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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

MUNICIPAL COUNCIL AGENDA

10:00 a.m. – Tuesday, November 19, 2024

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



PAGE:	1.	ROLL CALL
	2.	DISCLOSURE OF INTEREST
	3.	APPROVAL OF THE ORDER OF THE DAY
	4.	APPROVAL of MUNICIPAL COUNCIL MINUTES
3-12	4.1	2024-10-15 Regular Council
13-16	4.2	2024-10-30 Special Council
	5.	COTW RECOMMENDATIONS
17-18		• November 12, 2024
	5.1	SR2024-72 Appointment of Dana Olmstead
	5.2	SR2024-73 ACMHC Appointments
	5.3	SR2024-74 Approve Policy 102 – Personnel
	5.4	SR2024-75 Repeal AM-1.2.2 Indemnification of Elected Officials Policy
	5.5	SR2024-76 Approve Policy 120 – Code of Conduct for Elected Officials
	5.6	SR2024-77 Approve Policy 112 Area Advisory Planning Committee Policy
	5.7	SR2024-78 Approve Policy 112 – Ad Hoc Citizen Advisory Committees
	5.8	SR2024-79 Approve Policy 111 – Annapolis County Planning Advisory Committee Policy
	5.9	SR2024-80 Approve Bylaw 1 Heritage
	5.10	SR2024-81 Approve Policy 121 Citizen Appointments to Committees
	6.	NEW BUSINESS
19-23	6.1	SR2024-82 Nominating Committee Report
24-30	7.	COUNCIL MOTION TRACKING LIST <i>(August,September,October)</i>
	8.	COUNCILLOR COMMENTS
	9.	ADJOURNMENT

2024-10-15 Municipal Council

Summary of Motions

Motion 241015.01 Emergency Grant Funding RCL Lawrencetown 2

Motion 241015.02 Email re: Signage for Lake Cady 2

Motion 241015.03 175th Anniversary of the Pony Express Proclamation 3

Motion 241015.04 Joint Police Board 3

Motion 241015.05 IDEA Strategy 3

Motion 241015.06 Annapolis County Anti-Poverty and Inclusion Initiative 3

Motion 241015.07 J-Class Roads 4

Motion 241015.08 Authorization required for Bear River Water Project Easement 8

Motion 241015.09 Offer to Partner on Housing Developments 8

Minutes of the regular session of Municipal Council held on Tuesday, October 15, 2024, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

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

Also Present: CAO Chris McNeill; Administrative Clerk – Municipal Clerk Office Kelly Kempton; Director of Planning and Inspection Services L. Bent; Strategic Initiatives Coordinator A. Blais; Director of Corporate Services / Deputy CAO D. Campbell; Network Administrator C. Hazel; Communications Coordinator N. McCormick; Director of Community Development D. Ryan; Manager of Recreation N. Whitman; Manager of Protective Services Janice Young; Director of Municipal Operations Jim Young; and 3 members of the Cornwallis Park Community Association

Disclosure of Interest

Councillor Enslow disclosed an interest in item 7.2 Joint Police Board as he works for the RCMP.

Presentation

Communications Coordinator Nadine McCormick and Warden Alex Morrison presented certificates to representatives of the Cornwallis Park Community Association for their outstanding community mindfulness in bringing recognition to Annapolis County.

Order of the Day

To add under New Business: Letter of Thanks to Outgoing Lieutenant Governor Andrew Le Blanc / Letter of Congratulations to Newly-appointed Lieutenant Governor Mike Savage.

Moved: Councillor Gunn

Seconded: Councillor Le Blanc

Motion carried

Minutes

Re: 2024-09-17 Regular Minutes

To approve as amended

Moved: Councillor Gunn

Seconded: Councillor Sheridan

Motion carried

Re: 2024-01-18 Public Hearing Minutes

Approved, no errors or omissions

Re: 2024-09-17 Public Hearing #1 Minutes

Approved, no errors or omissions

Re: 2024-09-17 Public Hearing #2 Minutes

Approved, no errors or omissions

Re: 2024-09-17 Public Hearing #3 Minutes

Councillor Longmire wanted to elaborate on her comment “Excuse me!”. It reflected back to Mr. Baker stating “he feels this council has failed them on their property .” It was a discussion that had been ongoing between Mr. Baker, Ms. Clarke-Haughn, Deputy Warden Redden and Councillor Longmire on multiple occasions encouraging them to proceed with the business they needed to make their business official. It was a non-existing business they were asking to be grandfathered in.

To approve the 2024-09-17 Public Hearing #3 Minutes

Moved: Councillor Longmire

Seconded: Councillor Prout

Motion carried

COMMITTEE of the WHOLE RECOMMENDATIONS

Re: SR2024-63 Emergency Grant Funding RCL Lawrencetown

Motion 241015.01 Emergency Grant Funding RCL Lawrencetown

To approve a grant of \$14,237.00 to Royal Canadian Legion Branch 112, Lawrencetown to assist with emergency roof replacement for the hall; and that this funding be approved as an over expenditure in the Community Grants budget in 2024-2025, pursuant to the recommendation of Committee of the Whole.

Moved: Deputy Warden Redden

Seconded: Councillor Connell

Motion carried

Re: 2024-10-01 Email re: Signage for Lake Cady

Motion 241015.02 Email re: Signage for Lake Cady

To refer the matter of the watershed posting to staff for a recommendation report, in accordance with the recommendations of Committee of the Whole.

Moved: Councillor Gunn

Seconded: Councillor Hudson

Motion carried

New Business

Re: 175th Anniversary of the Pony Express Proclamation

Motion 241015.03 175th Anniversary of the Pony Express Proclamation

To approve the proclamation for the 175th Anniversary celebration in commemorating a historic milestone in Annapolis County for the Pony Express 1849-2024.

Moved: Councillor Gunn

Seconded: Councillor Longmire

Motion carried

Councillor Enslow left the room at 10:16 a.m. and did not participate in any discussion or consequent decision.

