

# 2022-06-21 Council Agenda Package

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## ***MUNICIPAL COUNCIL AGENDA***

10:00 a.m. – Tuesday, June 21, 2022

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

10:00  
a.m.

1. **ROLL CALL**  
**EVENT – 2022 Annapolis County Volunteer Recognition**

2. **DISCLOSURE OF INTEREST**

3. **APPROVAL of the AGENDA (Order of the Day)**  
That municipal council approve the Order of the Day as circulated.

4. **ADOPTION OF MUNICIPAL COUNCIL MINUTES**
  - 4.1 **2022-05-17 Regular**  
THAT the minutes of the Regular Session of Council held May 17, 2022, be approved as circulated.

5. **BUSINESS ARISING FROM THE MINUTES**  
None.

6. **COUNCILLOR COMMENTS**

7. **COMMITTEE & ORGANIZATIONAL REPORTS**

- 7.1 ***Committee of the Whole (June14, 2022)***  
**Governance and Boundaries Public Consultation**  
That municipal council consult the public regarding governance and boundary input by:
  1. initiating an on-line survey throughout the summer regarding Governance and Boundaries; and
  2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and
  3. mailing the same information to all Annapolis County addresses in mid-September guiding the public to the on-line and in-bound telephone number to complete the survey; and
  4. conduct eleven in-person meetings, one in each district;  
in order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries; and that municipal council submit an application for extension to the December 31, 2022 deadline to the NS Utility and Review Board in order to accommodate the addition of eleven in-person meetings, pursuant to the recommendation of Committee of the Whole.



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

- 7.2**            ***AM-6.6.6. Signing Authorities Policy Amend***  
That municipal council amend *AM-6.6.6 Signing Authorities Policy* by adding in Sub-section 5(2)(f) “Manager of Finance”, in accordance with seven-day notice given at Committee of the Whole.
- 7.3**            ***Municipal Building Official and Municipal Fire Inspector Appoint Erin Schurman-Kolb***  
That municipal council appoint Erin Schurman-Kolb as Building Official and Fire Inspector for the Municipality of the County of Annapolis, pursuant to the recommendation of Committee of the Whole.
- 7.4**            ***Municipal Building Official and Municipal Fire Inspector Appoint Andrew Dobson***  
That municipal council appoint Andrew Dobson as Building Official and Fire Inspector for the Municipality of the County of Annapolis, in accordance with the recommendation of Committee of the Whole.
- 7.5**            ***AM-6.1.1 Progress Payments Policy (EAGLE Telecom) Repeal***  
That municipal council repeal *AM-6.1.1 Progress Payments Policy (EAGLE TELECOM)*, pursuant to seven-day notice given at Committee of the Whole.
- 7.6**            ***Bridgetown School Trust – Release of Funds***  
That municipal council approve a payout from the School Trust bank account per fund directives:  
- \$4,645 for student prizes  
- \$920 for programs as per fund directives, and  
- \$2,800 to educational institutions upon request of scholarship/award recipients; in accordance with the recommendation of Committee of the Whole.
- 7.7**            ***AM-1.8.1 Travel and Expenses Amend***  
That, effective upon approval, Municipal Council amend *AM – 1.8.1 Travel and Expenses Policy* by increasing the kilometric and meal allowances as circulated, pursuant to seven-day notice given at Committee of the Whole.
- 7.8**            ***Moschelle Hall Society Grant Application***  
That municipal council approve a grant in the amount of \$2,400 to the Moschelle Community Hall Society, in accordance with *AM-1.4.9 Community Grants Policy, 2022-23 Community Halls & Centres Assistance Program*, in accordance with the recommendation of Committee of the Whole.



