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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **MUNICIPAL COUNCIL AGENDA**

10:00 a.m. – Tuesday, April 15, 2025

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

<b>PAGE:</b>	<b>1.</b>	<b>ROLL CALL</b>
	<b>2.</b>	<b>PRESENTATIONS</b>
<b>4</b>	<b>2.1</b>	Annapolis County Housing Association (1:30 p.m.)
<b>5-13</b>	<b>2.2</b>	Annapolis River Festival (2:00 p.m.)
	<b>3.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>4.</b>	<b>APPROVAL OF THE ORDER OF THE DAY</b>
	<b>5.</b>	<b>APPROVAL of MUNICIPAL COUNCIL MINUTES</b>
<b>14-23</b>	<b>5.1</b>	2025-03-18 Regular Council
<b>24-27</b>	<b>5.2</b>	2025-03-18 Public Hearing
<b>28-30</b>	<b>5.3</b>	2025-03-18 Public Hearing #2
	<b>6.</b>	<b>COTW RECOMMENDATIONS</b>
		• <b>April 08, 2025</b>
<b>31</b>	<b>6.1</b>	SR2025-43 Repeal of <i>Mobile Home Park Bylaw (P1)</i>
<b>31</b>	<b>6.2</b>	SR2025-44 <i>Approve Policy 102 Personnel</i> (revised Policy attached for information)
<b>31</b>	<b>6.3</b>	SR2025-45 <i>Approve Policy 109 Tax Exemption and Reduction</i>
<b>31</b>	<b>6.4</b>	SR2025-48 Road Naming Process for Shared Access Road
<b>31</b>	<b>6.5</b>	SR2025-49 Approve Community Grants – Bridgetown & Area Historical Society – James House Museum
<b>31</b>	<b>6.6</b>	SR2025-49 Approve Community Grants – Port Royal Legion Branch 21
<b>31</b>	<b>6.7</b>	SR2025-49 Approve Community Grants – Annapolis Valley Exhibition Society
<b>32</b>	<b>6.8</b>	SR2025-49 Approve Community Grants – Paradise Historical Society
<b>32</b>	<b>6.9</b>	SR2025-49 Approve Community Grants – Maitland Bridge Community Hall
<b>32</b>	<b>6.10</b>	SR2025-49 Approve Community Grants – South Shore Annapolis Valley Recreational Trail Association
<b>32</b>	<b>6.11</b>	SR2025-49 Approve Community Grants – West Dalhousie Community Hall Association
<b>32</b>	<b>6.12</b>	SR2025-49 Approve Community Grants – Bear River Board of Trade
<b>32</b>	<b>6.13</b>	SR2025-49 Approve Community Grants – Valley Regional Hospital Foundation
<b>32</b>	<b>6.14</b>	SR2025-49 Approve Community Grants – Cats for Keeps
<b>33-54</b>		<i>Revised Policy 102 Personnel</i>
	<b>7.</b>	<b>NEW BUSINESS</b>
<b>55-61</b>	<b>7.1</b>	SR2025-47 Approve Bylaw 6 Commercial Activity on Municipal Property (final reading)
<b>62-72</b>	<b>7.2</b>	SR2025-51 Granville Street Roadway Upgrades
<b>73-74</b>	<b>7.3</b>	SR2025-52 Request for Leave of Absence

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## ***MUNICIPAL COUNCIL AGENDA***

10:00 a.m. – Tuesday, April 15, 2025

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

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- |              |             |   |
|--------------|-------------|---|
| <b>75-85</b> | <b>8.</b>   | <b>COUNCIL MOTION TRACKING LIST</b> (January,February,March)  |
|              | <b>9.</b>   | <b>COUNCILLOR COMMENTS</b>  |
|              | <b>10.</b>  | <b>IN-CAMERA</b>  |
|              | <b>10.1</b> | In accordance with Section 22(2)(f) litigation or potential litigation of the <i>Municipal Government Act</i> |
|              | <b>11.</b>  | <b>ADJOURNMENT</b>  |

## YOUR VOICE MATTERS!



The **Annapolis County Housing Association** wants to hear your ideas on affordable housing in our communities.



The Annapolis County Housing Association (ACHA) is a non-partisan registered non-profit organization. Since 2023, we have been working with government, developers, and other housing groups to explore how to increase affordable, accessible, and sustainable housing in Annapolis County.

**We need your input to ensure that future housing developments meet the needs of the people living and working in our communities.**

## JOIN A COMMUNITY MEETING

- Tuesday, April 8, 6:30-8:00pm, Lawrencetown Fire Hall
- Thursday, April 10, 7:00-8:30pm, Nictaux Fire Hall
- Saturday, April 12, 10:00-11:30am, Wilmot Community Hall
- Monday, April 14, 7:00-8:30pm, Kingston Lions Hall
- Thursday, April 17, 7:00-8:30pm, Middleton Fire Hall
- Wednesday, April 23, 7:00-8:30pm, Bridgetown Firehall

If you are unable to attend, please share your thoughts through our online survey at: **[www.AnnapolisCountyHousing.ca](http://www.AnnapolisCountyHousing.ca)**



*This project is supported by the Community Housing Transformation Centre*





# 2025 ANNAPOLIS RIVER FESTIVAL

SATURDAY JULY 12

JUBILEE PARK, BRIDGETOWN





# Introduction

- Katie McLean, festival volunteer
- 2025 co-chairs- Gillian Kerr & Mark Hebert
- 16 (+) members on the organizing committee





# Vision

Ecologically healthy watersheds

# Mission

To enhance the ecological health of the Annapolis River watershed for current and future generations, through science, leadership and community engagement.





# Core projects/ program areas

- Annapolis River Guardians
- Agricultural biodiversity
- Estuary Resesarch and Monitoring
- Freshwater fish habitat restoration and monitoring
- Stormwater management and natural infrastructure
- Species-at-risk stewardship





# Purpose of the Festival

- To raise funds for CARP
- To create awareness of CARP (i.e. “friendraising”)
- To showcase the environmental, cultural, historical, and recreational values of the Annapolis River





# Festival History

- Inaugural Festival in 2015
- Attendance has grown from ~1200 people in year 1, to ~1800 in our best attended year
- ~150 volunteers provide support
- 450+ festival goers on the water throughout the day





# Dragon Boat Races

- Core fundraising activity
- 18 teams, maximum capacity
- 16-20 members per team
- Prizes for fastest boat, most pledges raised, most team spirit







**Skills Village**



**Races on the River**



**Live Music**



**Food & Beverage Tent**



**Farming & Livestock  
with 4H**



**Education Corner**



**Children's Activities**



**Guided Heritage  
River Tours**



# QUESTIONS/ DISCUSSION



## 2025-03-18 Municipal Council

### Summary of Motions

Motion 250318.01 Approve Terms of Reference – Marketing Levy Ad Hoc Committee .....	2
Motion 250318.02 Internet Project Final Reconciliation .....	2
Motion 250318.03 Approve <i>Bylaw 6 Commercial Activity on Municipal Property</i> .....	2
Motion 250318.04 Tom’s Cool Bus Vendor on Municipal Property Application .....	2
Motion 250318.05 Repeal <i>AM-1.2.7 Flag Flying Policy</i> .....	3
Motion 250318.06 PAC Recommendation.....	3
Motion 250318.07 Approve <i>Bylaw 5 Civic Address</i> (final reading) .....	3
Motion 250318.08 Approval of 2025-26 Budget .....	3
Motion 250318.09 Approval of 2025-26 Budget .....	3
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Motion 250318.18 Deregistration William Letteney House, Granville Ferry .....	8
Motion 250318.19 Annapolis County – Land Use Bylaw and Municipal Planning Strategy Map Amendment – 33 Parker Mountain Road, Granville Ferry .....	9



Minutes of the regular session of Municipal Council held on Tuesday, March 18, 2025, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

### **Roll Call**

District 1 – Karie-Ann Parsons-Saltzman, present

District 2 – Jesse Hare, present

District 3 – Dustin Enslow, Deputy Warden, 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 – Gail “Gidget” Oxner, present

District 10 – Brian “Fuzzy” Connell, present

District 11 – Diane Le Blanc, Warden, present

Also Present: CAO Chris McNeill; Administrative Clerk – Municipal Clerk Office Kelly Kempton; Planner Jeremy Banks; Director of Finance Angela Bohaker; Director of Planning and Inspection Services Linda Bent; Strategic Initiatives Coordinator Alyssa Blais; Director of Corporate Services / Deputy CAO Dawn Campbell; Manager of Recreation Kaesy Gladwin; Communications Coordinator Nadine McCormick; Manager of Information and Technology Ben Olsen; Director of Community Development Debra Ryan; Director of Municipal Operations Jim Young.

### **Disclosure of Interest**

None

### **Order of the Day**

To amend the order of the day to add In-Camera in accordance with Section 22(2)(f) litigation or potential litigation of the *Municipal Government Act* as number 9 of the agenda.

Moved: Councillor Welch

Seconded: Councillor Longmire

Motion carried

### **Minutes**

Re: 2025-02-19 Regular Minutes

Approved, no errors or omissions

Re: 2025-02-19 Public Hearing Minutes

Approved, no errors or omissions

### **COMMITTEE of the WHOLE RECOMMENDATIONS**

Re: SR2025-34 Approve Terms of Reference – Marketing Levy Ad Hoc Committee

**Motion 250318.01 Approve Terms of Reference – Marketing Levy Ad Hoc Committee**

To approve the Terms of Reference for the Marketing Levy Ad Hoc Committee, pursuant to the recommendation of Committee of the Whole.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Cranton

Motion carried

Re: SR2025-35 Internet Project Final Reconciliation

**Motion 250318.02 Internet Project Final Reconciliation**

To authorize funding of \$349,837.00 from the capital reserve fund for the completion of the internet project, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Welch

Seconded: Councillor Harding

To amend the motion to change the amount to \$394,837.00.

Moved: Deputy Warden Enslow

Seconded: Councillor Agombar

Motion carried

The Question was called on the original motion.

Motion carried

Re: SR2025-36 Approve *Bylaw 6 Commercial Activity on Municipal Property*

**Motion 250318.03 Approve *Bylaw 6 Commercial Activity on Municipal Property***

To give first reading to approve *Bylaw 6 Commercial Activity on Municipal Property*, pursuant to the recommendation of Committee of the Whole.

Moved: Councillor Oxner

Seconded: Councillor Hare

Motion carried

Re: SR2025-37 Tom's Cool Bus Vendor on Municipal Property Application

**Motion 250318.04 Tom's Cool Bus Vendor on Municipal Property Application**

To authorize the Clerk to issue a 2025-26 Vendor on Municipal Property permit to Tom Marshall, for the operation of Tom's Cool Bus Canteen at the Annapolis River Causeway park in accordance with S6 Commercial Activity on Municipal Property Bylaw, and permit the canteen to stay at the park overnight for the April-October season, subject to reasonable requests from the Municipality to move it from time to time, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Welch

Seconded: Councillor Harding

Motion carried



Re: SR2025-38 Repeal AM-1.2.7 Flag Flying Policy

**Motion 250318.05 Repeal AM-1.2.7 Flag Flying Policy**

To repeal AM-1.2.7 Flag Flying Policy, seven-day notice given on March 11, 2025.