Re: SR2024-66 Joint Police Board

Motion 241015.04 Joint Police Board

To endorse the concept of a joint police advisory board structure with Town of Middleton and that a proposed committee terms of reference be brought forward to council for final review and potential adoption.

Moved: Councillor Le Blanc

Seconded: Councillor Prout

Motion carried

Councillor Enslow returned at 10:18 a.m.

Re: SR2024-67 IDEA Strategy

Motion 241015.05 IDEA Strategy

To approve the October 2024 Inter-municipal Joint Inclusion, Diversity, Equity and Accessibility Strategy.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried

Re: SR2024-68 Annapolis County Anti-Poverty and Inclusion Initiative

Motion 241015.06 Annapolis County Anti-Poverty and Inclusion Initiative

To endorse the concept paper for the development of an Anti-Poverty and Inclusion Working Group as part of the County of Annapolis' 2023-2027 Strategic Plan. This initiative falls under Strategic Priority 4 – Investing in Our People, Priority No. 4.

Moved: Deputy Warden Redden

Seconded: Councillor Gunn

Motion carried

Re: SR2024-69 J-Class Roads

Motion 241015.07 J-Class Roads

To notify Nova Scotia Public Works that the County does not wish to participate in the J-Class Road re-paving of subdivision streets program in 2025-2026.

Moved: Councillor Gunn

Seconded: Deputy Warden Redden

Motion carried

Re: Council Motion Tracking List (July, August, September)

Reviewed for information

Councillor Comments

District 1 – Councillor Prout

He wished a belated Happy Thanksgiving to all the residents of Annapolis County and hoped that everyone had a chance to spend time with family and friends over the weekend and were able to enjoy the beautiful Fall colors.

He noted the past four weeks since last regular council meeting had been very busy. Councillors attended several meetings and events. He also attended a meeting of the Annapolis Valley Regional Library Board, the September Police Advisory Board and the October meeting of the Wilmot and Area Neighbourhood Watch.

With the Fall Season in full swing, there are several community suppers and events taking place over the next few weeks in our county. He encouraged everyone to support our local halls, churches, and service clubs with these events. In District 1, the two eateries mentioned in his comments earlier this summer were now in full operation. Both Ed's Seafood Takeout and Dal's Counter Takeaway (both located in Wilmot), were very busy serving their costumers. He invited those travelling through Wilmot to consider stopping in to support them.

On a more somber note, he noted the month of September can often be a difficult one for many fellow citizens. The added expense of school supplies combined with filling an oil tank in preparation for the cold weather to come may mean that funds for "normal expenses" may be scarce. He respectfully suggested that if anyone is able to help others who may be food insecure to please consider supporting our food banks, community cupboards, and service clubs as they work to help to provide for those in need.

District 2 – Councillor Connell

He hoped everyone had a good thanksgiving and enjoyed family and friends. Spurr's are set up for fall events and have quite a selection for kids. Customers can go pick their own pumpkin and other such events as that. He stated they have entertainment and are doing very well including having won several awards for their ciders. The market has been doing well as a small business in the district. The Port George Community Center will hold a fundraising supper on October 26. He noted that it has been a busy last few weeks.

District 3 – Councillor Enslow

The councillor confirmed it has definitely been a busy month. He attended a lot of events, not just in his district, but in neighboring districts as well. It has seemed like fall has been busier than all the events of the summer, but

you have to wear a sweater. He thanked the public works department for not taking the docks out yet as there are still people enjoying the water. He also thanked everyone on council since this is their last council meeting together. He did not know what the results would be after Saturday, but wanted to reflect on the past two years. He has felt accepted into the fold as the younger, new person. He had a lot to learn and hoped that he has brought some experience and knowledge to the council chambers. He expressed appreciation to those who were not reoffering for their time and commitment. He thought they were “lucky” for not having to campaign. To those reoffering, he offered the best of luck. He felt it has been a challenging two years, but a lot had been accomplished. He felt councillors have worked well together, even during difficult times.

District 4 – Councillor Barteaux

The councillor brought regards from District 4. He stated it had been a busy month and a busy past four years. It was the last meeting for this council. For personal reasons, he decided not to reoffer for council. He will miss being a member and will congratulate the new incoming council following the election results. He has made himself accessible to his constituents and in general has been able to help resolve most issues brought to him. He enjoyed working for the public and with this council which has worked well together. He hoped the new council also has a good working relationship. He expressed it was bittersweet to say so long for now.

District 5 – Councillor Longmire

She stated this will be the final time that all councillors sit together for the County. She expressed it has been an amazing experience. She wished all the hunters a very safe hunting season. She also wished a happy belated Thanksgiving. For those who did not have a place to go, she hoped there were neighbors who had reached out. Grace Haven was short staffed, and Councillor Longmire was grateful that she could cook extra to provide them with a Thanksgiving dinner. She wished everyone reoffering much success. For those who were acclaimed, Gidget Oxner and Diane Le Blanc, she wished them all the best at the next round at the council table. She thanked Councillor Sheridan and Councillor Barteaux for being supportive and positive and for their wisdom. She also thanked Warden Alex Morrison for being kind, considerate, supportive and for providing so much wisdom. She would be forever grateful. She touched on the importance of being a good neighbor stating volunteers within our county are what makes it so beautiful. She noted there was a little panty in Parker’s Cove, Belle’s Panty, that had been established by a new resident in honor of her dog. It was a true asset to the community. The councillor expressed that there needs to be support for the food banks. Perhaps, in the future, some of the halls can also offer a food bank. It had been a busy month, and she is excited for the new council. If she is not sitting at the next table, she will sit and listen and be forever grateful for the County.

District 6 – Warden Morrison

In November of 2012, he had put forward a motion for an agenda item called “Councillors Comments.” This was so that councillors could learn about one another’s districts and perhaps participate in activities. He felt it has fulfilled its purpose.