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- 7.9**                    **2022-23 Community Grants**  
That municipal council approve the 2022-23 grant allocations as presented, except the Moschelle Hall Society Grant Application (which was dealt with under separate motion) in accordance with *AM-1.4.9 Community Grants Policy*, pursuant to the recommendation of Committee of the Whole.
- 7.10**                    ***Response to NSFAM Survey***  
That municipal council establish an Adhoc committee composed of 2 members of council and 2 members of staff, to prepare draft replies to the survey, for review at July 12 Committee of the whole, in accordance with the recommendation of Committee of the Whole.
- 7.11**                    ***Bridgetown LUB Amendment Application from CMH to Amend by Rezoning 4 PIDs – First Reading***  
That Municipal Council give first reading to amend the Bridgetown Land Use Bylaw (LUB) by rezoning the land identified as parcels PID No. 05144787, 05144795, 05114293 and 05005475, in the community of Bridgetown from the Institutional (I1) and Open Space (O1) Zones to the Residential Multiple (R2) Zone as well as the removal of Part 9.3.2 (d) regarding the location of multi-unit buildings on local streets. The aforementioned text and map amendments will permit the proposed redevelopment plan submitted by CMH for the former school to a multi-unit residential development consisting of sixteen two-bedroom apartments and three single unit residential dwellings, pursuant to the recommendation of Committee of the Whole.
- 7.12**                    ***Audit Committee Letter (June 8, 2022)***  
That municipal council authorize two members of the Audit Committee, being the Warden and the Chair, to sign the June 8, 2022 Audit Committee Report, in accordance the recommendation of Committee of the Whole.
- 7.13**                    ***Audit Representation Letter June 8, 2022***  
That municipal council authorize the Warden and CAO to sign the Audit Representation Letter dated June 8, 2022, pursuant to the recommendation of Committee of the Whole.
- 7.14**                    ***MCOA Consolidated Financial Statements to March 31, 2021***  
That municipal council approve the Draft MCOA (Municipality of the County of Annapolis) Financial Statements to March 31, 2021, as prepared and amended by Kent & Duffett, and to authorize the Warden and CAO to sign the document for submission to the Minister, in accordance with the recommendation of Committee of the Whole.
- 7.15**                    ***Middleton Railway Museum Grant Application***  
Information to be circulated at the meeting.



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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

***MUNICIPAL COUNCIL AGENDA***

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

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**8.**

**ADJOURNMENT**

THAT Municipal Council adjourn its session until the next regular meeting scheduled for **Tuesday, July 19, 2022.**

**2022-05-17 Municipal Council  
Summary of Motions**

<b>MOTION 220517.01</b>	<b>Minutes 2022-04-19 Regular Session Council .....</b>	<b>1</b>
<b>MOTION 220517.02</b>	<b>Minutes 2022-05-03 Special Session Council.....</b>	<b>1</b>
<b>MOTION 220517.03</b>	<b>Derelict Vehicle Collection Program Extension.....</b>	<b>4</b>
<b>MOTION 220517.04</b>	<b>Raven Haven Beachside Family Park Future Plan .....</b>	<b>4</b>
<b>MOTION 220517.05</b>	<b>Regional Emergency Management Plan.....</b>	<b>4</b>
<b>MOTION 220517.06</b>	<b>AM-1.2.5 Declaration of Proclamations Policy Amend.....</b>	<b>4</b>
<b>MOTION 220517.07</b>	<b>Road Naming Process – Shared Access Driveway off Church Street, Bridgetown North .....</b>	<b>4</b>
<b>MOTION 220517.08</b>	<b>Road Naming Process – Shared Access Road at Long Lake, Hampton .....</b>	<b>4</b>
<b>MOTION 220517.09</b>	<b>Mayor vs Warden System of Governance / Boundary Review.....</b>	<b>4</b>
<b>MOTION 220517.10</b>	<b>CMH Application to Amend the Bridgetown Land Use Bylaw Text &amp; Zoning Map...5</b>	

*Unapproved draft*

Minutes of the regular session of Municipal Council held on Tuesday, May 17, 2022 at 10:02 a.m., at the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS.

### **Roll Call**

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

**Also Present:** CAO David Dick; Municipal Clerk Carolyn Young; other staff including N. Barteaux, D. Campbell, D. Hopkins, and Jim Young.

### **Disclosure of Interest**

None.

### **Agenda Approval**

There was a request to add Property Valuation Services Issue as 7.2 New Business

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council approve the Order of the Day as amended. Motion carried unanimously.

### **Minutes**

#### **MOTION 220517.01 Minutes 2022-04-19 Regular Session Council**

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that the minutes of the regular session of Municipal Council held on April 19, 2022, be approved as circulated. Motion carried unanimously.

