods to be bitten.



# NS Risk Areas

## Lyme Disease Estimated Risk Areas

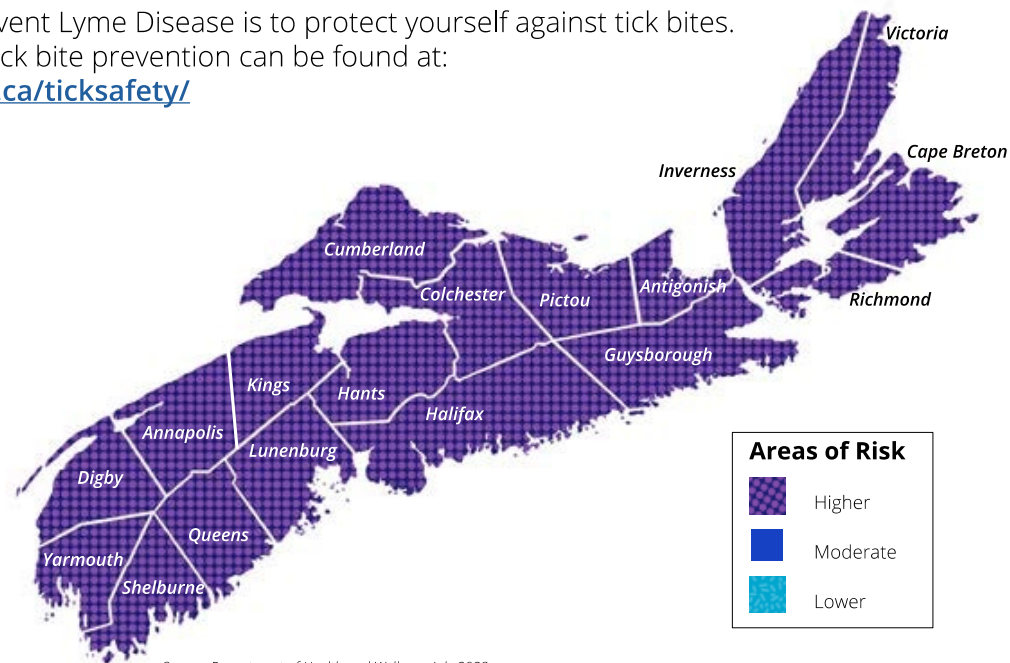
The risk categories are based on historical Lyme Disease case data and tick surveillance (active and passive) data.

Within all areas of the province, blacklegged ticks are found in long grass, leaf litter, shrubs, woody areas, urban parks and gardens.

The best way to prevent Lyme Disease is to protect yourself against tick bites.

Information about tick bite prevention can be found at:

<https://novascotia.ca/ticksafety/>





# WHEN ARE TICKS ACTIVE?

- Ticks can be **active** all year (when temperature around 4°C – or maybe even lower).
- Adult ticks are most active in the spring and fall.
- Larvae and nymphs are most active in the spring and summer.





# PREVENTION

- Walk on clear paths. **Avoid** long grass and plants.
- Use a **lint roller**. It can remove any unattached ticks.
- Have a **tick removal tool** with you so can remove attached ticks quickly and properly.
- Shower after getting home to remove any unattached ticks.
- Do regular tick checks.



*Do NOT use blunt tweezers for removing a tick.*

# PREVENTION cont'd

- Wear **closed toe shoes**.
- Wear light coloured clothing. Light coloured clothing can help you see any ticks.
- **Tuck** pants into socks and shirts into pants.
- **Brush yourself off** often while outdoors, including hair/head.
- Use tick repellents that include 20% Picaridin/Icaridin or 30% DEET or a natural repellent that is registered for ticks. Follow instructions.



# PREVENTION cont'd



- If you stop for a break, pick a sunny, dry spot.
- Put the clothes in a hot dryer for 15-20 minutes. This should kill ticks.
- If you remove an attached tick, put it in the freezer with a date on it. Watch for symptoms. Think about sending it for testing.
- Permethrin treated clothes can be worn.



# PREVENTION cont'd



## Tick Check Basics

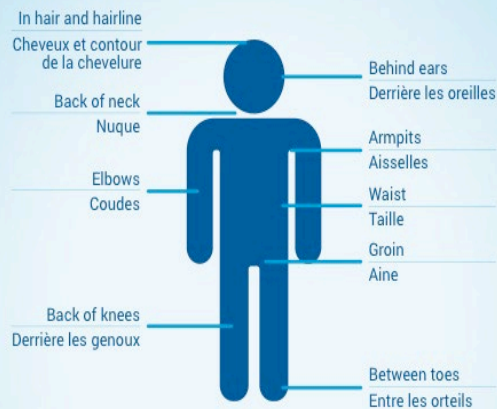
## Conseils relatifs aux tiques

Check your body and clothing for ticks after spending time outside.

Ticks like warm places on the body.

Vérifiez votre peau et vos vêtements après avoir passé du temps à l'extérieur.