He noted Frank and Dora’s had closed for the season. They had been flooded out a number of times. The county has been working with the province to hopefully have this matter fixed by next summer. He informed there was a new business in Upper Clements called Tacoma Truck. They had a great display of native art included in their offerings. The Deep Brook Farmers’ Market will start operation on Sundays beginning October 20. They were

open each Sunday at 11:00 a.m. He expressed his appreciation to District 6 residents who had elected him three times to be their representative on council.

District 7 – Councillor Hudson

The councillor hoped everyone had a great thanksgiving with family and friends. He added his thanks to this council. He felt they had been a good team, and lots had been accomplished in the last four years. He stated he hoped the new council continues to operate as a good team. To those who had not reoffered, he wished success as they go forward. The official election day would be Saturday, October 19. He encouraged everyone to exercise their right to vote.

District 8 – Councillor Gunn

The councillor wished Happy Mi'kmaq History Month to all and hoped everyone was enjoying the fall colours and had a good Thanksgiving. He was fortunate to have spent time in Keji'mkujik for Truth and Reconciliation Day on the 30th of September. It was a perfect place for quiet reflection.

He attended a meeting in Liverpool by "Paper Excellence," part of the process for their feasibility study to determine if a new pulp and paper mill would be welcomed and viable in Southwest Nova Scotia. It was a "pre-public" meeting and included groups having an interest in the operation or ecology affected by the running of the mill. By way of a brief summary, they looked for community buy-in, wanted to run things in an ecological fashion, and aimed for it to be ranked as a world-class mill that would make use of all the compounds found in the residual of their kraft pulp.

He had several meetings in Bear River addressing concerns of constituents, including the condition of the sidewalks and the future plans for the waterfront. He also had been attending the night markets on alternate Wednesdays which have wrapped up for the season and were a great showcase of local artisans and food producers. They were well attended by young and old alike. He wished to put in yet another plug for the great breakfasts on the first Saturday of the month hosted by the Bear River Fire Department, which were always well attended and always a good time. He invited all to attend the upcoming night lantern parade on November 1st, and to come in costume and with something illuminated. There were more details on the Oakdene Centre website.

The Foresters Hall in Clementsvale hosted a number of successful events, including the Fall-Fest and the fundraiser for the Fire Department in Bear River. The two events were back-to-back and were a great opportunity for the community to gather and raise funds. He reminded that upcoming is the Christmas Country Market on November 23rd which begins at 9 a.m.

He was happy to help local residents keep vigil at the Shell Camp Lake site where they were protecting the watershed area from Glyphosate spraying. Highway 8 had seen a lot of road work of late and people had remained concerned about the unnaturally steep shoulder of the road, at times dropping into a 12 ft ditch at a perilously sharp drop. He had received several complaints and was in contact with Public Works who gave assurances the shoulders would be softened when they got their hands on a wheeled excavator which they expected to have completed before the snow flies.

He noted that upcoming at the Milford Hall was the Harvest Festival, a delicious meal to help raise funds for the hall by the same people who hosted Maplefest in the spring. He warned there is only 1 sitting between 4 and 6 p.m.. Also, at Milford Hall on the first Saturday of each month during fall-through-spring would be the Cribbage Tournaments which are always well attended and a lot of fun. To close, since it was election season and don't know one knew what the next week would bring, he thanked the good people of District 8 for their support and positive interactions. It had been his pleasure to serve as their elected official for the past 8 years, and he hoped to see everyone next month.

District 9 – Councillor Sheridan

To the Councillors, she thanked them so much for your hard work and dedication to the County and for their friendship. She thanked the residents of the county, especially the residents of District 9, for all their support over the past eight years. She wished all the best to the new council of 2024. She thanked the staff and CAO for their hard work and dedication to our County. She noted we do not say it often enough.

She expressed special thanks to all the staff that had been working on the Nictaux Playground and to Marilyn Coleman and her committee for all their fundraising efforts that began this project over eight years ago. She expressed a huge thank you to all the local residents that donated their time and material donations to help complete this project. It was so appreciated by all. She thanked Warden Morrison for his excellent decorations and leadership of Council. He had certainly been busy over the past two years.

Upcoming events were: Christmas Market Saturday, November 2nd 10:00 a.m. – 2:00 p.m. at the Nictaux Christian Family Centre; Bake Sale at the Nictaux Firehall on Thursday, November 28th 10:00 a.m. – 2:00 p.m. with proceeds for the Nictaux Cemetery to help replace items that were stolen.

District 10 – Deputy Warden Redden

He noted some upcoming events of interest in District 10 that included: East Dalhousie soup and social every second Wednesday beginning October 23rd from 12:00 – 1:30 p.m.; Bees Knees youth drop- the third Thursday of every month from 4:00 – 6:00 p.m.; and the Lawrencetown and District Lions Club spaghetti dinner on October 24th from 4:30 – 6:00 p.m. at NSCC,.

District 11 – Councillor LeBlanc

The councillor hoped everyone had a fantastic Thanksgiving weekend with family and friends to enjoy and relax. She noted Three Rivers Community Centre in Torbrook will have a fundraiser on Thursday, October 24th from 4:30 – 6:00 p.m., a takeaway turkey supper with all the fixings which must be pre-ordered by October 13. As it was the last week of voting before the new Council sits, she expressed thanks to Councillor Sheridan and Councillor Barteaux for being part of the current council and taking part in all the events and discussions. She also thanked Warden Morrison for his years of wisdom. She noted they had sat together for quite a while and he had been jovial and direct, which was good. He had given lots of knowledge and wisdom. She wished the rest of council all the best and hoped to see some of them at the new council as she had been acclaimed. She hoped the new council will do the best for our County. It could be stressful and she considers them all good friends and hopes to see them somewhere.

RECESS

The Warden called for a short recess at 10: 57 a.m. so councillors could go outside and watch the pony express riders. The meeting resumed at 11:17 a.m. with all councillors present as prior to the recess.

In-Camera (11:17 a.m.)

To meet in-camera in accordance with Section 22(2)(a) of the *Municipal Government Act* relating to acquisition, sale, lease and security of municipal property.

Moved: Councillor Le Blanc

Seconded: Councillor Sheridan

Motion carried

The meeting resumed out of camera at 11:37 a.m.