#### **MOTION 220517.02 Minutes 2022-05-03 Special Session Council**

Deputy Warden Gunn moved, seconded by Councillor Prout, that the minutes of the special session of Municipal Council held on May 3, 2022, be approved as circulated. Motion carried unanimously.

### **Business Arising from the Minutes**

None.

### **Councillor Comments**

*District 1 – Councillor Prout (as submitted)*

It has been a busy month in District 1 since our last Regular Council Meeting. Indeed, Spring is well underway with farmers on the land, planting underway, and a number of seasonal businesses re-opening.

In addition to a number of Special Meetings regarding the Budget, I have attended two East End Planning Meetings, the April Board Meeting of TCTS, the May meeting of the Wilmot and Area Neighborhood Watch, and our Strategic Planning Meeting. I am currently contacting a number of businesses in order to compile the information for our East End Planner Mr. Lamb.

On a number of occasions over the last month, in meetings the concern has been raised regarding the need for more people to come forward and help out with local community groups and service clubs. I would like to suggest that if there are any citizens, of any age, who are able to give of their time to help out any of these groups, to please consider doing so.

*District 2* – Councillor Connell – frailty quiet. Lots of activity at community halls, hard to get volunteers to restart activities to cover cost of halls. Lots of meetings in the area, volunteers are sparse. All ages welcome!

*District 3* – Warden Parish noted the Clarence Community Market opens in early June on Sunday mornings. Work is ongoing at the wharf in Hampton, repairing the old part where the rocks are, damage caused by storms. He urges all to attend the planning sessions with any questions and comments.

*District 4* – Councillor Barteaux also noted the county wide planning meetings. It is very important to come out and voice your opinion. Getting calls this morning after last night's meeting – displeasure and lack of turnout. This process is gathering information from the citizens so that their concerns can be heard and incorporated in the plan. Find a meeting that works for you. Support your community hall fundraising efforts, they serve an important role in our communities, it is how they survive. COVID is not gone, lifting restrictions doesn't mean to ignore lessons learned, please be vigilant. Hopes for safe and prosperous tourist season.

*District 5* – Councillor Longmire had a busy month. Attended several committee meetings, and saw the plans for work on Queen Street in Bridgetown. On the 14<sup>th</sup>, attended a visioning meeting with Warden, focusing on next 100 years. Brainstorming with the community. A memorial stone was installed at Delaps Cove, in honour of the 2020 sinking of the William Saulis and the lives that were lost. Busy with county planning meetings, well-advertised. Find a meeting in your district and check the website. Bring ideas and concerns. Bring a neighbour. Not every community is a venue, but spread throughout the county. With drier conditions, please pay attention to burn restrictions, and butt out, don't toss out. Tryson, finishing a year-long treatment at IWK got his Megawish on April 27<sup>th</sup>. Missed a March birthday - Doris Halliday was 101 years old. Check out all the Markets and stands. Congratulations to Grads of 2022 as they finish up the year.

*District 6* – Councillor Morrison (*as submitted*)

Frank and Dora's eat-in, take out restaurant has opened for another year. I commend it to you for the food, the atmosphere, the view of the basin, and the hundreds of souvenir and memory-recalling items displayed both inside and outside.

A new business in District 6 is "Back to our Roots", located in Deep Brook. Lisa Melanson and her daughters produce each candle - and there are many varieties - and hand pour each one using plant-based soy wax. She can be found in her studio or at various markets in the area.

The Clementsport Legion dinner theatre two-night run proved to be as popular as ever. Plans are now being made for an Autumn event - perhaps of a different nature but sure to be entertaining.

The Wednesday afternoon market at the Deep Brook Lions club (from 3 to 6) continues to great public acclaim.

Great book sale at Upper Clements hall on Saturday 28 May - always a productive event.

Oceanside art gallery in former military museum at Cornwallis Park now open for another season.



Next meeting of Cornwallis Park Community Association - open to all in the area is at 7pm Fri 3 Jun in Felker Hall (Cornwallis Park Community Hall)

Third issue of Cornwallis Park Community Association Newsletter has just been distributed. This new publication is produced by Garth Stevens, a member of the CPCA Board.