Les tiques aiment les endroits bien au chaud.



- Don't forget to check your pets
- A bath or shower within two hours of being outdoors makes it easier to spot ticks

- N'oubliez pas de vérifier vos animaux de compagnie.
- Il est plus facile de voir les tiques si vous prenez un bain ou une douche dans un délai de deux heures après avoir passé du temps à l'extérieur.

For more information, including how to remove a tick safely, visit [novascotia.ca/ticksafety](https://novascotia.ca/ticksafety)

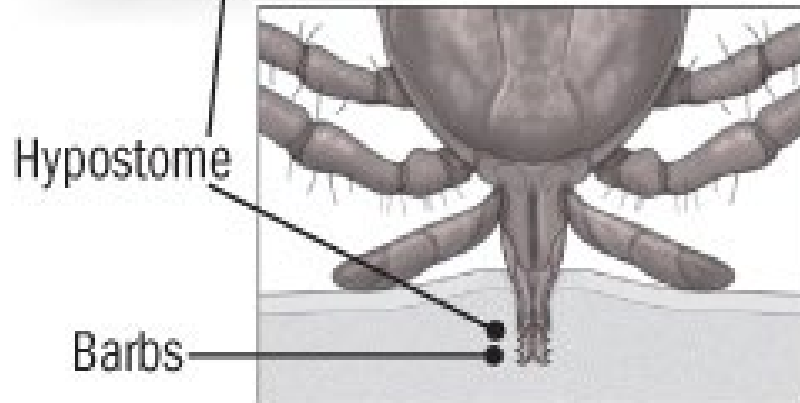
Pour obtenir plus d'information, y compris sur la façon d'enlever une tique de façon sécuritaire, consultez le [novascotia.ca/ticksafety](https://novascotia.ca/ticksafety) (en anglais seulement).

  
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NOUVELLE-ÉCOSSE

# HOW TO REMOVE A TICK



Pull tick slowly up and away from the skin



# HOW TO REMOVE A TICK

- Do not **squeeze** the body of the tick.
- Do not put anything on the tick to make it **back out**.
- Clean the bite area and your hands with **rubbing alcohol** or soap and water.



# Tick Testing

- If you find an attached tick, think about getting it tested.
- Because ticks can carry a number of things, I recommend the Geneticks lab in Sackville, NB, and the Common Infections panel.
- It can give you **peace of mind**.





# TRANSMISSION TIME FOR DISEASE

- It can take some time for a tick to
  - become attached
  - start to **feed**
  - **transmit pathogens**
- Some infections can be **transmitted** in as little as 15 minutes.



# LYME RASHES

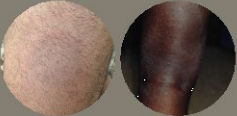


- An **erythema migrans** (EM) rash can be an early sign of Lyme disease.
- Although the bull's-eye version is the better known, other types are more common.
- EM rashes can be difficult to see on darker skin.
- Not everyone gets (or sees) a rash.

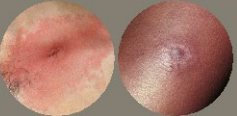
# LYME RASHES cont'd

## The Many Forms of Lyme Disease Rashes (Erythema Migrans)


Faint colors and borders



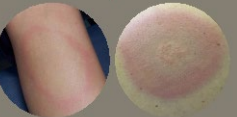
Crusted centers



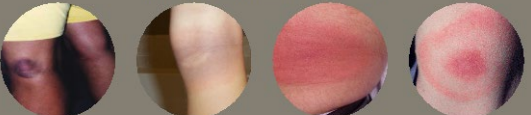
More than one rash




Different shapes and colors




Appearing anywhere on the body






Most people with Lyme disease develop an erythema migrans rash at the site of the tick bite. The rash usually expands slowly over several days reaching up to 12 inches or more (30 cm) across. **However, not all rashes are a sign of Lyme disease.** The redness in the picture to the left is caused by irritation to the tick bite — not a tickborne infection.

Photo credits from top left to right: 1. Centers for Disease Control and Prevention; 2. Courtesy of Dr. Gary Wormser, New York Medical College; 3. ©DermNetz, Bernard Cohen, Used with permission; 4. Retrieved from Blaser, C. (2004). Lyme disease. Part 1. Advances and Perspectives. Archived October 2011. URL: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1458881/>; 5. ©DermNetz, Bernard Cohen, Used with permission; 6. Courtesy of Vermont Department of Health; 7. ©DermNetz, Erin Holman, Used with permission; 8. ©DermNetz, Sulejka Bilogic, Used with permission; 9. Courtesy of New York State Department of Health; 10. ©DermNetz, Ingo Bismuth, Used with permission; 11. ©DermNetz, Jason Pardo, Used with permission; 12. Centers for Disease Control and Prevention. <http://dx.doi.org/10.1186/14752875-1-1>



Learn more about Lyme disease symptoms at  
[www.cdc.gov/lyme/signs\\_symptoms](http://www.cdc.gov/lyme/signs_symptoms)



# DIAGNOSIS & TREATMENT

- Testing is not 100% **accurate**. A negative test does not mean you do not have Lyme! There are many reasons for a negative test.
- A good tool for early Lyme - <https://cep.health/clinical-products/early-lyme-disease/>
- If you do not see the tick and/or a rash, it becomes difficult to get a **diagnosis**. There are at least three **questionnaires/checklists** that have been created to help.
- The one dose prophylactic treatment provided by **pharmacists** is based on limited research.