Moved: Councillor Parsons-Saltzman

Seconded: Deputy Warden Enslow

Motion carried

**New Business**

Re: 2025-03-04 PAC Recommendation

**Motion 250318.06 PAC Recommendation**

That Municipal Council give first reading of its intent to support the Development Agreement amendment application by Jason Milner to erect a single-family dwelling on PID 05187471 in the GW3 Zone of the Annapolis County Land Use Bylaw, pending the identification of a well on the site plan; and set a Public Hearing on this matter on Tuesday, April 15, 2025, at 11:00 a.m., in accordance with the recommendation of the Planning Advisory Committee.

Moved: Councillor Longmire

Seconded: Councillor Hare

Motion carried

Re: SR2025-41 Approve Bylaw 5 Civic Address (final reading)

**Motion 250318.07 Approve Bylaw 5 Civic Address (final reading)**

To recommend that Municipal Council give final reading to approve *Bylaw 5 Civic Address*. (First Reading – February 19, 2025).

Moved: Councillor Cranton

Seconded: Councillor Oxner

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget

**Motion 250318.08 Approval of 2025-26 Budget**

That Municipal Council approve the proposed 2025-2026 operating budget reflecting revenues of \$27,304,576 and expenditures of \$27,304,576.

Moved: Councillor Cranton

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget

**Motion 250318.09 Approval of 2025-26 Budget**

That Municipal Council approve the 2025-2026 operating budget base taxation rates for all residential and resource assessments of \$1.025 per \$100 of assessment, and a commercial tax rate of \$1.80 per \$100 of assessment.

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget

**Motion 250318.10 Approval of 2025-26 Budget**

That Municipal Council approve 2025-2026 operating budget area rates for all residential and resource assessments in Bridgetown of 34.07 cents per \$100 of assessment, and a commercial area rate of 55.81 cents per \$100 of assessment, and a taxation area rate for all properties in the Assessment District 12 (Lawrencetown) of the amount to be approve by the Lawrencetown Village Commission.

Moved: Councillor Parsons-Saltzman

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget

**Motion 250318.11 Approval of 2025-26 Budget**

That Municipal Council approve fire hydrant taxation rates for the 2025-2026 fiscal year based on \$100 of assessment as follows:

• Margaretsville	District 2	18.69 cents
• Inglewood	District 3	18.90 cents
• Granville Ferry	District 4/5	17.05 cents
• Carleton Corner	District 7	15.40 cents
• Church Street, Bridgetown N	District 3	14.43 cents
• Middleton	District 2/10	19.34 cents
• Cornwallis Park	District 6	22.82 cents
• Bridgetown	District 3/7	30.68 cents

Moved: Councillor Harding

Seconded: Councillor Longmire

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget

**Motion 250318.12 Approval of 2025-26 Budget**

That Municipal Council approve a 2025-2026 operating budget area rate for the provision of streetlights per \$100 of all assessment accounts of 3.41 cents.

Moved: Councillor Agombar

Seconded: Councillor Cranton

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget

**Motion 250318.13 Approval of 2025-26 Budget**

That Municipal Council approve fire taxation rates for the 2025-2026 fiscal year based on \$100 of assessment as follows:

• Kingston Fire Commission	Districts 1/11	to be determined by Fire Commission
• Fire capital	All districts	6.11 cents

Moved: Councillor Welch

Seconded: Councillor Parsons-Saltzman

Motion carried



Re: SR2025-42 Approval of 2025-26 Budget**Motion 250318.14 Approval of 2025-26 Budget**

That Municipal Council approve street paving taxation rates for the 2025-2026 fiscal year based on \$100 of assessment as follows:

• Chipman/Baxter	District 1	5.07 cents
• Cameron Drive	District 1	2.07 cents
• Brookside/Pine Grove	District 1	5.30 cents
• Bradley Street	District 1	3.44 cents
• Ward Estates	District 11	\$269.11 (lump sum)

Moved: Councillor Longmire

Seconded: Councillor Harding

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget**Motion 250318.15 Approval of 2025-26 Budget**

That Municipal Council approve the due date for property taxation bills of June 30, 2025, and that all rates and taxes outstanding after this date be subject to interest at a rate of 12% per annum.

Moved: Councillor Oxner

Seconded: Councillor Parsons-Saltzman

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget**Motion 250318.16 Approval of 2025-26 Budget**

That Municipal Council approve a sewer rate for all publicly connected properties or have the ability to connect to the County sanitary sewer system of \$618.42 per year; and for all properties connected for have the ability to connect to the Bridgetown sanitary sewer system, a rate of \$2.80 per cubic meter plus a quarterly base rate of \$24.34.

Moved: Councillor Welch

Seconded: Councillor Harding

Motion carried

Re: SR2025-42 Approval of 2025-26 Budget**Motion 250318.17 Approval of 2025-26 Budget**

That Municipal Council approve the proposed 5-year Capital Investment Plan reflecting financial Investments over 5 years of \$70,170,682; and a 2025-2026 capital investment of \$46,395,682.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Oxner

Motion carried

**Council Motion Tracking List (December, January, February)**

Reviewed for information

**Councillor Comments**

*District 1* – Councillor Parsons-Saltzman noted that she had attended the Kingston Fire Department banquet on February 22, 2025, along with Warden LeBlanc. She recognized the members on their years of service. Councillor Parsons-Saltzman mentioned that she had attended the Wilmot and Area neighbourhood watch monthly meeting. Paster Jeff Milne, from the Valley Connect Outreach, was the guest speaker. She noted that they are always looking for volunteers. Councillor Parsons-Saltzman expressed the importance for snowmobilers to stay on the trails when using them.

*District 2* – Councillor Hare encouraged the public to participate in the East End Planning review. He asked the residents to watch for and participate in public consultation.

*District 3* – Deputy Warden Enslow attended the Bridgetown Fire Department banquet where long term volunteers were recognized. He noted that there were a lot of newer members joining. Deputy Warden Enslow mentioned that both the Bridgetown and Port Lorne Fire Departments are in the process of getting new trucks. He has participated in some of the fundraisers to support these purchases. Deputy Warden Enslow attended the Lion's breakfast, which is always held on the first Saturday of each month. He encouraged the citizens of District 3 to complete the survey and attend the open house on Saturday, March 22, 2025. He asked them to remember that they live in these communities together and requested that everyone stay positive.

*District 4* – Councillor Cranton mentioned that he has been busy with visits; on an average of 1-2/week, with constituents from his district. He noted that a wide variety of topics were discussed. Councillor Cranton attended the Bear River Fire Hall breakfast, the opening night of the Gary Fraser Art Exhibit at King's Theatre, and the board meeting of the Annapolis Valley Exhibition. He has directed inquiries regarding community grants to Debra Ryan's department. Councillor Cranton expressed the need to keep an eye out for wood ticks as the spring season approaches. He reminded citizens to check the NS burn restrictions when doing yard clean up and having bon fires. Events at local community halls will start to ramp up with the arrival of Spring. Councillor Cranton mentioned that he has plans to host a Coffee with Councillor meeting on April 10, 2025, at the Granville Ferry Hall from 1:00 – 3:00 p.m.

*District 5* – Councillor Longmire expressed excitement for the arrival of Spring. She mentioned that International Women's Day was March 8. Councillor Longmire noted that March break has ended, and students have returned to their studies.

Councillor Longmire listed the following upcoming events for District 5:

- Young's Cove Community Hall AGM will be held on March 18, 2025, at 7:00 p.m. Country jam sessions are every Friday evening. Coffee and Snack happens each Monday morning at 10:00 a.m.
- Parker's Cove Fundy Thread and Thimble Club are gearing up for Spring. They are working on grants and setting dates for upcoming events.
- New Horizons Hall will soon be opening for the season; stay tuned for upcoming events.
- Lower Granville Hall will hold an indoor all body fitness walk on March 20, 2025, at 10:00 a.m. Tai Chi session has an ongoing session each Wednesday at 11:00 a.m. Paint and Sip to be held March 20, 2025, from 7:00 – 9:00 p.m. The AGM will be on March 25, 2025, at 7:00 p.m. On May 1, 2025,



Steve Skafte will present “This River was Once a Road”. Craft club meets the second and fourth Monday from 7:00 – 9:00 p.m. Speaker Matthew Rouse will host a down-to-earth look at Artificial Intelligence tools on March 26, 2025, at 6:00 p.m. On March 30, 2025, at 12:00 p.m. lunch and learn with MapAnnapolis.

Councillor Longmire mentioned that she has been busy helping Community Halls with grants and sharing information on how to become a comfort centre. Councillor Longmire encouraged residents to shop locally and support farmers markets and roadside stands. She mentioned Bayside Farms and Belle’s Blessing Community Pantry. She thanked the many volunteers for their hard work in the communities.

*District 6* – Councillor Welch noted that March has been a busy month with budget season. He noted that he has had invaluable conversations with community members. Councillor Welch believed that having active community halls is a key part to strong communities. He mentioned that he met with the folks at Upper Clements Hall. He encouraged citizens to support these halls. Councillor Welch attended SOOF Soup Sunday. He wished to acknowledge the departure of the last military presence from Cornwallis Park – RSCC 26 Cornwallis, the local Sea Cadet Corps. He noted that it will be relocated to the Deep Brook Waldeck Lions Club.

*District 7* – Councillor Agombar stated that it is nice to see signs of Spring. He mentioned that he attended the SOOF Sunday Soup luncheon. Councillor Agombar also attended the Annapolis Trail Society’s AGM at the Centerlea Community Hall. He wished to recognize two members, Danny Phinney and Dale Jollimore, who announced their retirement after many years of volunteer service to the committee. Councillor Agombar attended the West Dalhousie AGM, where a new executive and slate of directors were elected. Councillor Agombar was pleased to announce that the Hub would be very busy during the month of May 2025 hosting the district track and field meet on May 14<sup>th</sup> & 15<sup>th</sup>; the regional track and field meet on May 23<sup>rd</sup> and 24<sup>th</sup>; and the provincial track and field meet on May 30<sup>th</sup> and 31<sup>st</sup>. The Provincial meet will be broadcast by Eastlink. ACCOSS will have lots of volunteer opportunities for parking attendants and traffic control. Councillor Agombar felt this world class facility has created the opportunity for a well needed boast to Annapolis County. Councillor Agombar encouraged residents to attend the planning meeting on Saturday, March 22, 2025, at the Bridgetown Legion.

*District 8* – Councillor Harding was amazed at how quickly the snow and ice had disappeared over the last couple of weeks. He encouraged residents to reach out to TIR that are experiencing road or ditch issues. Councillor Harding must reschedule his first “Coffee with your Councillor” session due to ongoing renovations at the community hall. He noted a new date would be available soon. He mentioned that he will be attending several meetings in the next few weeks. Councillor Harding thanked his fellow councillors for their work at the recent budget meetings. He was happy to welcome the spring season.

*District 9* – Councillor Oxner expressed that we have had a little taste of Spring. She reminded citizens to check and follow the burn restrictions. Councillor Oxner was happy to see that DOT has done a bit of pothole work at the intersection of Hwy 10 and Hwy 201. She noted that the roads are a challenge, and she hoped to see the patching continue. Councillor Oxner noted that there were many upcoming meetings and activities to attend. She asked everyone to keep the food banks in mind, as they are always

in need. She noted that she at the Middleton satellite office the last Thursday of each month from 10:00 – 12:00 p.m.