By consensus, the following items were added to the agenda under New Business:

7.7 SR2024-71 Authorization required for Bear River Water Project Easement

7.8 SR2024-70 Offer to Partner on Housing Developments

Re: SR2024-71 Authorization required for Bear River Water Project Easement

Motion 241015.08 Authorization required for Bear River Water Project Easement

To authorize the Warden and the Municipal Clerk to sign an easement agreement with the Bear River Agricultural Society on behalf of the Municipality for the Bear River Water Project.

Moved: Councillor Gunn

Seconded: Councillor Sheridan

Motion carried

Re: 2024-10-01 SR2024-70 Offer to Partner on Housing Developments

Motion 241015.09 Offer to Partner on Housing Developments

To authorize entering into a Memorandum of Understanding with Rooted: Community Development Partner, to seek ways to advance affordable housing projects together in Annapolis County.

Moved: Deputy Warden Redden

Seconded: Councillor Enslow

Motion carried

Re: Warden's Update

The Warden stated he was first elected in 2012 and re-elected in 2016 and 2020. As councillors know, the feelings of relief, gratitude, and determination after having received the confidence of your citizens are ones that last. For a little boy from Cape Breton who had experienced previous careers involving participation in various atmospheres, election provided an opportunity to contribute to enhancing the lives of the citizens of District Six and Annapolis County as a whole. The experience has been enjoyable, exhilarating, satisfying, and filled with potential for future such progress.

Being selected as Warden of the County only intensified his determination to use all resources at his personal and professional reach to make positive advances. At this point, he felt he must mention the Chief Administrative Officer and county staff; to a “t” they are professional and anxious to be of maximum assistance.

With Council colleagues and staff members there has been a collegial atmosphere that has facilitated the creation of positivism a “*sine qua non*” to success. As the only member of the entering council of 2012 to serve continuously since that time, he has been privileged to witness advancement from concept to implementation. He also learned from less than positive results.

He thanked all citizens of Annapolis County who have initiated, organized, participated in, and looked to the future with a high degree of expectation. He also wished to express his appreciation to all organizations: first responders, such as police and fire, and those who have ensured that our community halls live on. It was their accomplishments that will continue to ensure Annapolis County will remain a thriving place in which to live and experience enjoyment.

To my Council colleagues I thank you for your patience, for your support, and for your positive understanding of municipal matters. I will always have fond memories. Oh, by the way, did I mention how patient you have been at our various meetings?

I leave with a sense of satisfaction that I have been able to contribute in a substantive manner.

I wish each of you and the members of the 2024-2028 Council the best of good wishes.

Lieutenant Governor of Nova Scotia

Upon consensus, it was agreed a letter would be sent to outgoing Lt. Governor of Nova Scotia, the Honourable Arthur J. LeBlanc, thanking him for his service to the people of Nova Scotia and to Canada; as well as a letter to Mr. Mike Savage, acknowledging being the newly appointed Lt. Governor of Nova Scotia, as announced by Prime Minister Justin Trudeau on October 13, 2024.

Adjournment

The Warden declared the meeting adjourned at 11:51 a.m.

Warden

Recording Secretary, Administrative Clerk –
Municipal Clerk Office

**2024-10-30 Special Municipal Council Meeting
Summary of Motions**

MOTION 241030.01 Declaration of Councillor LeBlanc as Warden 2

MOTION 241030.02 Election of Councillor Enslow as Deputy Warden..... 2

MOTION 241030.03 Appointment of Nominating Committee..... 2

unapproved draft

Minutes of the special session of Municipal Council held on Wednesday, October 30, 2024, at 6:55 p.m., at Beaver Creek Vineyard, Lawrencetown, NS.

ROLL CALL

District 1 – Karie-Ann Parsons-Saltzman, present
District 2 – Jesse Hare, present
District 3 – Dustin Enslow, present
District 4 – Charles “Chuck” Cranton, present
District 5 – Lynn Longmire, present
District 6 – Jon Welch, present
District 7 – Ted Agombar, present
District 8 – Nile Harding, present
District 9 – Gidget Oxner, present
District 10 – Brian “Fuzzy” Connell, present
District 11 – Diane Le Blanc, present

unapproved draft

Also Present: The Honourable Timothy D. Landry (provincial court judge); Former Warden Alex Morrison; Former Deputy Warden Brad Redden; Former Councillors Bruce Prout, Clyde Barteaux, and Wendy Sheridan; Chief Administrative Officer Chris McNeill; Director of Corporate Services Dawn Campbell (recording secretary); Communications Coordinator Nadine McCormick; Director of Planning Linda Bent; 4 other staff members; and approximately 65 members of the public.

CALL TO ORDER

In accordance with Part 1, Section 12(4) of the *Municipal Government Act*, the Chief Administrative Officer chaired the meeting and called the meeting to order at 6:55 p.m.

2024 MUNICIPAL ELECTION RESULTS REPORT

Pursuant to Section 129(1) of the *Municipal Elections Act*, the Chief Administrative Officer declared the following Councillors elected as a result of the 2024 Municipal Elections held on October 19, 2024:

- Councillor for District 1 Karie-Ann Parsons-Saltzman
- Councillor for District 2 Jesse Hare
- Councillor for District 3 Dustin Enslow
- Councillor for District 4 Charles “Chuck” Cranton
- Councillor for District 5 Lynn Longmire
- Councillor for District 6 Jon Welch
- Councillor for District 7 Ted Agombar
- Councillor for District 8 Nile Harding
- Councillor for District 10 Brian “Fuzzy” Connell

CAO McNeill further noted that councillors previously declared elected by acclamation pursuant to Section 55 of the *Municipal Elections Act* were:

- Councillor for District 9 Gidget Oxner
- Councillor for District 11 Diane Le Blanc

OATHS OF OFFICE

The Honourable Timothy D. Landry administered the Oath of Office for all councillors by order of district number.

ELECTION OF WARDEN

In accordance with *Policy 119 Inaugural Council Meeting*, the CAO called for nominations for the office of Warden.