Cornwallis Park yard sale is slated for June 4 from 8am to 1pm.

Cornwallis Community Garden is now in full operation - three dozen beds, a small orchard and a large rock garden.

*District 7* – Councillor Hudson shared a spring poem about dandelions. He has had calls and emails on the county wide plan, sale of school and town hall, and Queen Street work. The Bridgetown Development Committee (part of the Chamber of Commerce) is hosting a public workshop on asset mapping at BRCS June 2, 2022 at 630 pm. Looking for input to identify community strengths and challenges, and seek consensus on these future goals of the community. Will develop an action plan to meet those goals as identified.

*District 8* – Deputy Warden Gunn received comments commending the council for working with the Western Woodlot Forestry Services, for leading by example and receiving kudos for being proactive.

Also comments on the poor sidewalks and road conditions in Bear River; the condition of buildings in former UCP and what was being torn down; and Council’s direction to continue enforcement of vaccine policy. Countywide planning meetings – the Bear River Fire Chief told him that Annapolis County Fire Services would like to meet with all of council to discuss the funding model. He was unable to attend the Woodland Conference in The Forties, and the and clean-up of the waterfront in Bear River. He did finish a Master Class in Hemptrete Construction, a sensible building material. With interest rates and housing prices on the rise, we should be proactive when we can. Need to let province know we need a change in the building code to allow for this material.

*District 9* – Councillor Sheridan agrees about volunteers, encourage them to come out when you can. Attend the planning meetings if you can.

*District 10* – Councillor Redden (as submitted)

The Annapolis County Exhibition is hosting the RCMP musical ride on July 23rd 2pm and 7pm. There is a meeting of the Lawrencetown pool group meeting tonight at 6:30 pm at the Lawrencetown Library.

*District 11* – Councillor LeBlanc noted that Mother’s day was a great day to spend with family if possible.

Everyone was out and about and busy enjoying good weather. Lots out walking, numbers have increased. With the price of gas, we might be staying in our back yards. She encouraged residents to engage in the on-going county-wide planning meetings.

## **New Business**

Re: Annapolis Waterkeepers – The CAO noted this was just a follow up to meeting held a few months ago with the Waterkeepers. He thanked this community group who is concerned about the environment. There is nothing the county can do about the legal review they circulated about the existing site. They suggested we engage a scrutineer, but there would be no value to county to do that.

Re: Property Valuation Service (PVSC) – Councillor Barteaux stated that PVSC says they are behind in the appeals process and won’t have appeals process done until mid to late June. Tax bills going out before decisions are made. Do they pay while waiting for appeal? The CAO noted that council could discuss moving the deadline for taxes for future processes. If the appeal is approved, we process a refund right away.

**Reports and Recommendations**

Re: Committee of the Whole (May 10, 2022)

**• *Derelict Vehicle Collection Program Extension*****MOTION 220517.03 Derelict Vehicle Collection Program Extension**

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, that municipal council authorize an extension of two years to the multi-year contract option by Brown's Auto Salvage Limited as approved June 18, 2019 to be signed by the Warden and Municipal Clerk, in accordance with the recommendation of Committee of the Whole. Motion carried unanimously.

**• *Raven Haven Beachside Family Park Future Plan*****MOTION 220517.04 Raven Haven Beachside Family Park Future Plan**

Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council approve the Raven Haven Beachside Family Park – 1-5 year plan, pursuant to the recommendation of Committee of the Whole. Motion carried unanimously.

**• *Regional Emergency Management Plan*****MOTION 220517.05 Regional Emergency Management Plan**

It was moved by Deputy Warden Gunn, seconded by Councillor Hudson, that municipal council approve the Regional Emergency Management Plan (draft dated March 2022), in accordance with the recommendation of Committee of the Whole. Motion carried unanimously.

**• *AM-1.2.5 Declaration of Proclamations Policy Amend*****MOTION 220517.06 AM-1.2.5 Declaration of Proclamations Policy Amend**

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that Municipal Council approve the addition of National Accessibility Week and International Day of Persons With Disabilities to the *AM-1.2.5 Declaration of Proclamations Policy*, pursuant to seven-day notice given at Committee of the Whole. Motion carried unanimously.