*District 10* – Councillor Connell attended the Springfield Fire meeting last Wednesday. He noted that many of the volunteers were younger. He mentioned that he gave an overview of the problem with the school property as the deed had not been registered when they received it. They were shocked as they have been working on updates to the property for the last 10 years. Councillor Connell noted that a big concern for the community is the lack of a community center. They are currently working on design and the cost of an additional on the firehall which will be turned into a community center. Councillor Connell mentioned that he had attended the Village of Lawrencetown meeting. Councillor Connell noted that the rink in Lawrencetown would stay open until the end of April. They have many events booked for this time, including free public skating every Sunday from 4:00-5:30 p.m. The Annapolis Valley exhibition is starting a farm market to be held every Monday starting May 26, 2025, through October. He noted that an information night would be held on March 31, 2025, for anyone interested. The exhibition is giving away free seeds through a program called “Grow your Greens”. Councillor Connell encouraged everyone to keep an eye out for motorcycles as the weather warms up.

*District 11* – Warden LeBlanc noted that March break is finished, and students are back in school. She asked citizens to be careful of kids and buses traveling. Warden LeBlanc noted that the Three Rivers Community Hall in Torbrook Mines will be holding a bake sale and ticket auction on Saturday, March 22, 2025, from 11:00 – 2:00. Also, on March 29, 2025, from 7:00 -9:00 p.m. Bob Forrester & Friends will provide great music with a canteen available and a 50/50 draw. Warden LeBlanc thanked everyone for their work on the budget.

### **Recess**

A recess was called at 10:59 a.m. for a short break and to begin the scheduled public hearings.

The meeting resumed at 11:34 a.m. with all councillors present as prior to the public hearings.

### **Order of the Day**

To amend the order of the day by adding Deregistration William Letteney House, Granville Ferry as 6.4 and Annapolis County – Land Use Bylaw and Municipal Planning Strategy Map Amendment – 33 Parker Mountain Road, Granville Ferry as 6.5 under New Business.

Moved: Deputy Warden Enslow

Seconded: Councillor Parsons-Saltzman

Motion carried

### **Re: Deregistration William Letteney House, Granville Ferry**

#### **Motion 250318.18 Deregistration William Letteney House, Granville Ferry**

That Municipal Council deregister the William Letteney House property and remove it from the Annapolis County Municipal Registry of Heritage Properties and deposit a Notice of Deregistration in the Registry of Deeds.

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire



Motion carried, 1 opposed

Re: Annapolis County – Land Use Bylaw and Municipal Planning Strategy Map Amendment – 33 Parker Mountain Road, Granville Ferry

**Motion 250318.19 Annapolis County – Land Use Bylaw and Municipal Planning Strategy Map Amendment – 33 Parker Mountain Road, Granville Ferry**

That pursuant to the first reading given on February 19, 2025, in accordance with the recommendation for approval from the Planning Advisory Committee and after holding a Public Hearing thereon, Municipal Council give second and final reading to consider an application submitted by Mr. David Hebb to rezone the property located at 33 Parker Mountain Road (PID 05015698) from Low Density Residential (R1) Zone to General Mixed Use (MX) Zone which will require an amendment to the Future Land Use map designation from Residential (RES) to Mixed Used (MX).

Moved: Deputy Warden Enslow

Seconded: Councillor Cranton

Motion carried

**In-Camera (11:46 a.m.)**

To meet in-camera in accordance with Section 22(2)(f) litigation or potential litigation of the *Municipal Government Act*.

Moved: Councillor Harding

Seconded: Councillor Welch

Motion carried

The meeting resumed at 1:28 p.m. with all councillors present as prior to the in-camera session.

**Adjournment**

The Warden declared the meeting adjourned at 1:28 p.m.

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Warden  
Clerk

---

Recording Secretary, Administrative  
Municipal Clerk Office

Minutes of a **Public Hearing** held on Tuesday, March 18, 2025, at 11:08 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, N.S.

**Present:** District 1 – Karie-Ann Parsons-Saltzman, present  
District 2 – Jesse Hare, present  
District 3 – Dustin Enslow, Deputy Warden, 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 – Gail “Gidget” Oxner, present  
District 10 – Brian “Fuzzy” Connell, present  
District 11 – Diane Le Blanc, Warden, present

**Also Present:** CAO Chris McNeill; Administrative Clerk – Municipal Clerk Office Kelly Kempton; Planner Jeremy Banks; Director of Planning and Inspection Services Linda Bent; Manager of Planning Barbara Boateng; Communications Coordinator Nadine McCormick; Manager of Information and Technology Ben Olsen; Director of Community Development Debra Ryan and 4 members of the public.

**Welcoming Remarks – Warden Diane LeBlanc**

The purpose of a Public Hearing is to permit members of the public to make their views known to Council via oral submissions concerning, solely, the application before Council. This Public Hearing was called in accordance with Section 16 of the Nova Scotia *Heritage Property Act*. At the end of the public hearing, the Public Hearing will be closed and Council will return to its regular session of Council.

Before Municipal Council agrees to deregister a property that is in the Annapolis County Municipal Registry of Heritage Properties, a public hearing is held where the registered property owner is given the opportunity to make comments to Council regarding the heritage deregistration.

The purpose of this Public Hearing is to discuss heritage deregistration of the William Letteney House with the property owner, who is requesting municipal heritage property deregistration for 5365 Granville Road in the community of Granville Ferry (PID 05110010) more commonly known as the William Letteney House property.

The Warden explained that Municipal Council also uses this time to explain what heritage deregistration means and to ensure that the property owner is aware of, and in complete agreement with, the deregistration of their property as a municipal heritage property.

The Warden requested all questions and comments throughout the hearing be addressed to her as the Chair.



**New Business****Re: Deregistration William Letteney House, Granville Ferry****Presentation by Staff**

Director of Planning and Inspection Services Linda Bent provided an overview of the information report and specifics as follows:

- An application for received for consideration of deregistration of the William Letteney House property located at 5365 Granville Road, Granville Ferry and removal from the Registry of Municipal Heritage Properties.
- Highlights were given from the staff report submitted to Committee of the Whole at the January 14, 2025, meeting for reference.

**Acknowledgement of Property Owner, Michael Lewin by the Warden**

The Warden announced that she would now have acknowledgement of the property owner, Michael Lewin. Heritage deregistration is a legal process enabled through Section 16 of the *Provincial Heritage Property Act*.

The Warden asked the property owner: *“Do you understand that should Municipal Council agree, by motion, to deregister the property; it will no longer be registered as a municipal heritage property and will be removed from the Annapolis County Municipal Registry of Heritage Properties. Do you acknowledge, understand and accept these conditions of municipal heritage registration?”* Property owner, Michael Lewin, responded: *“Yes I do.”* The Warden asked if there were any other comments he wished to make.

Mr. Lewin stated that he felt he was a statistic in a greater issue. He noted that he purchased the house because he fell in love with its history. Mr. Lewin commented that the financial burden of the insurance does not parallel with the true nature of the house. He stated that it is designed to be lived in, not sit and look pretty.

**Call for Oral Presentations for those who registered at the door**

The Warden called for oral presentations from those who had registered at the door.

Laura Boyko stated that she is Mr. Lewin’s realtor and friend. She noted that her client deeply respects the heritage of the home; but the property’s heritage designation has made it very difficult to sell. Ms. Boyko noted that the insurance premium is over \$5000.00 per year. She mentioned that they are currently uninsured. Ms. Boyko felt that buyers who can afford this home will not be able to afford the insurance. She mentioned that deregistration of the home would not erase the house’s historical value; it would remove the administrative barrier that is preventing the sale of the property. She felt buyers would appreciate the history of the house. Ms. Boyko stated that she felt if heritage properties were to be preserved there needs to be support for the homeowners who take on the responsibility of them. She encouraged Council to move forward with the deregistration of this heritage property.

The Warden called for further representation from the floor regarding the application. No presentations were offered by members of the public.

**Call for Questions or Comments from Council Members**

The Warden called for questions or comments from councillors and recognized Councillor Longmire to speak.

Councillor Longmire thanked Mr. Lewin for his heartfelt words. She acknowledged the changes with insurance premiums. Councillor Longmire agreed that a house should be lived in and thrive. She stated that it is sad that we have come to a place where insurance can dictate what people can and cannot do.

The Warden recognized Councillor Oxner to speak.

Councillor Oxner mentioned that she had reached out to her own insurance company asking why heritage properties are penalized. She explained that the answer she was given was that the house would have to be taken back to the original if something were to happen to it. Councillor Oxner expressed that her hope is that someone will love and maintain this property as the current owners have.

The Warden recognized Councillor Welch to speak.

Councillor Welch stated that he understands the value of preserving our history. He noted that a plaque on the side of a building is not enough to warrant the cost that some must absorb in their homes. He felt that until there is some sort of balance, he does not understand why anyone would want to register their home as a heritage property. He appreciated why Mr. Lewin wanted to deregister his home.

The Warden recognized Councillor Cranton to speak.

Councillor Cranton agreed with all his fellow councillors had stated. He pointed out that when people move here the historic value will draw them regardless of whether the property is registered or not. He noted that deregistration does not jeopardize the historic value; it removes the unnecessary administrative barriers.

**Next Steps**

Director of Planning and Inspection Services L. Bent stated that when the public hearing is complete, council would add an item to the agenda. If affirmative, they would make a motion to deregister the William Letteney House property and remove it from the Annapolis County Municipal Registry of Heritage Properties and deposit a Notice of Deregistration in the Registry of Deeds.



**Closing Comments**

Warden LeBlanc thanked attendees. This concluded business for the public hearing, and it was declared adjourned at 11:23 a.m.

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**Warden**

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**Recording Secretary, Administrative  
Clerk – Municipal Clerk Office**

Minutes of a **Public Hearing #2** held on Tuesday, March 18, 2025, at 11:24 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, N.S.

**Present:** District 1 – Karie-Ann Parsons-Saltzman, present  
District 2 – Jesse Hare, present  
District 3 – Dustin Enslow, Deputy Warden, 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 – Gail “Gidget” Oxner, present  
District 10 – Brian “Fuzzy” Connell, present  
District 11 – Diane Le Blanc, Warden, present

**Also Present:** CAO Chris McNeill; Administrative Clerk – Municipal Clerk Office Kelly Kempton; Planner Jeremy Banks; Director of Planning and Inspection Services Linda Bent; Manager of Planning Barbara Boateng; Communications Coordinator Nadine McCormick; Manager of Information and Technology Ben Olsen; Director of Community Development Debra Ryan and 4 members of the public.

**Welcoming Remarks – Warden Diane LeBlanc**

The purpose of a Public Hearing is to permit members of the public to make their views known to Council via oral submissions concerning, solely, the application before Council. This Public Hearing concerns an application to amend the Annapolis County Land Use Bylaw Zoning Map from Low Density Residential (R1) Zone to General Mixed Use (MX) Zone. At the end of the public hearing, the Public Hearing will be closed and Council will return to its regular session of Council. The Warden requested all questions and comments throughout the hearing be addressed to her as the Chair.