Councillor Enslow nominated Councillor LeBlanc for the office of Warden. Councillor LeBlanc consented to the nomination. The CAO called three times for additional nominations and there being none, nominations were closed.

MOTION 241030.01 Declaration of Councillor LeBlanc as Warden

The CAO declared Councillor LeBlanc as Warden for the Municipality of the County of Annapolis for a two year term.

ELECTION OF DEPUTY WARDEN

In accordance with *Policy 119 Inaugural Council Meeting*, the CAO called for nominations for the office of Deputy Warden.

Councillor Hare nominated Councillor Connell for the office of Deputy Warden. Councillor Connell gave consent for the nomination.

Councillor Cranton nominated Councillor Enslow for the office of Deputy Warden. Councillor Enslow consented to the nomination.

Councillor Connell nominated Councillor Longmire for the office of Deputy Warden. Councillor Longmire gave consent for the nomination.

After calling three successive times with no further nominations, the CAO announced that nominations were closed. Secret ballots were cast by all councillors and gathered by Director of Corporate Services D. Campbell. Director of Planning Services L. Bent and Director of Corporate Services D. Campbell were designated to tally the votes.

MOTION 241030.02 Election of Councillor Enslow as Deputy Warden

The CAO declared that Councillor Enslow was elected by his peers as Deputy Warden for the Municipality of the County of Annapolis.

APPOINTMENT OF NOMINATING COMMITTEE

MOTION 241030.03 Appointment of Nominating Committee

That the following council members be appointed as the Nominating Committee, with the Warden acting as the Chairperson: Councillor Brian Connell; Councillor Lynn Longmire; Councillor Nile Harding; Councillor Gail Oxner

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire

Motion carried unanimously

PRESENTATION TO OUTGOING WARDEN

Warden Leblanc presented a commemorative plaque to outgoing warden Alex Morrison, thanking and commending him for his wisdom, patience and guidance.

ADJOURNMENT

The Warden declared the meeting adjourned at 7:40 p.m.

unapproved draft

Warden

Recording Secretary Dawn Campbell
(in the absence of the Municipal Clerk)



BOARDS and COMMITTEES Recommendations

AdHoc, Standing, and Advisory Committees

To: Municipal Council
Meeting Date: November 19, 2024
Prepared By: Kelly Kempton
Subject: **2024-11-12 Committee of the Whole Recommendations**

RECOMMENDATIONS:

5.1 SR2024-72 Appointment of Dana Olmstead

To appoint Dana Olmstead as Building Official and Fire Inspector for the Municipality of the County of Annapolis, pursuant to the recommendation of Committee of the Whole.

5.2 SR2024-73 ACMHC Appointments

To appoint the following board members to the Annapolis County Municipal Housing Corporation:

Paula Bilz for an additional 2 years to November 2026;

Ann Burns for an additional 2 years to November 2026;

Carol Ward for an additional 2 years to November 2026;

Terry Silver for a 2 years term to November 2026, pursuant to the recommendation of Committee of the Whole.

5.3 SR2024-74 Approve Policy 102 - Personnel

To approve *Policy 102 Personnel* as circulated, seven-day notice given on November 12th.

5.4 SR2024-75 Repeal AM-1.2.2 Indemnification of Elected Officials Policy

To repeal *AM-1.2.2 Indemnification of Elected Officials Policy* as circulated, seven-day notice given on November 12th.

5.5 SR2024-76 Approve Policy 120 – Code of Conduct for Elected Officials

To approve *Policy 120 Code of Conduct for Elected Officials* as circulated, seven-day notice given on November 12th.

5.6 SR2024-77 Approve Policy 112 Area Advisory Planning Committee Policy

To approve *Policy 112 Area Advisory Planning Committee Policy* as circulated, seven-day notice given on November 12th.

5.7 SR2024-78 Approve Policy 112 – Ad Hoc Citizen Advisory Committees

To approve *Policy 122 Ad Hoc Citizen Advisory Committees* as circulated, seven-day notice given on November 12th.

5.8 SR2024-79 Approve Policy 111 Annapolis County Planning Advisory Committee Policy

To approve *Policy 111 Annapolis County Planning Advisory Committee Policy* as circulated, seven-day notice given on November 12th.

5.9 SR2024-80 Approve Bylaw 1 Heritage

To give first reading to approve *Bylaw 1 Heritage*, in accordance with the recommendation of Committee of the Whole.

5.10 SR2024-81 Approve Policy 121 Citizen Appointments to Committees

To approve *Policy 121 Citizen Appointments to Committees* as circulated, seven-day notice given on November 12th.



COUNTY of ANNAPOLIS
NATURALLY BOUND

STAFF REPORT

Report To: Council
Meeting Date: November 19, 2024
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2024-82 NOMINATING COMMITTEE REPORT
Subject: RECOMMENDATIONS FOR APPOINTMENTS TO COMMITTEES

RECOMMENDATION

That Council of Municipality of the County of Annapolis approve the following appointments to committees along with their respective dates of appointment as follows:

Audit Committee for term ending on October 31, 2025

Deputy Warden Dustin Enslow as Chairperson
Councillor Charles Cranton
Councillor Gidget Oxner
Melony Robinson
Erich Beifuss

Climate Change Action Plan Review Committee for a term ending on October 31, 2026

Councillor Jonathan Welch as Chairperson
Councillor Lynn Longmire
Councillor Jesse Hare
Clifford Drysdale
Jim Crossley
Niki Clark

Fences and Arbitration Committee for a term ending on October 31, 2026

Councillor Brian Connell as Chairperson
Councillor Jesse Hare as Alternate

Fire Services Committee for a term ending on October 31, 2026

Councillor Brian Connell as Chairperson
Councillor Nile Harding

Physician Recruitment and Retention Strategy Committee for a term ending on October 31, 2026

Councillor Karie-Ann Parsons-Saltzman as Chairperson
Councillor Lynn Longmire
Councillor Charles Cranton
Councillor Nile Harding

Police Advisory Board for a term ending on October 31, 2026

Warden Diane LeBlanc
Councillor Nile Harding
Public members to be recommended after personal interviews held.