# CONCLUSION



- ALWAYS take **precautions** when spending time outdoors!
- Make tick checks a regular part of your daily **routine!**
- Take ticks **seriously!**

# CONCLUSION cont'd

- Ticks carrying disease have been in the province a long time and can now be found throughout the province.
- Symptoms can act like MANY other illnesses such as early ALS, early Alzheimers, MS, Juvenile Arthritis, Fibromyalgia, ME/CFS, etc.
- Untreated, or under-treated, Lyme can spread to all systems of the body.



# ADDITIONAL INFORMATION

- Nova Scotia Tick Safety - <https://novascotia.ca/ticksafety/>
- Nova Scotia Health Tick Service - <https://www.nshealth.ca/service-details/Nova%20Scotia%20Health%20Tick%20Service>
- Communicable Disease Prevention and Control - <https://novascotia.ca/dhw/cdpc/lyme.asp>
- Guidance for Primary Care and Emergency Medicine Providers in the Management of Lyme Disease, ... - <https://novascotia.ca/dhw/cdpc/documents/statement-management-ld-hga-b-pvi.pdf>
- CEP Early Lyme Disease Management in Primary Care (a federally funded document), coauthored by several NS doctors - [https://cep.health/media/uploaded/CEP\\_EarlyLymeDisease\\_Provider\\_2020.pdf](https://cep.health/media/uploaded/CEP_EarlyLymeDisease_Provider_2020.pdf)

# ADDITIONAL INFORMATION

## cont'd

- Annual Notifiable Diseases Surveillance Report - <https://novascotia.ca/dhw/populationhealth/documents/Annual-Notifiable-Disease-Surveillance-Report-2022.pdf>
- Government of Canada - <https://www.canada.ca/en/public-health/services/diseases/lyme-disease.html>
- Canadian Lyme Disease Foundation (CanLyme) - <https://canlyme.com/>
- Tick identification - <https://etick.ca/>
- Tick Testing - <https://www.geneticks.ca/>

# ADDITIONAL INFORMATION

## cont'd

- Tick removal video - <https://www.canada.ca/en/public-health/services/video/lyme-disease-properly-remove-tick.html>
- Two tick bite prevention videos were prepared by the Lunenburg Lyme Association.
- One is for children, by children - <https://youtu.be/wLO9eddH5es>
- The other is for anyone - <https://youtu.be/lorSOPnAnZw>

# ADDITIONAL INFORMATION

## cont'd

- Lyme Questionnaires/Checklists:
- - General Symptom Questionnaire-30 (GSQ-30) - <https://www.frontiersin.org/articles/10.3389/fmed.2019.00283/full>
- - The Horowitz Lyme Questionnaire - <https://www.eomega.org/article/is-it-lyme-disease>
- Dr. Burrascano's Checklist - <https://www.lymedisease.org/wp-content/uploads/2015/02/Symptomchecklist-burrascano.pdf>
- CanLyme Symptom Checklist - <https://canlyme.com/symptoms/>

# ADDITIONAL INFORMATION

## cont'd

- When are ticks active - <https://ticktalkcanada.com/seasonality-of-ticks/> from a Canadian Veterinary Medical Association website.
- Nova Scotia ramps up tick awareness with permanent signs - <https://www.cbc.ca/news/canada/nova-scotia/nova-scotia-ramps-up-tick-awareness-with-permanent-signs-1.6964587>
- Lyme disease deer ticks may not be the only ones we have to worry about - <https://www.cbc.ca/news/canada/nova-scotia/lyme-disease-deer-ticks-may-not-be-the-only-ones-we-have-to-worry-about-1.3060683> (from 2015)

# ADDITIONAL INFORMATION

## cont'd

- CDC – “How Ticks Spread Disease” - [https://www.cdc.gov/ticks/life\\_cycle\\_and\\_hosts.html](https://www.cdc.gov/ticks/life_cycle_and_hosts.html)
- My blog – “Shining the Lyme Light” - <https://shiningthelymelight.com/>
- If interested in learning more about Lyme and tick-borne diseases, other videos are available for viewing on my YouTube Channel – Nova Scotia Lyme Awareness, under the Playlists – [www.youtube.com/channel/UCe2yM3BPfLmIUMCM493GC1w](http://www.youtube.com/channel/UCe2yM3BPfLmIUMCM493GC1w)