**New Business**

**Re: Annapolis County – Land Use Bylaw and Municipal Planning Strategy Map Amendment – 33**

**Presentation by Staff**

Manager of Planning Barbara Boateng provided an overview of the information report and specifics as follows:

- An application had been received to rezone 33 Parker Mountain Road from Low Density Residential (R1) Zone to General Mixed Use (MX) Zone. This would also require an amendment to the Future land use Map designation from Residential (RES) to Mixed Use (MX). These amendments would enable an existing repair garage/shop to commence operation and allow the owner to utilize the facility. She noted the subject property was used as a repair shop since 1979 until the owner decided to discontinue in 2018.
- On January 7, 2025, the Planning Advisory Committee (PAC) moved a motion for staff to



hold a Public Information Meeting (PIM) to consider the subject application. The PIM was held on January 21, 2025, to review the application and respond to public questions. Five members of the public attended. No major concerns were raised. PAC held a second meeting on February 3, 2025, and recommended that Municipal Council give first reading to the amendments and hold a Public Hearing March 18, 2025, on the matter.

**Call for Oral Presentations (open discussion from the floor – public)**

The Warden called for representation from the floor regarding the application. No presentations were offered by members of the public.

**Call for Questions or Comments from Council Members**

The Warden called for questions or comments from councillors and recognized Councillor Cranton to speak.

Councillor Cranton noted that the property is in District 4. He mentioned that the amendments establish what the property was originally used for in the past. He commented that the presentation showed it had been well vetted by staff. He stated that no concerns were raised. Councillor Cranton indicated that he is in support of this amendment.

The Warden recognized Councillor Harding to speak.

Councillor Harding stated that small businesses are important to our communities and the county. He noted that this property is in an area where we already have multiple small businesses. Councillor Harding mentioned that he is in support of this amendment.

The Warden recognized Councillor Longmire to speak.

Councillor Longmire agreed with the statements made by her fellow councillors. She believed that small businesses are what makes our communities thrive. Councillor Longmire felt it would be an asset for the residents of the community and a future asset for the property. Councillor Longmire stated that she was in.

**Next Steps**

Manager of Planning Barbara Boateng stated that after the Public Hearing, if approved, Municipal Council is required to hold second and final reading of their intention to amend the Annapolis County Land Use Map and Future Land Use Map.

**Closing Comments**

Warden LeBlanc thanked attendees. This concluded business for the public hearing, and it was declared adjourned at 11:33 a.m.

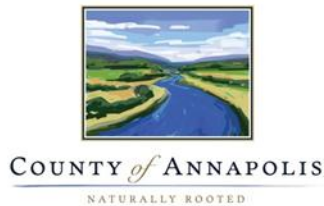
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**Warden**

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**Recording Secretary, Administrative  
Clerk – Municipal Clerk Office**





## BOARDS and COMMITTEES Recommendations

### AdHoc, Standing, and Advisory Committees

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**To:** Municipal Council

**Meeting Date:** April 15, 2025

**Prepared By:** Kelly Kempton

**Subject:** **2025-04-08 Committee of the Whole Recommendations**

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#### RECOMMENDATIONS:

##### **6.1 SR2025-43 Repeal of *Mobile Home Park Bylaw (P1)***

To give first reading to *Bylaw 4 Repeal Mobile Home Park Bylaw (P1)*, pursuant to the recommendation of Committee of the Whole.

##### **6.2 SR2025-44 Approve *Policy 102 Personnel***

To approve *Policy 102 Personnel*, seven-day notice given on April 08, 2025.

##### **6.3 SR2025-45 Approve *Policy 109 Tax Exemption and Reduction***

To approve *Policy 109 Tax Exemption and Reduction*, seven-day notice given on April 08, 2025.

##### **6.4 SR2025-48 Road Naming Process for Shared Access Road**

To approve the road name "Voyager Lane" for the shared access road in Granville Ferry, on PID 05131842, in accordance with the recommendation of Committee of the Whole.

##### **6.5 SR2025-49 Community Grants – Bridgetown & Area Historical Society – James House Museum**

To approve a grant to Bridgetown & Area Historical Society – James House Museum in the amount of \$20,000 to do an electrical upgrade for the James House Museum to be used safely in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

##### **6.6 SR2025-49 Community Grants – Port Royal Legion Branch 21**

To approve a grant to Port Royal Legion Branch 21 in the amount of \$5,000 to help support the purchase and installation of heat pumps in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

##### **6.7 SR2025-49 Community Grants – Annapolis Valley Exhibition Society**

To approve a grant to the Annapolis Valley Exhibition Society in the amount of \$20,000 to help support electrical upgrades and repairs in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

#### **6.8 SR2025-49 Community Grants – Paradise Historical Society**

To approve a grant to Paradise Historical Society in the amount of \$9,800 to help create an accessible washroom in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

#### **6.9 SR2025-49 Community Grants – Maitland Bridge Community Hall**

To approve a grant to Maitland Bridge Community Hall in the amount of \$18,644.68 to help install a new electrical panel and heat pumps in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

#### **6.10 SR2025-49 Community Grants – South Shore Annapolis Valley Recreational Trail Association**

To approve a grant to South Shore Annapolis Valley Recreational Trail Association in the amount of \$10,000 to help support trail and upgrades to improve trail users' safety in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

#### **6.11 SR20215-49 Community Grants – West Dalhousie Community Hall Association**

To approve a grant to West Dalhousie Community Hall Association in the amount of \$15,257.62 to improve the heating system, emergency exit and roof in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

#### **6.12 SR2025-49 Community Grants – Bear River Board of Trade**

To approve a grant to Bear River Board of Trade in the amount of \$10,000 to improve the Bear River Waterfront Park in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

#### **6.13 SR2025-49 Community Grants – Valley Regional Hospital Foundation**

To approve a grant to Valley Regional Hospital Foundation in the amount of \$5,000 to help reduce financial barriers and burdens for financially compromised patients receiving treatment in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.

#### **6.14 SR2025-49 Community Grants – Cats for Keeps Rescue Society**

To approve a grant to Cats for Keeps Rescue Society in the amount of \$5,000 to help with veterinary care and medication in accordance with *Policy 101 Community Grants*, pursuant to the recommendation of Committee of the Whole.



## Policy 102 - PERSONNEL

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## **Preamble**

This policy applies to all non-union employees of the Municipality of the County of Annapolis. Its purpose is to document approved, formal personnel practices and to ensure that there is a clear understanding of the terms, conditions and requirements governing employment with the municipality. Equitable work practices that embrace diversity and support inclusion will attract and retain a talented workforce. This is a cornerstone and catalyst for a strong community.

## **Definitions**

1. The requirements in this policy are intended to complement, supplement and be consistent with the requirements of the *Municipal Government Act* and applicable labour legislation.
2. In this policy, unless the context otherwise requires:
  - a. "Accommodation" - any adjustment in the terms and conditions of employment or the physical environment which may be required as a result of an employee's documented medical or physical disability, whether permanent or temporary. Accommodations shall be provided to the point of undue hardship to the employer.
  - b. "Barriers" - formal or informal policies or practices (written or unwritten) that disproportionately restrict or exclude individuals based on factors unrelated to the nature of work, merit, or safety.
  - c. "Career Track" - a plan developed jointly by the employer and employee setting out the employee's goals for possible future positions, responsibilities, training, education and certifications.
  - d. "CAO" - Chief Administrative Officer of the Municipality of the County of Annapolis;
  - e. "Council" - Municipal Council of the Municipality of the County of Annapolis;
  - f. "Diversity" - refers to a broad range of attributes. Some aspects of diversity can be seen while others may be invisible. Elements of diversity include race or ethnicity, religion, culture or newcomer status, geography, language, politics, gender, beliefs, sexual orientation, economic status, abilities, skills and interests. A diverse workplace is one that reflects our communities.
  - g. "Human Resources Administrator" - the employee designated by the Chief Administrator to carry out the responsibilities assigned in this policy;
  - h. "Management" - CAO, directors, and managers of the municipality;
  - i. "Municipality" means the Municipality of the County of Annapolis;
  - j. "Overtime" - hours worked in excess of normal work hours for which some employees (based on classification and job description) may be entitled to compensation in the form of pay or time off in lieu;
  - k. "Relative" – includes any person who is a spouse, child, grandchild, sibling, parent, grandparent, or fiancé(e) of an employee, and is not estranged. This definition shall also include a person with whom an employee resides.
  - l. "Supervisor" - the person (or persons) to whom the employee directly reports, as set out in the employee's job description and the organizational chart.

### **Management Rights and Responsibilities**

3. Management is responsible for the implementation, administration, and interpretation of this policy. Every effort shall be made to ensure that it is applied in a timely, consistent, fair and equitable manner.

### **Code of Conduct**

4. The following Code of Conduct does not acknowledge every potential ethical question or situation that may arise. It is designed to promote ethical and respectful decision-making and conduct. Should a situation arise where a staff member is unsure on how to appropriately act as a municipal representative, they should speak to their supervisor.
5. County of Annapolis employees are public servants with duties and responsibilities serving the needs of residents. As such, employees are entrusted with upholding and adhering to the County's bylaws and policies, as well as all applicable federal and provincial laws. They must observe a high standard of ethical behavior in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests. A high level of professionalism in the workplace, in public, and online is required of all staff.
6. Municipal staff shall perform their duties with honesty and integrity in a manner that is helpful, respectful, and courteous. Employees will do their jobs to the best of their abilities, treating others with respect, courtesy, and dignity.
7. Employees shall faithfully and diligently endeavor to develop or enhance programs and services that address the needs of residents in an efficient and effective manner. Employees shall function at the level expected of those who work in the public's best interests.
8. Municipal time and assets are to be used only for the performance of municipal duties and as approved by the appropriate supervisory staff. Employees are required to care for municipal assets, including all property, equipment, software, information, and materials.
9. Employees shall not exceed their authority or knowingly / intentionally breach the law or ask others to do so. They shall work in full co-operation with other public officials and employees unless prohibited from doing so by law.
10. Municipal staff shall not provide or receive any gift, benefit, or favour in exchange for special considerations or influence, or in a manner that it may be perceived to be in exchange for special treatment.
11. Employees must remove themselves from any decision process that may result in actual or perceived personal gain, favouritism, or benefit. Awarding of municipal tenders, job opportunities, land sales, and disposal of surplus assets shall be carried out impartially – without any advantage or favouritism to themselves or others.
12. County of Annapolis employees shall use, collect, and disclose information only for the purposes of carrying out municipal duties and in accordance with Part XX of the *Municipal Government Act* (Freedom of Information and Protection of Privacy). Personal, business, or financial information shall be used only for the intended purposes for which it was provided.

13. In the course of carrying out their responsibilities, employees will gain knowledge and be entrusted with detailed confidential information concerning the business of the municipality and its employees, residents and businesses, the disclosure of which would be highly detrimental to their interests. Employees must treat confidentially all such information received during the course of their employment.
14. All employees have the right to take part in political activity, but only on their own time. Should a municipal employee decide to run for elected office in government, the employee must first seek an unpaid leave of absence for the time period between the day they announce their intention to seek public office and voting day. Should the employee win their seat, it will be understood that the employee will resign from employment with the municipality immediately before taking their elected seat.