Planning Advisory Committee for a term ending on October 31, 2026

Councillor Lynn Longmire as Chairperson
Councillor Ted Agombar
Councillor Jonathan Welch
Councillor Jesse Hare
John Chuck Ryan
Naomi Blanchard
Alison Warwick
Brad Redden

Planning Area Advisory Committee - Bridgetown and Area for a term ending on the submission of their draft Special Planning Area MPS and LUB

Councillor Ted Agombar as Chairperson
Deputy Warden Dustin Enslow
Carolyn Hubble
William Grant Wright

Planning Area Advisory Committee – East End Area for a term ending on the submission of their draft Special Planning Area MPS and LUB

Councillor Gidget Oxner as Chairperson
Councillor Jesse Hare
Warden Diane LeBlanc
Councillor Karie-Ann Parsons-Saltzman
Mark Kinsman
Calvin Gough

Inter-Municipal Working Group for Valley Waste and Kings Transit for a term ending on October 31, 2026

Warden Diane LeBlanc
Alternate Deputy Warden Dustin Enslow

Annapolis County Inter-Municipal Working Group for a term ending on October 31, 2026

Warden Diane LeBlanc
Deputy Warden Dustin Enslow

Annapolis Valley Exhibition for a term ending on October 31, 2026

Councillor Charles Cranton

Annapolis Valley Regional Library for a term ending on October 31, 2026

Councillor Karie-Ann Parsons-Saltzman

CAO Review Committee for a term ending on October 31, 2026

Warden Diane LeBlanc as Chairperson
Deputy Warden Dustin Enslow
Councillor Karie-Ann Parsons-Saltzman
Councillor Ted Agombar

Lawrencetown Source Water Protection Advisory Committee for a term ending on October 31, 2026

Councillor Brian Connell

Middleton Source Water Protection Advisory Committee for a term ending on October 31, 2026

Councillor Gidget Oxner

Annapolis County Source Water Protection Advisory Committee for a term ending on October 31, 2026

Robert Feagan as Chairperson
Harold Baker

Regional Emergency Management Organization Advisory Committee for a term ending on October 31, 2026

Councillor Lynn Longmire
Councillor Brian Connell

Southwest Nova Biosphere Reserve Association for a term ending on October 31, 2026

Councillor Jonathan Welch

Trans County Transportation Society for a term ending on October 31, 2026

Councillor Ted Agombar

The Nominating Committee was previously appointed at the Special Council meeting on October 30, 2024.

The Nominating Committee is not recommending any appointments to the Forestry or Economic Development Committees and are planning to bring forth a recommendation to remove these committees from our committee's policy. The activities of these committees will be undertaken by other committees based on the nature of the issue or with the full Council.

BACKGROUND

After each municipal election, and each year or biennially after that, the Municipality's Nominating Committee is required to come forward with nominations for appointments to its various internal and external committees.

With the recent election on October 19, 2024, the appointment of a new Nominating Committee was required. As the Special Council meeting on October 30, 2024, a motion was passed appointing a new nominating committee Chaired by Warden Diane LeBlanc and consisting of Councillor Brian Connell, Councillor Lynn Longmire, Councillor Nile Harding and Councillor Gail Harding.

DISCUSSION

During a several week period in October, 2024, advertisements were placed on the Municipality's website, in the Bridgetown Reader, in Valley Register, and on our social media platforms seeks interest from residents to consider applying to be citizen members of various municipal committees. Likewise, after the recent municipal election, each councillor was asked to share their interest in sitting on various municipal committees. These lists were compiled by staff and reviewed by the Nominating Committee on November 12, 2024.

During this meeting, the Nominating Committee reviewed each committee's makeup, and the council members and public members interested in serving on each committee. The committee considered technical skills needed for each committee, past member experience, gender balance, geographical considerations, life experiences, and what skills and reasons each applicant brought forward in their application.

The recommendations being made flow from these detailed discussions and who the nominating committee feel are the most suitable applicants to fill each of the vacancies.

Some committee appointments will require more time before being brought forward. For instance, appointments to the Police Advisory Board need to go through an interview process, and some committees like the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee is a joint committee and will need approval from all four local governments if this new Committee is approved.

Additionally, not all committees had the required number of applicants apply so several committees will need to be re-advertised to find further applicants. This advertising is currently underway.

LEGISLATIVE AUTHORITY

Sections 24(1)(2)(3) of the *Municipal Government Act* (MGA) states that the council may establish standing, special and advisory committees

(2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality.

(3) The council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so.

Sections 44(1) of the *Municipal Government Act* states that the council shall annually appoint an audit committee.

Prepared by:

Chris McNeill, Chief Administrative Officer



COUNCIL TRACKING LIST (tracks initiatives of the Municipality, and items referred to committees and staff from Council)

OUTSTANDING ITEMS				
Month Requested	Staff Report Number	Description	Council Approval	Follow-up Expected
May 2024		<p>MTRI Woodlands for Wildlife Program PID05101480 Hollow Mountain Road</p> <p>That Municipal Council enter into an agreement with Mersey Tobetic Research Institute for part of PID05101480, Hollow Mountain Rad, for their Woodland for Wildlife program, provided the protection does not impact the future development of the remaining lands, pursuant to the recommendation of Committee of the Whole.</p>	Motion 240521.12	In progress
May 2024		<p>Ecological Forestry - Graywood</p> <p>That Municipal Council recommend further develop the ecological forestry initiative on the Graywood location and neighbouring lots owned by the County, pursuant to the recommendation of Committee of the Whole.</p>	Motion 240521.14	In progress
July 2024	SR2024-56	<p>Intermunicipal Inclusion, Diversity, Equity and Accessibility Plan (IDEA)</p> <p>That Municipal Council endorse the concept of a joint county-wide Inclusion, Diversity, Equity and Accessibility structure with a proposed committee terms of reference and specific details of the workplan to be brought forward to council in the fall for final review and potential adoption.</p>	Motion 240716.16	In progress
September 2024	SR2024-60	<p>Deregistration of Municipal Heritage Property – Capt. James Anthony House</p> <p>That Municipal Council hold a public hearing at 11:00 a.m. on November 19, 2024, to consider the deregistration of the Captain James Anthony House, a municipally-registered heritage property located at 1625 Granville Road, Port Wade, pursuant to the recommendations of Committee of the Whole.</p>	Motion 240917.08	In progress