**• *Road Naming Process for Shared Access Driveway off Church Street, Bridgetown North*****MOTION 220517.07 Road Naming Process – Shared Access Driveway off Church Street, Bridgetown North**

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

**• *Road Naming Process for Shared Access Road at Long Lake, Hampton*****MOTION 220517.08 Road Naming Process – Shared Access Road at Long Lake, Hampton**

Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council initiate the road naming review process to name the shared access road at Long Lake in Hampton pursuant to the recommendation of Committee of the Whole. Motion carried unanimously.

**• *Mayor vs Warden System of Governance*****MOTION 220517.09 Mayor vs Warden System of Governance / Boundary Review**

It was moved by Deputy Warden Gunn, seconded by Councillor Morrison, that municipal council seek public input regarding the move to a mayoral system in conjunction with the 2022 polling district review public consultations and bear in mind the potential of an extension from the NS Utility and

Review Board (NS UARB), in accordance with the recommendation of Committee of the Whole. Motion carried unanimously.

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

**MOTION 220517.10 CMH Application to Amend the Bridgetown Land Use Bylaw Text & Zoning Map**

Deputy Warden Gunn moved, seconded by Councillor Hudson, that Municipal Council consider processing the application from CMH, on behalf of the Municipality of the County of Annapolis, to amend the Bridgetown Land Use Bylaw (LUB) Text & Zoning Map. The amendments will include rezoning the land identified as parcels PID No. 05144787, 05144795, 05144293 and 05005475, in the community of Bridgetown from the Institutional (I1) and Open Space (O1) Zones to the Residential Multiple (R2) Zone as well as the removal of Part 9.3.2 (d) regarding the location of multi-unit buildings on local streets. The aforementioned text and map amendments will permit the redevelopment of the property from a former school to a multi-unit residential development consisting of sixteen (16) two-bedroom apartments; *and*

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

THAT, as part of the processing of File No. 66520-35 2022 LUB-001, CMH (Old Bridgetown School) Bridgetown LUB Text and Zoning Map Amendment Application, municipal council set Tuesday, May 31, 2022 at 7:00 p.m. at the Bridgetown Volunteer Fire Hall, 31 Bay Road, Bridgetown, to hold a PAC sponsored public meeting in the community; pursuant to the recommendation of Committee of the Whole. Motion carried unanimously.

**IN-CAMERA**

It was moved by Deputy Warden Gunn, seconded by Councillor Prout, to meet in-camera from 10:53 a.m. until 11:39 a.m., in accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property of the *Municipal Government Act*. Motion carried unanimously.

**Adjournment**

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council adjourn its session at 11:40 a.m. until the next regular meeting scheduled for Tuesday, June 21, 2022.

Unapproved draft

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Warden

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Municipal Clerk

**2022-06-14 Committee of the Whole Recommendations  
To  
2022-06-21 Municipal Council**

- ***Governance and Boundaries Public Consultation***

That municipal council consult the public regarding governance and boundary input by:

1. initiating an on-line survey throughout the summer regarding Governance and Boundaries; and
2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and
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in order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries; and that municipal council submit an application for extension to the December 31, 2022 deadline to the NS Utility and Review Board in order to accommodate the addition of eleven in-person meetings, pursuant to the recommendation of Committee of the Whole.

- ***AM-6.6.6. Signing Authorities Policy Amend***

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- ***Municipal Building Official and Municipal Fire Inspector Appoint Erin Schurman-Kolb***

That municipal council appoint Erin Schurman-Kolb as Building Official and Fire Inspector for the Municipality of the County of Annapolis, pursuant to the recommendation of Committee of the Whole.

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**2022-06-14 Committee of the Whole Recommendations  
To  
2022-06-21 Municipal Council**

- ***Moschelle Hall Society Grant Application***  
That municipal council approve a grant in the amount of \$2,400 to the Moschelle Community Hall Society, in accordance with AM-1.4.9 Community Grants Policy, 2022-23 Community Halls & Centres Assistance Program, in accordance with the recommendation of Committee of the Whole.
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