### **Hiring Authority**

15. Council has the responsibility and authority to hire the Chief Administrative Officer (CAO) and to negotiate their terms of employment. Council may engage third parties to assist in this hiring process.
16. The CAO (or designate) shall be responsible for directing and managing all employees of the municipality including authority to:
  - a) establish and change employment procedures, programs, rules and guidelines as deemed necessary for the safe, efficient, economic and effective operation;
  - b) hire, appoint, suspend, remove, layoff, or terminate any employee;
  - c) set the terms of employment for all employees of the municipality;
  - d) establish departments of the municipal administration;
  - e) adopt a system of classification of positions of municipal officers and employees;
  - f) determine the salaries, wages and emoluments to be paid to municipal employees, including payment pursuant to a classification system and approved budgets.

### **Hiring Practices**

17. It shall be the practice of the municipality to recruit and select employees in accordance with all provisions of the *Nova Scotia Human Rights Act*.
18. Employees may be provided the opportunity for advancement as determined appropriate by the Chief Administrative Officer.
19. Vacancies shall be advertised and open to all qualified applicants. The selection of a successful applicant shall be based on education, training, experience, ability, competence, attitude and character.
20. Relatives and friends of council members or employees who apply for employment with the municipality will not be favoured or discriminated against.
21. Relatives may be employed only where they will not be working directly for or supervising a relative.
22. Employees shall not be transferred into a reporting relationship as described above.



23. Council members and existing employees shall not contact members of a selection committee or the Chief Administrative Officer regarding or on behalf of a particular applicant.
24. Staff with friends or relatives who are applicants for a position are not permitted to participate in the hiring process for this position.
25. If an applicant provides a councillor or existing employee as a reference, the applicant will be requested to provide an alternate reference.
26. Councillors and employees directly involved in any hiring process must be knowledgeable of and abide by the provisions of the *Municipal Conflict of Interest Act*.

### **Employment Equity and Diversity**

27. The municipality shall provide equitable employment opportunities to all by identifying and alleviating barriers including (but not limited to) discrimination based on:
  - a) age;
  - b) race;
  - c) colour;
  - d) religion;
  - e) creed;
  - f) sex;
  - g) sexual orientation;
  - h) gender identity;
  - i) gender expression;
  - j) physical / mental disability;
  - k) ethnicity;
  - l) family status;
  - m) marital status;
  - n) source of income;
  - o) political belief / affiliation / activity or association with those having these characteristics;
  - p) and any other described discrimination as contained in the *Nova Scotia Human Rights Act*.
28. The CAO shall ensure strategies are developed to promote equity and diversity in the workplace.
29. An applicant for employment with the County of Annapolis who believes they have received unfair treatment based on discrimination can register a written complaint with the Chief Administrative Officer.

### **Hours of Work**

30. Employees are expected to devote working hours to employment responsibilities.

31. Regular working hours are from 8:30 a.m. to 4:30 p.m., Monday to Friday (inclusive). These hours may be varied due to operational requirements or by express agreement between the employee and their supervisor.
32. The municipality recognizes the benefits to employees through flexible and remote work arrangements. The CAO or directors may determine that certain positions and their duties permit an alternate working arrangement that differs from a traditional work arrangement. Alternate work arrangements (periodic, temporary, or permanent basis) may consist of compressed schedules, flexible schedules, flex-time schedules, or hybrid schedules. In making this determination, the CAO or directors shall consider all relevant circumstances and the requirements of the municipality's business. Accordingly, the following considerations shall guide all flexible work arrangements and be used in evaluating the functionality of such arrangements:
  - Use of human and other resources (including information technology) to ensure efficiency;
  - Productivity of the employee;
  - Effect on service levels and public access to employees (positive and negative);
  - Impact on the work flows of other employees;
  - Alleviation of employment barriers;
  - Ability to meet work standards, particularly communication with colleagues and the public.
33. Alternate work arrangements will be 1) considered on a case-by-case basis; 2) approved in advance; 3) documented in writing; and 4) meet the following criteria:
  - a) Absence from the office shall have no or minimal impact on the workplace;
  - b) Clear, defined outcomes must be established to monitor performance;
  - c) If working from home, the employee must have the necessary equipment or software and proper security in place to work from home.
34. Working hours may also be varied based on family and medical reasons or as otherwise provided in the *Nova Scotia Labour Standards Code*.
35. Employees are entitled to all breaks as provided under the *Nova Scotia Labour Standards Code*.
36. Management has the authority to schedule lunch and breaks for individual employees as may be required to maintain service levels.

### **Managing Unsatisfactory Performance / Corrective Actions**

37. "Corrective Actions" are measures designed to address unsatisfactory conduct or performance. They are dependent on the specific circumstances and may range from counseling to verbal or written warnings, which are within the authority of Management; or suspension or dismissal, which are within the authority of the CAO.
38. *AM-2.4.2 Managing Unsatisfactory Performance Policy* applies to all employees of the Municipality.

### **Professional Development**

39. The municipality is committed to continuous employee performance management and professional development. This process is intended to:
  - a) enhance the effectiveness and efficiency of the organization and its employees;
  - b) focus resources on strategic priorities;
  - c) align organizational objectives within the organization;
  - d) provide a forum to discuss position responsibilities and training and career opportunities, and build strong, positive relationships between management, supervisors and staff.
40. Having competent, knowledgeable, and highly trained staff facilitates the municipality's mandates, priorities and objectives being met.
41. Supervisors will endeavor to place capable, competent, and motivated employees on specific career tracks. These career tracks will form part of a strategic succession plan for the municipality. Employees will be informed, and must accept, that career tracks and succession plans are subject to change by management due to internal and / or external factors.
42. Annual operating budgets will provide funding for training and professional development opportunities and programs targeted to increase the efficiency and effectiveness of employees.
43. Supervisors shall be mindful of providing both formal and informal mentoring and coaching opportunities for their employees.
44. As deemed appropriate by the CAO and supervisors, employees will be required or encouraged to be members of relevant professional development agencies or associations. The municipality will pay the costs of such memberships.
45. At the discretion of the applicable supervisor, employees that attend or complete any professional development session or program may be required to prepare and present a report to other staff or Council.


### **Employee Classification. Salary Scales. Wage Rates**

46. The municipality's employee classification system includes the approved organization chart, a listing and number of approved positions and salary scales.
47. The authority to approve changes to positions / job descriptions rests solely with the CAO. The Human Resources Administrator has the responsibility for drafting and maintaining revisions to the position descriptions.
48. A salary scale and responsibility review and comparison to other rural municipalities will be conducted every five (5) years commencing in the 2023 / 2024 fiscal year.
49. Salary scale increments for individual employees are based on performance evaluation, demonstrated commitment to the strategies and objectives of the municipality, and dedication to quality public service.



50. Council has the responsibility and authority to approve salary scale increments for the CAO position.
51. The CAO has the responsibility and authority to approve salary scale increments for all other employees of the municipality.
52. The CAO, in consultation with the Human Resources Administrator, has the responsibility and authority for initial placement of that new employee at the appropriate level on the salary scale. This placement will be based on the following factors:
  - a) the academic qualifications, training, and skill achievements of the new employee compared to those set out in the position description as being required or desirable; and
  - b) market conditions and market demands for candidates.
53. The CAO may consider making changes to the approved classification system or salary scales in consultation with directors and managers.
54. In some cases the CAO may agree in advance that attainment of specific career track goals or assumption of increased responsibilities will result in a specified salary scale change.
55. The municipality shall annually consider an increase to all non-union employee salary scales in consideration of cost of living changes.

#### **Employee Orientation**

56. Supervisors and the Human Resources Administrator shall collaborate to ensure that new employees receive appropriate orientation including:
  - a) providing an overview of municipal government and its relationship with other levels of government;
  - b) familiarizing new employees with general departmental operating procedures, goals, rules, and regulations that pertain to that employee in the performance of their job;
  - c) orienting new employees with the duties and responsibilities of their new jobs, working relationships to subordinates and senior staff, and acquaint new employees with the physical location and facilities of departments and other members of staff, particularly as they pertain to the performance of the new employee's duties and responsibilities;
  - d) encouraging a high level of morale, teamwork, and motivation between new and existing staff members of the municipality;
  - e) providing training regarding the county's safety plan and standard operating procedures.

#### **Overtime**

(For non-union employees other than Managers and Directors)

57. The municipality shall endeavor to maintain appropriate staffing levels for the management, administration and operations of the municipality so as to minimize overtime requirements.

58. Management and employees should be mindful of the need to reduce and contain costs while striving to maintain and improve the quality and effectiveness of services. Accordingly, it is incumbent upon all staff to first question the necessity of overtime, while exercising critical judgement concerning the issues of productivity, cost and customer service.
59. Supervisors have the authority to approve all overtime and time off in lieu in accordance with the provisions of this policy and the county's standard operating procedures, subject to budget limitations.
60. Time off in lieu of overtime pay shall be used to the greatest extent possible.

**(For Managers and Directors)**

61. Managers and directors may be required to work a reasonable number of hours outside normal office hours without additional compensation as required to ensure the responsibilities of those positions are performed.
62. Directors and managers may be provided time off in lieu on a straight time basis for attending meetings outside of their normal work hours when the meeting exceeds two (2) hours in duration.
63. Directors and managers may be compensated on a straight time basis for other work activities outside regular hours, at the discretion of the CAO.

**Paid Holidays**

64. The following are recognized as paid holidays:

- a) New Year's Day
- b) Nova Scotia Heritage Day
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) Canada Day
- g) Civic Holiday / Natal Day
- h) Labour Day
- i) National Day for Truth and Reconciliation
- j) Thanksgiving Day
- k) Remembrance Day
- l) Christmas Eve
- m) Christmas Day
- n) Boxing Day

and any other day declared or proclaimed as a holiday by the Employer.

65. When Christmas Day falls on a Wednesday, Thursday, Friday or Saturday, the municipality shall grant each employee one-half day holiday with pay on Christmas Eve. When Christmas Day falls on a Tuesday, the municipality shall grant each employee a

full day holiday with pay on Christmas Eve.

66. An employee shall be paid for a holiday in accordance with the *Labour Standards Code*.
67. An employee shall be paid for a holiday if the employee has received or is entitled to receive pay for at least 15 days during the 30 calendar days immediately preceding the non-statutory holiday and the employee has worked on the employees' scheduled day immediately preceding and immediately following the non-statutory holiday(s).
68. Municipal Offices will be closed to the public from the last working day before Christmas Day to New Year's Day without the requirement for employees to take this time from banked overtime or vacation time (as approved in May 2010 in lieu of pay increase).