COUNCIL TRACKING LIST (tracks initiatives of the Municipality, and items referred to committees and staff from Council)

September 2024	SR2024-61	<p>ACOSS Request to Establish a Pavilion at the Sport Hub</p> <p>That Municipal Council approve the establishment of a new pavilion structure up to 30’ x 50’ and no greater than the height of 15’ at the Annapolis County Regional Outdoor Sports Hub that will be purchased and funded by the Annapolis County Outdoor Sports Hub Society on lands located north of the artificial track provided they meet all the regulations associated with building permits and development permits that are required and subject to the approval of the Director of Municipal Operations as to the exact location and installation requirements, in accordance with the recommendation of Committee of the Whole.</p>	Motion 240917.09	In progress
September 2024		<p>Proposal to the Town of Annapolis Royal and the County of Annapolis</p> <p>That Municipal Council request staff to collaborate with Annapolis Royal to develop a plan for moving forward with the engagement of the international Acadian community for the development of an Acadian research / tourist / cultural center, in accordance with the recommendation of Committee of the Whole.</p>	Motion 240917.12	In progress
September 2024		<p>Develop Terms of Reference for Glyphosate Ad Hoc Committee</p> <p>That staff prepare a new terms of reference for council’s review to establish a Glyphosate Ad Hoc Committee.</p>	Motion 240917.14	In progress
October 2024		<p>2024-10-01 Email re: Signage for Lake Cady</p> <p>That Municipal Council refer the matter of the watershed posting to staff for a recommendation report, in accordance with the recommendations of Committee of the Whole.</p>	Motion 241015.02	In progress
October 2024	SR2024-67	<p>IDEA Strategy</p> <p>That Municipal Council approve the October 2024 Inter-municipal joint Inclusion, Diversity, Equity and Accessibility Strategy.</p>	Motion 241015.05	In progress
October 2024	SR2024-68	<p>Annapolis County Anti-Poverty and Inclusion Initiative</p> <p>That Municipal Council endorses the concept paper for the development of an Anti-Poverty and Inclusion Working Group as part of the County of Annapolis’ 2023-2027 Strategic Plan. This initiative falls under Strategic Priority 4 – Investing in Our People, Priority No. 4.</p>	Motion 241015.06	In progress

COUNCIL TRACKING LIST (tracks initiatives of the Municipality, and items referred to committees and staff from Council)

COMPLETED ITEMS				
Month Requested	Staff Report #	Description		Date Complete
December 2023	SR2023-87	Municipal Capital Growth Fund Submission Bear River That Municipal Council support the submission of an application to the Municipal Capital Growth Fund in the amount of \$1,704,000 for 50% of the construction phase of the Bear River Water System Project, pursuant to the recommendation of Committee of the Whole.	Motion 231219.03	Complete
May 2024		Bear River Water Project Grant of Easement PID#30140537 To authorize the Warden and Clerk to sign the Grant of Easement on PID 30140537 between the Grantor and the Municipality of the County of Annapolis for the Bear River Water Project.	Motion 240521.15	Complete
June 2024	SR2024-47	Bridgetown School Trust BRCS Award Payouts Bridgetown School Trust Payout for Scholarships/Awards That Municipal Council authorize payment up to \$2,800 for scholarships/awards recipients upon attendance of post-secondary education, pursuant to the recommendation of Committee of the Whole.	Motion 240618.16	Complete
July 2024	SR2024-49	Repayment of Temporary Borrowing That Municipal Council direct staff to utilize \$3,088,608 from the operating reserve to repay the RBC line of credit, in accordance with the recommendation of Committee of the Whole.	Moton 240716.01	Complete
September 2024	SR2024-43(4)	Community Facilities Grant Clarence United Baptist Church That Municipal Council approve a grant to the Clarence United Baptist Church in the amount of \$5,000, to assist with the cost of rewiring and painting their church in accordance with <i>Policy 101 Community Grants</i> , pursuant to the recommendation of Committee of the Whole.	Motion 240917.01	Complete
September 2024	SR2024-43(4)	Community Facilities Grant Habitation New Horizons That Municipal Council approve a grant to the Habitation New Horizons Club in the amount of \$4,217.49, to assist with the cost of roof repairs and window replacement in accordance with <i>Policy 101 Community Grants</i> , in accordance with the recommendation of Committee of the Whole.	Motion 240917.02	Complete

COUNCIL TRACKING LIST (tracks initiatives of the Municipality, and items referred to committees and staff from Council)

September 2024	SR2024-43(4)	Community Projects Grant Thalia Barn Cat Rescue That Municipal Council approve a grant to The Thalia Barn Cat Rescue in the amount of \$5,000, to assist with their spay and neuter costs in accordance with <i>Policy 101 Community Grants</i> , pursuant to the recommendation of Committee of the Whole.	Motion 240917.03	Complete
September 2024	SR2024-38(2)	Policy 116 Committees of Council and Council Meetings – Procedures Amend That Municipal Council amend <i>Policy 116 Committees of Council and Council Meetings - Procedures</i> as circulated and in accordance with seven-day notice given on September 10 th .	Motion 240917.04	Complete
September 2024	SR2024-58	Policy 128 Travel and Expenses That Municipal Council approve <i>Policy 128 Travel and Expenses</i> as circulated at and with seven -day notice given on September 10 th .	Motion 240717.05	Complete
September 2024	SR2024-59	Policy 129 Appointments to External Organizations That Municipal Council approve <i>Policy 129 Appointments to External Organizations</i> as circulated at and with seven-day notice given on September 10 th .	Motion 240917.06	Complete
September 2024	SR2024-57	Road Naming Process for Shared Access Road in Meadowvale That Municipal Council approve the road name “Pointer Lane” for the shared access road in Meadowvale, on PID 05026372, in accordance with the recommendation of Committee of the Whole.	Motion 240917.07	Complete
September 2024	SR2024-62	Repeal AM-1.6.1 Employment Equity Policy That Municipal Council repeal <i>AM-1.6.1 Employment Equity Policy</i> , with seven-day notice given on September 10 th .	Motion 240917.10	Complete
September 2024		CPAAC Recommendations That Municipal Council call a Planning Advisory Committee (PAC) meeting on September 25, 2024, at 6:00 p.m. at Felker Hall, Cornwallis Park, for consideration of the proposed Cornwallis Park planning documents, pursuant to the recommendation of Committee of the Whole.	Motion 240917.11	Complete
September 2024		Physician Recruitment & Retention Committee Recommendation	Motion 240917.13	Complete

COUNCIL TRACKING LIST (tracks initiatives of the Municipality, and items referred to committees and staff from Council)

		That Municipal Council approve a grant in the amount of \$10,000 to Dr. Nima Shekar Riz Fomani in accordance with <i>Policy 108 Medical Recruitment Financial Assistance Program</i> .		
September 2024		Set Dates for Special Council Meetings and Public Hearing in October In anticipation that the Planning Advisory Committee may recommend the Cornwallis Park SPS and LUB for first reading, that Municipal Council schedule a Special Council Meeting on October 1, 2024, at 10:00 a.m. to consider first reading.	Motion 240917.15	Complete
September 2024		Set Dates for Special Council Meetings and Public Hearing in October That Municipal Council schedule a Public Hear regarding the Cornwallis Park SPS and LUB on October 17, 2024, at 11:00 a.m.	Motion 240917.16	Complete
September 2024		Set Dates for Special Council Meetings and Public Hearing in October That Municipal Council schedule a Special Council Meeting to consider second and final reading for the Cornwallis Park SPS and LUB on October 17, 2024, immediately following the Public Hearing.	Motion 240917.17	Complete
September 2024		Request for Emergency Funding from Maitland Bridge Community Hall Society That Municipal Council approve a grant of \$4,300 to Maitland Bridge Community Hall Society to assist with emergency repairs to their well; AND THAT this funding be approved as an over expenditure in the Community Grants budget in 2024-2025.	Motion 240917.18	Complete
September 2024		Final Reading to Adopt Upper Clements Area SPS / LUB That pursuant to first reading given on July 16, 2024, in accordance with the recommendation for approval from the Annapolis County Planning Advisory Committee and after holding a Public Hearing thereon, that second and final reading be given to adopt the proposed Upper Clements Area SPS / LUB.	Motion 240917.21	Complete
September 2024		Final Reading to Adopt Habitation Community SPS / LUB That pursuant to first reading given on July 16, 2024, in accordance with the recommendation for approval from the Annapolis County Planning Advisory Committee and after holding a Public Hearing thereon, that	Motion 240917.22	Complete

COUNCIL TRACKING LIST (tracks initiatives of the Municipality, and items referred to committees and staff from Council)

		second and final reading be given to adopt the proposed Habitation Community Secondary Planning Strategy and Land Use Bylaw as a secondary planning area and to incorporate it into the Annapolis County Municipal Planning Strategy and Land Use Bylaw.		
September 2024		Appoint Barbara Boateng as Development Officer That Municipal Council appoint Barbara Boateng as Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw.	Motion 240917.23	Complete
September 2024		Add Whitman Cemetery to Heritage Registry That municipal council include the Whitman Cemetery Company Property in the Annapolis County Municipal Registry of Heritage Properties and deposit a Notice of Registration in the Registry of Deeds providing that it not to be demolished or the exterior altered without Municipal approval as part of that review, the Heritage Advisory Committee is required to be consulted, and Council may grant/refuse or attach conditions to the demolition or substantial alteration.	Motion 240917.20	Complete
September 2024		Authorize Easement Agreement with Debra Isles That Municipal Council authorize the Warden and Municipal Clerk to sign an easement agreement with Debra Isles on behalf of the municipality for the Bear River water project.	Motion 240917.19	Complete
October 2024	SR2024-63	Emergency Grant Funding RCL Lawrencetown That Municipal Council approve a grant of \$14,237.00 to Royal Canadian Legion Branch 112, Lawrencetown to assist with emergency roof replacement for the hall; and that this funding be approved as an over expenditure in the Community Grants budget in 2024-2025, pursuant to the recommendation of Committee of the Whole.	Motion 241015.01	Complete
October 2024		175th Anniversary of the Pony Express Proclamation That Municipal Council approve the proclamation for the 175 th Anniversary celebration in commemorating a historic milestone in Annapolis County for the Pony Express 1849-2024.	Motion 241015.03	Complete
October 2024	SR2024-69	SR2024-69 J-Class Roads That Council of Municipality of the County of Annapolis notify Nova Scotia Public Works that it does not wish to participate in the J-Class Road re-paving of subdivision streets program in 2025-2026.	Motion 241015.07	Complete

COUNCIL TRACKING LIST (tracks initiatives of the Municipality, and items referred to committees and staff from Council)

October 2024	SR2024-66	Joint Police Board That Municipal Council endorse the concept of a joint police advisory board structure with Town of Middleton and that a proposed committee terms of reference be brought forward to council for final review and potential adoption.	Motion 241015.04	Complete
October 2024	SR2024-71	Authorization required for Bear River Water Project Easement That Municipal Council authorize the Warden and the Municipal Clerk to Sign an easement agreement with the Bear River Agricultural Society on behalf of the Municipality for the Bear River Water Project.	Motion 241015.08	Complete
October 2024	SR2024-70	Offer to Partner on Housing Developments That Municipal Council authorize entering into a Memorandum of Understanding with Rooted: Community Development Partner, to seek ways to advance affordable housing projects together in Annapolis County.	Motion 241015.09	Complete