### **Paid Vacations**

69. All vacation entitlements shall be calculated based on the Municipality's fiscal year (April 1 to March 31), and shall be prorated in accordance with commencement, anniversary and end of employment dates.
70. Temporary or term employees shall receive vacation time or pay in lieu in accordance with the *Labour Standards Code* unless they have been provided additional benefits in an employment agreement with the Municipality.
71. Employees on leave of absence without pay do not accumulate vacation or sick leave entitlement.
72. Effective April 1, 2024, permanent full time employees and probationary employees hired after 1992 shall be entitled to vacation in accordance with the following schedule:
  - a) 1.25 days per month up to and including the fourth year of employment calculated from the employee's commencement date,
  - b) 1.67 days per month from the commencement of the fifth year of employment and up to and including the thirteenth year, and
  - c) 2.083 days per month from the commencement of the fourteenth year of employment up to and including the twentieth year, and
  - d) 2.5 days per month from the commencement of the twenty-first year and henceforth.
73. Employees hired in 1992 or before will continue to be entitled to one additional day per year of service to a maximum ten additional days.
74. Permanent part-time employees are eligible for vacation with pay on a pro-rata basis in accordance with the schedule above.
75. Paid holidays that occur during an employee's vacation leave are not deducted from an employee's vacation leave entitlement.
76. Any employee who leaves the employ of the Municipality during the fiscal year shall have their vacation entitlement prorated, and in the event vacation in excess of the prorated entitlement has been taken, the salary received for the excess shall be repaid to the Municipality.



77. Upon separation of employment for any reason, unused, earned vacation leave owing to an employee is to be paid at the regular rate of pay the employee received immediately prior to separation.
78. The Chief Administrative Officer, or someone designated or delegated to act on their behalf, has discretionary authority to recognize acceptable equivalent service in determining the accumulation of vacation leave entitlement of to be offered to new employees and such determination shall be explicitly stated in the employment agreement.

### **Pension and Group Insurance Plans**

79. Any employee who has obtained a permanent position is eligible to participate in the Municipality's registered pension plan, subject to the requirements of that plan.
80. Any employee who has obtained a permanent position is eligible to participate in the Municipality's extended health, dental, life insurance, accidental death and dismemberment, and long term disability plans (subject to the requirements of those plans). Eligible employees are required to participate in the life insurance, accidental death and dismemberment, health and long term disability plans. If an employee's spouse has similar coverage, an employee may sign a waiver with respect to their participation in health and dental coverage.

### **Bereavement Leave**

81. Employees bereaved by the death of a family member will be granted time off from work, without loss of pay, in accordance with the following schedule and conditions:
  - a) In the event of a regular full-time or part-time employee's current spouse or partner, parent, brother, sister, grandchild, child (including those acquired through legal adoption) and the mother, father, brother, sister, grandchild or child of the employee's current spouse or partner, including current step relations, or any other person who at the time of their death resided with the Employee, the Employee shall be entitled to be absent from work for a period not to exceed five (5) consecutive working days.
  - b) In the event of a regular full-time or part-time Employee's grandparent, the grandparent of the Employee's spouse, aunt, uncle, the aunt or uncle of the Employee's spouse or partner, including current step relations, niece, nephew, the niece or nephew of the Employee's spouse or partner, the Employee shall be entitled to be absent from work for a period not to exceed two (2) consecutive working days.
82. All bereavement leave is subject to the approval of the supervisor to whom the employee reports.
83. When the funeral is held at considerable distance and the employee attends, a maximum of two additional days may be granted for travel at the discretion of the supervisor.
84. In the event additional time is necessary for compassionate purposes, an employee may request vacation, lieu time or additional days of unpaid leave and such days may be granted at the same time as the initial leave at the discretion of the Chief Administrative Officer.

### **Sick Leave**

85. The Municipality allows employees to earn and accumulate sick leave benefits ("sick leave") in order to provide some protection against loss of pay:
  - a) in the case of long term incapacity, during the period between cessation of work and commencement of other benefits, plans or insurance; and
  - b) in the case of short term inability to work due to illness, injury or the need to obtain medical treatment.
86. Normally all sick leave earned will not be used in short term situations and, with the passage of time, employees will accumulate the maximum allowable in order to give them protection in the event of serious and extended health problems.
87. Employees shall earn sick leave at the rate of one and one-half days per month worked. Unused sick leave can be accumulated to a maximum of one hundred twenty (120) days [short term sick leave bank].
88. Permanent part-time employees shall earn sick leave credits on a pro-rated basis of twelve (12) hours per 173 hours worked. The maximum accumulation will be one hundred twenty (120) days (hours pro-rated to 120 working days) [short term sick leave bank].
89. An employee may take no more than one hundred twenty (120) consecutive paid sick days.
90. An employee who has a specialist, dental or medical appointment and provides documentation to that effect shall be entitled to use sick days from their sick leave bank to attend such appointments provided the employee has banked those days.
91. In the case where an employee is considered to be using a habitual, unusual or excessive amount of sick time, the municipality reserves the right to require written reports from the employee and a physician / medical professional.
92. It is the responsibility of the employee to make arrangements for the needs during illness or injury of a person dependent on the employee for care. When no one other than the employee can provide these needs, an employee shall be allowed to use up to five (5) days leave with pay in any one fiscal year. Such leave shall be charged against and only available to the extent of available earned or accumulated sick leave. The employee also has the option to use vacation leave for such purposes.
93. Abuse of sick leave benefits is subject to corrective action up to and including dismissal.
94. No payment shall be made for accumulated sick leave upon retirement or if an employee separates for any reason.

### **Return to Work**

95. The County of Annapolis supports early intervention and gradual return to work practices (such as modified duties or hours) to allow employees to return to work while they recover from an injury or illness.
96. Human Resources Administrator shall support and facilitate the early and safe return to work of the employee by:

- (a) contacting the employee as soon as possible after the injury / illness occurs and maintaining communication throughout the period of the worker's recovery;
  - (b) coordinating suitable return to work arrangements that are consistent with the worker's functional abilities and that, when possible, restores the employee's pre-injury earnings;
  - (c) keeping the CAO and the employee's supervisor informed of the employee's recovery; and
  - (d) doing such other things as may be prescribed by legislation.
97. The employee shall co-operate in their early and safe return to work by:
- (a) contacting the Human Resources Administrator as soon as possible after the injury or illness occurs and maintaining communication in a timely manner throughout their period of recovery;
  - (b) cooperating to identify suitable return to work arrangements, tasks, hours and conditions consistent with the worker's functional abilities and that, when possible, restores their pre-injury earnings;
  - (c) arranging for and providing such reports from their medical professional as are requested in a timely manner; and
  - (e) doing such other things as may be prescribed under this policy or other relevant legislation.
98. The Administrator may contact the employee to obtain an update on the progress of their recovery and to offer assistance to enable the employee's return to work.
99. The Administrator may contact the employee's medical professional to obtain an update on the progress of the employee's recovery and to offer assistance to enable the employee's return to work. Any associated cost shall be borne by the municipality.
100. The County shall accommodate the tasks, hours or the workplace location for the employee to the extent that the accommodation does not cause undue hardship.

### **Maternity / Parental Leave**

101. The Municipality shall grant such maternity and paternity leave as is prescribed by federal and provincial regulations.
102. The municipality shall continue to cost-share on benefits for any employee that is on maternity or paternity leave provided that the employee on leave contributes the employee share of the required premiums. Such premiums may be deducted in advance of the leave or paid during the leave by pre-authorized payment. Payment arrangements must be made in advance through Finance and Payroll Clerk to ensure there is no interruption to employee benefits coverage.
103. Employees on Parental Leave will receive a top-up payment of their Parental Leave EI benefits for a period of up to sixteen (16) weeks to 70% of their weekly rate of pay. Top-up payments will be reduced by applicable deductions and any other earnings received by the Employee during the benefit period.

### **Leave Without Pay**

104. Requests for leave without pay will be considered on a case-by-case basis and may be granted or refused at the sole discretion of the CAO.

105. The maximum cumulative amount of leave without pay that may be granted to an employee is six (6) months after an employee has been employed over three (3) years.

### **Compassionate / Critical Care Leave**

106. The *Labour Standards Code* requires an employer to provide unpaid leave for employees providing care and support to injured or critically ill family members under certain circumstances.
107. Employees must give their employer as much notice as possible before taking such leave.
108. Depending on the employee's job description and length of leave, a temporary employee may be hired to cover their tasks or another employee designated to temporarily cover their duties.

### **Recognition of Significant Life Events**

109. A card shall be sent to a union or non-union employee or council member experiencing a significant life event such as birth or adoption of a child; marriage; death of a relative; or other significant life event deemed appropriate.
110. Flowers or a gift basket shall be sent to an employee or council member who has been hospitalized or has a serious illness.
111. The municipality will either send flowers or make a memoriam donation (family's charity of choice) on the death of an employee or councillor or their spouse, partner or child.

### **Emergency Service Volunteers Leave**

112. The Municipality supports local volunteer emergency service providers and recognizes the contributions these organizations and their members make to the health, safety, and wellbeing of the public.
113. Volunteer Fire Departments, Ground Search and Rescue, Canadian Red Cross, St. John's Ambulance, Medical First Responders, EMO Responders, (including radio operators) and any other volunteer emergency response organizations approved in writing by the CAO are approved organizations for the purpose of Emergency Service Provider Leave.
114. Employees wishing to be eligible for Emergency Service Provider Leave must inform the Municipality in writing of their membership in an organization, and in advance of any such leave being taken pursuant to this policy.
115. Employees who are members of approved organizations, and who do not receive any remuneration relative to emergency response activities, will be permitted to respond to emergency situations as a member of the organization without loss of regular pay and benefits.
116. The Municipality reserves the right to require that an employee return to regular duties, notwithstanding that the emergency response may be ongoing.
117. Use of County-owned vehicles should be only for the purpose for which they are issued and they should not be deployed as emergency service vehicles.





118. The Municipality will grant up to ½ day leave from 8:30 a.m. to 12:00 p.m. with pay to an employee who is a volunteer emergency responder and who has been out on a call for more than two (2) hours between the hours of 12:00 a.m. and 6:00 a.m. the night before. Leave must be approved by the Department Manager.

### **Paid Volunteer Work Day**

119. The Municipality supports and encourages employees to be members of registered charitable and not for profit organizations that provide services to the residents of the County of Annapolis.
120. The County will provide one (1) full day per fiscal year with pay for its employees to participate in such activities.
121. An employee's supervisor has the authority to approve this paid volunteer work day.
122. Employees must give their supervisor as much notice as possible before taking the leave.

### **Building or Facility Closures / Delayed Openings**

#### ***Definitions***

123. Designated Services – Services determined by the Chief Administrative Officer to be essential or necessary in their nature (e.g., snow removal; operation of water / wastewater treatment facilities; emergency management operations during periods of activation or declared emergency).

#### ***General***

124. Employees are expected to make every effort to report for work and continue to work during their scheduled working hours. With the exception of those employees who provide designated services as defined in this policy, employees should assess their own ability to get to and from work safely and consult with their supervisor / manager. Employees may make alternate arrangements with the approval of their immediate supervisor / manager including approval to take paid time off (lieu time or vacation).
125. In the event that offices or worksites are closed due to extreme storm or hazardous conditions, employees who provide designated services are required to report to or remain at work, or be able to work from home or another safe location.
126. The decision to close municipal buildings or facilities will be the responsibility of the CAO (or designate). In recognition that weather and other conditions will differ from one location to another, it may be appropriate for worksites or facilities in one or more locations to close while others remain open. Factors that may contribute to the closure include: weather conditions or forecasts, pandemics, school or government office closures, road conditions, declared state of emergency and issuance of police / public health warnings.
127. In the event a building or facility is closed pursuant to the preceding section there will be no loss of pay or other benefits.
128. All employees shall be paid for their regularly scheduled hours of work during periods of office closures.

129. Those employees that choose to remain at work during such building closures or that may be required to work at home are not eligible to receive incremental pay or accumulate overtime during regular work hours.

#### **Expense Reimbursement / Travel Allowances**

130. The Municipality shall reimburse employees for allowable expenses incurred that are associated with employees carrying out the responsibilities of their positions.
131. All requests for reimbursement of expenses and travel allowances will be in accordance with county policies.

#### **Use of Personal Vehicle for Work Travel**

132. Whenever possible and practical, employees shall use county vehicles for travel.
133. Travel reimbursement rates are as set out in county policies and may be adjusted from time to time.
134. Employees who are working from an external location (i.e., flexible work arrangement / work from home) shall not be entitled to reimbursement for travel between the external site and their designated employer worksite.
135. Employees shall only be authorized to use their personal vehicle for carrying out county business if they meet (and continue to meet) the following conditions:
- Possess a valid driver's license in good standing and valid for the type of motor vehicle being used;
  - Vehicle is legally registered;
  - Vehicle passes safety inspection and maintained as such;
  - Current minimum automobile insurance is in place and maintained;
136. The municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles. Person(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring: the automobile(s) is properly insured for such use; compliance with all relevant statutory requirements; and payment of insurance premiums.
137. Employees travelling for municipal business are considered to be at work. Regardless of the time the employee chooses to leave, they shall be considered as having left at the appropriate time. (For example: for a meeting in Halifax the following morning, an employee would be expected to leave after lunch. If an employee chooses to leave earlier, they will be expected to use vacation leave. If an employee chooses to leave after work, they will not accumulate overtime.) Travel on a Sunday for a Monday morning meeting will be compensated at straight time with time in lieu. Travel times will be subject to weather conditions at the discretion of the CAO.

### **Use of Municipally-Owned Vehicles / GPS**

138. Any employee who has their driver's license revoked or suspended shall notify their supervisor immediately. In this circumstance, the employee shall immediately cease any use of personal vehicles for work travel.
139. Driver's abstracts must be obtained and provided to the county upon request.
140. All employees are required to comply with all laws and regulations related to the operation of motor vehicles, as well as county policies.
141. The employer shall not be responsible for any fines or charges resulting from negligent or illegal operation of municipal vehicles by an employee.
142. Personal use of county vehicles is not permitted.
143. The County's commitment to highway safety and employee welfare, in addition to the wellbeing of the general public, are the primary reasons for utilization of GPS tracking on all municipally-owned vehicles.
144. GPS units in County vehicles will monitor:
  - Speed of travel
  - Time vehicle is spent idling
  - Location of the vehicle at stops
  - Seat Belt Use
  - Vehicle Mileage
  - Acceleration and Deceleration
  - Rapid starts or hard braking
  - Erratic driving
  - Engine and battery health
145. GPS tracking devices will enable the County to monitor employee compliance.
146. Employee driving habits, patterns, and usage shall be reviewed regularly.
147. IT personnel are responsible for installing GPS Tracking units in county vehicles. Any tampering, or attempts to remove or disable the GPS equipment is prohibited and such actions will be subject to disciplinary action up to and including termination.

### **Problem Resolution and Complaint Process**

148. *Respectful Workplace Policy* applies to all employees of the Municipality. Any employee who believes they have been subjected to harassment or abuse in the workplace is encouraged to use the procedure set out herein to resolve such problem and can do so without fear of recrimination.
149. *Whistleblower Policy* applies to all employees of the Municipality. Any employee who believes any situation affecting them in the workplace is unjust or inequitable is encouraged to use the procedure set out herein to resolve such problem and can do so without fear of recrimination.

## **Performance Review**

150. The Municipality is committed to supporting employees to perform and grow in their current and future roles through effective performance management. A key element of performance management is the alignment of individual and team goals with department business planning to support government priorities.
151. Employee performance must be formally reviewed in relation to the employee's goals and expected results.
152. Each employee will have a performance planning and development review conducted annually, or on a change of position or appointment, or more frequently as required.
153. A performance planning and development review must be documented using the Performance Planning and Development Form developed by Human Resources. This form establishes goals jointly by the supervisor and employee to provide a clear understanding of goals and expected results.
154. Individual employee goals must be based on SMART objectives (specific, measurable, attainable, relevant, time-based) and linked to the County's strategic priorities.
155. Employees must be given the opportunity in the formal review to discuss, comment, and sign the form according to this policy and applicable collective agreements.
156. Once the Performance Planning and Development Form is finalized, employees will be provided with a signed copy of the form. Managers / supervisors must file the original signed Performance Planning and Development Forms in the employee personnel record at the end of the performance cycle.

## **Repeal of Previous Policies**

157. This policy repeals and replaces the following municipal policies:
  - *AM-2.1.1 Daily Work Schedule Policy*
  - *AM-2.1.2 Bereavement Leave Policy*
  - *AM-2.1.3 Statutory Holidays and Paid Holidays Policy*
  - *AM-2.1.4 Vacation Leave Policy*
  - *AM-2.1.5 Sick Leave Policy*
  - *AM-2.1.22 Inclement Weather / Unsafe Travel Conditions Policy*
  - *AM-2.1.23 Office Worksite Closures Policy*
  - *AM-2.2.3 Overtime Policy*
  - *AM-2 5 2 Employee Training and Development Policy*
  - *AM-3.2.1 Hiring Policy*
  - *AM- 2.6.2 Bereavement and Get Well Acknowledgement Policy*
  - *AM- 2.7.4 Staff Orientation Policy*

## **Effective Date**

158. This policy is effective upon adoption.

159. *Policy 102 Personnel*, approved on November 19, 2024, is hereby repealed.



Municipal Clerk's Annotation for Official Policy Book

I certify that this policy was approved by Municipal Council as indicated below:

Seven (7) Day Notice ..... **PENDING April 8, 2025**  
Council Approval ..... **PENDING April 15, 2025**

**Chris McNeill**

**PENDING**

Chief Administrative Officer

Date

At **Annapolis Royal** Nova Scotia

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>		<b>AM – 2.6.2</b>
Section <b>Achievement and Recognition</b>	Subject <b>Bereavement and Get Well Acknowledgment Policy</b>	

**For Repeal**

## Policy Objective

This policy provides clarification to ensure that appropriate and consistent acknowledgment is provided while avoiding duplication within the organization.

## Policy

1. The following shall constitute the form, recipient and qualification for bereavement acknowledgement:

Bereavement	Flowers, In Memoriam” Donations	Death of Employee and/ or Council Member, Spouse, Child, Mother, Father
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2. A similar acknowledgement may be used (*at the discretion of managers*) in a circumstance whereby a staff or council member is seriously ill.
3. The maximum amount to be expended for each acknowledgement will be \$50.00.
4. The Warden or his/her designate shall be responsible for the administration of this policy as it relates to council members.
5. The Chief Administrative Officer or his/her designate shall be responsible for the administration of this policy as it relates to staff members.

### Municipal Clerk's Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice ..... **February 8, 2011**  
Council Approval ..... **February 15, 2011**

**Carolyn A. Young**

**February 15, 2011**

Municipal Clerk Date

At **Annapolis Royal** Nova Scotia

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 2.7.4
Section <b>HEALTH AND SAFETY</b>	Subject <b>Staff Orientation Policy</b>

**For Repeal**

### 1.0 Purpose

It is the policy of the municipality to ensure that new employees are familiar with the areas of the municipality's operation of which they should have knowledge, and to assist the employee in becoming an integral part of the municipality workforce as quickly as possible.

### 2.0 Authority

This policy is enacted pursuant to Section 30 of the *Municipal Government Act*, as amended.

### 3.0 Objectives

The objectives of this policy are to:

- a) Provide an overview of municipal government and its relationship with other levels of government;
- b) familiarize new employees with general departmental operating procedures, goals, rules, and regulations that pertain to that employee in the performance of their job;
- c) familiarize new employees with the duties and responsibilities of their new jobs, working relationships to subordinates and senior staff, and acquaint new employees with the physical location and facilities of departments and other members of staff, particularly as they pertain to the performance of the new employees' duties and responsibilities;
- d) encourage a high level of morale, teamwork, and motivation between new and existing staff members of the municipality;
- e) demonstrate the commitment of the municipality to the well-being of its employees.

### 4.0 Responsibilities

#### 4.1 The Council will:

- a) review, amend, and adopt changes to the Municipality 's *Staff Orientation Policy*.

#### 4.2 The Chief Administrative Officer (or designate) will:

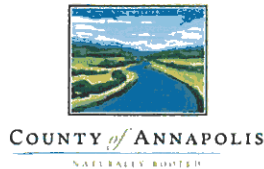
- a) ensure the proper implementation and maintenance of a staff orientation program in the municipality;
- b) recommend to Municipal Council changes to the *Staff Orientation Policy* where considered appropriate;
- c) support the development of standard operating procedures in consultation with directors and managers;
- d) ensure the proper delivery of orientation training to employees under his/her direct supervision.

#### 4.3 Directors / Service Group Managers will:

- a) ensure the proper implementation of the *Staff Orientation Policy* in their department in accordance with standards operating procedures and in consultation with departmental staff and the Chief Administrative Officer;
- b) assist and facilitate the training of new employees by supervisors;
- c) ensure the proper delivery of orientation training to new employees under their direct supervision.







## STAFF REPORT

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**Report To:** Municipal Council  
**Meeting Date:** April 15, 2025  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2025-47 *Approve Bylaw 6 Commercial Activity on Municipal Property* (second reading)  
**Subject:** *Approve Bylaw 6 Commercial Activity on Municipal Property*

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### RECOMMENDATION

To recommend that Municipal Council give final reading to approve *Bylaw 6 Commercial Activity on Municipal Property*. (First reading March 18, 2025)

### BACKGROUND

*S6 Commercial Activity on Municipal Property* was initially approved by the county in 2018 in response to a request from a vendor.

### DISCUSSION

The bylaw requires review and updating. The only significant change proposed in the new bylaw is to allow permits for the sale of food, beverages, crafts, or souvenirs from a mobile canteen or a stand to be issued by the Municipal Clerk (*considered routine*). Requests for the sale of other merchandise from a mobile canteen or a stand must be approved by municipal council.

Council may choose to:

- approve the new bylaw as proposed;
- change the new bylaw to require all permits to be approved by council;
- keep the old bylaw in effect by not approving the new bylaw;
- request the CAO to have staff prepare a new bylaw that repeals the old bylaw and no longer permit commercial activity on municipal property.

### LEGISLATIVE AUTHORITY

The new bylaw adheres to requirements in the *Municipal Government Act* and specifically exercises the authority provided under Sections 172 and 173.

### BUDGET IMPACTS

The new bylaw imposes no new financial or budget impacts.

## STATUTORY REQUIREMENTS

Requirements for all bylaw approvals:

- Pass first reading;
- Notice of council's intent to consider 2<sup>nd</sup> reading published in a newspaper circulating in the municipality or posted on the municipality's website at least 14 days before read for 2<sup>nd</sup> time. Notice must state the object of the bylaw, date and time it will be considered and how a copy of the proposed bylaw may be inspected;
- Pass 2<sup>nd</sup> reading;
- Receive ministerial approval if required (not required for this bylaw);
- Notice published in a newspaper circulating in the municipality stating object of the bylaw and place where it may be read;
- Certified copy of the bylaw filed with Minister of Municipal Affairs.


## ATTACHMENTS

*Bylaw 6 Commercial Activity on Municipal Property (proposed new bylaw)*

*S6 Commercial Activity on Municipal Property Bylaw (for repeal)*

**Approved by:**

**Approval Date:**



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Chris McNeill  
Chief Administrative Officer

APRIL 9, 2025  
(Date)

## ***Bylaw 6 Commercial Activity on Municipal Property***

**BE IT ENACTED** by the Council of the Municipality of the County of Annapolis, under authority of the *Municipal Government Act*, Chapter 18 of the Acts of Nova Scotia 1998, as amended:

### **DEFINITIONS**

1. Except as provided below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the English language:
  - “Vendor” means any person offering food, beverages, crafts, souvenirs or other merchandise from a mobile canteen or a stand outside an enclosed building.
2. It is the intention of Municipal Council to promote municipal properties as public places for the general and recreational enjoyment of residents.
3. Commercial activities conducted in conjunction with recreational activities often enhance the experience for the general public.
4. Commercial vending may be conducted on municipally owned property:
  - (1) when for the sale of food, beverages, crafts, or souvenirs from a mobile canteen or a stand and expressly authorized pursuant to a permit issued by the Municipal Clerk;
  - (2) when for the sale of other merchandise from a mobile canteen or a stand and expressly authorized pursuant to a permit approved by Municipal Council by resolution; and
  - (3) as part of a municipally sponsored event conducted by a municipal department.
5. The Vendor is responsible for obtaining all other required permits and approvals required by the municipality or other levels of government.
6. The Vendor is responsible for picking up, removing, transporting, and disposing of all litter, trash or refuse associated in any way with the vending activity.
7. Advertising signage shall be affixed to the mobile canteen or stand.
8. All permits shall be obtained by making application. An application for a permit shall be in such form and contain such information as may from time to time be required for the proper administration of this bylaw.
9. Permits may be issued for a one-year period or for one or more occasions of less than ten days in any year. If an application is for one or more occasions, specific dates and times must be provided.

## ***Bylaw 6 Commercial Activity on Municipal Property***

10. The permit fees shall be:

- (1) \$500.00 per fiscal year; or
- (2) \$25.00 each for one or more occasions of three days or less in any fiscal year.

11. The permit fee is due and payable at the time the permit is issued.

12. All permits shall expire on March 31st next following the date of approval unless sooner cancelled or revoked.

13. A permit issued pursuant to this bylaw shall indicate the period of the permit and any additional conditions authorized or required.

14. A permit issued pursuant to this bylaw shall be conspicuously displayed at all times the Vendor is operating.

15. The municipality may at its discretion refuse to issue, renew, or amend a permit.

16. The municipality may immediately revoke a permit for breach of any bylaw or terms / conditions of the permit.

### **Penalty**

17. Any person who contravenes any provision of this bylaw is punishable on summary conviction by a fine of not less than \$200.00 and not more than \$1,000 and to imprisonment of not more than three months in default of payment thereof.

### **REPEAL**

18. *S6 Commercial Activity on Municipal Property Bylaw*, adopted by the Municipality of the County of Annapolis on the 26<sup>th</sup> day of July 2018, is hereby repealed.

**THIS IS TO CERTIFY** that *Bylaw 6 Commercial Activity on Municipal Property* was duly approved by Council of the Municipality of the County of Annapolis on the 15<sup>th</sup> day of April 2025.

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Warden

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Municipal Clerk

First Reading: March 18, 2025  
Notice of Intent: March 18, 2025  
Second Reading: PENDING April 15, 2025  
Notice of Passing: PENDING April 24, 2025 (effective date)



## MUNICIPALITY OF THE COUNTY OF ANNAPOLIS *S6 Commercial Activity on Municipal Property Bylaw*

### Legislative Authority and Intent

1. This Bylaw has been prepared in accordance to the provisions of the *Municipal Government Act*, S.N.S. 1998, c.18 and amendments thereto. Section 172 provides that Municipal Council may make bylaws respecting nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise.
2. This Bylaw shall apply within the boundaries of the Municipality of the County of Annapolis.

### Definitions

3. In this Bylaw words and phrases have the same meaning as in the *Municipal Government Act* or as provided below:
  - (1) "mobile canteen" means a vehicle used for the display, storage, transportation or sale of food or beverages by a mobile vendor;
  - (2) "mobile stand" means a stand having any wheels with a diameter in excess of (10 cm.) or having or designed to have removable wheels of such diameter, and each such stand capable of being moved as a separate unit shall be counted as a separate mobile stand;
  - (3) "non-mobile stand" means a stand that is not a mobile stand;
  - (4) "stand" includes a table, showcase, bench rack, pushcart, wagon or wheeled vehicle or device that can be moved without the assistance of a motor and is used for the display, storage, transportation or sale of food, beverages or other merchandise by a mobile vendor;
  - (5) "vendor" means any person who engages in a temporary business of preparing and selling goods or food products outside an enclosed building, either from a mobile canteen or mobile or non-mobile stand, and who, in furtherance of such purpose, hires, leases, uses or occupies any location for the exhibition, sale and delivery of such goods or food products.
4. It is the intention of Municipal Council to promote municipal properties as public places for the general and recreational enjoyment of residents.
5. Promotion of municipal properties for these uses does not preclude commercial activities from also being conducted on municipal property. Commercial activities conducted in conjunction with recreational activities often enhance the experience of the general public for both activities.
6. Commercial vending may be conducted on municipally-owned property:
  - (1) when expressly authorized pursuant to a permit approved by Council to locate a mobile canteen, mobile stand, non-mobile stand or stand for the sale of food, beverages, crafts, souvenirs or other merchandise approved by Municipal Council by resolution; or
  - (2) as part of a municipally sponsored event conducted by a municipal department.
7. The Municipal Council may permit commercial activity on Municipal Property subject to the applicant obtaining all the required approvals and permits from the Municipality.
8. The Vendor is responsible for obtaining all other required permits and approvals required by other levels of government.
9. The Vendor is responsible for picking up, removing, transporting and disposing of all litter, trash or refuse associated in any way with the vending activity.
10. Advertising signage shall be affixed to the canteen or stand.

11. All permits shall be obtained by making application to the Municipal Council. Permits may be issued for a one (1) year period or for one or more occasions of less than ten (10) days in any year. If an application is for one or more occasions, specific dates and times must be provided.
12. The permit fees shall be:
  - (3) \$500.00 per fiscal year;
  - (4) \$25.00 each for one or more occasions of three (3) days or less in any fiscal year.
13. The permit fee is due and payable at the time the permit is issued.
14. All permits shall expire on March 31st next following the date of approval unless sooner cancelled or revoked.
15. Applicants obtaining permits under this Bylaw shall be required to have in place / show proof of liability insurance in an amount of not less than One Million Dollars (\$1,000,000.00) and the Municipality of the County of Annapolis as an additional named insured.
16. Municipal Council shall authorize the Municipal Clerk to issue a permit to the vendor pursuant to this Bylaw and the permit shall indicate the period of time and any additional conditions authorized or required by Municipal Council.
17. The permit issued pursuant to this Bylaw shall be conspicuously displayed at all times while the vendor is operating.
18. All permits shall be issued at the sole discretion of the Municipal Council.
19. The Municipality of the County of Annapolis may:
  - (1) refuse to issue, renew or amend; or
  - (2) immediately revoke a permit
 for breach of this or any other bylaw or breach of the terms or conditions of the permit.

**Penalty**

20. Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than \$200.00 and not more than \$1,000 and to imprisonment of not more than three months in default of payment thereof.

<b>Clerk 's Annotation For Official Bylaw Book</b>	
Date of First Reading	June 25, 2018
Date of Advertisement of Notice of Intent to Consider	June 28, 2018
Date of Second Reading	July 17, 2018
Date of advertisement of Adoption of Bylaw	July 26, 2018*
I certify that this Bylaw was adopted by Municipal Council and published as indicated above.	
Carolyn Young	<b>July 26, 2018</b>
Municipal Clerk	Date
<i>*Effective date of the Bylaw unless otherwise specified.</i>	

# COUNTY of ANNAPOLIS

NATURALLY ROOTED

## Vendor on Municipal Property Application Form

Please complete and return to:

**Recreation Services, County of Annapolis, 271 Granville St., P. O. Box 609, Bridgetown, NS B0S 1C0**

Name of Individual / Organization / Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Type of Canteen or Stand: \_\_\_\_\_

If mobile:

Motor Vehicle Registration # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Inspection Sticker # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Description of products or items to be offered for sale: \_\_\_\_\_

Location for which permit is requested: \_\_\_\_\_

Duration for which permit is requested (check one)

☐ One year Please specify: Number of days per week \_\_\_\_\_ Hours of Operation: \_\_\_\_\_☐ One or more occasions of less than ten (10) days in any year (specify dates below) \_\_\_\_\_

INSURANCE COVERAGE: (Minimum \$1,000,000.00 liability insurance required)

Required: ☐ Copy of policy attached ☐ Photo of canteen or stand attached

I hereby request Municipal Council to grant a permit for commercial activity on municipal property as described above. I declare that the information contained in the application is true and correct to the best of my knowledge.

If a permit is approved, I will be responsible for:

- maintaining the required insurance coverage
- obtaining and maintaining current any other required licenses, permits or inspections for the proposed commercial activity
- picking up, removing, transporting and disposing of all litter, trash or refuse associated in any way with my vending activities

Contact Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Contact Phone# \_\_\_\_\_ Email \_\_\_\_\_

**If approved by Municipal Council, the Municipal Clerk shall issue a permit in accordance with the S6 Commercial Activity on Municipal Property Bylaw. The permit will indicate the period of time and any additional conditions authorized or required by Council. The permit will also include a site map showing the approved location for the canteen or stand. Permit fee must be paid at the time the permit is issued.**

I, \_\_\_\_\_, Municipal Clerk for the Municipality of the County of Annapolis, do hereby certify that the above permit application was approved at a duly called meeting of Municipal Council held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. [MOTION \_\_\_\_\_]

Attached is a copy of the motion which indicates the period of time and any additional conditions authorized or required by Municipal Council.

GIVEN under the hand of the Municipal Clerk and the corporate seal of the Municipality of the County of Annapolis this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Municipal Clerk



# STAFF REPORT

**Report To:** Municipal Council  
**Meeting Date:** April 15, 2025  
**Prepared By:** Jim Young, Director of Operations  
**Report Number:** SR2025-51 Granville Street Roadway Upgrades  
**Subject:** Granville Street Roadway Upgrades

## RECOMMENDATION:

That Municipal Council authorize staff to proceed with the detailed design for Granville Street in accordance with scope outlined in Option 2.

## LEGISLATIVE AUTHORITY

*Municipal Government Act - Section 312 (1)*

## BACKGROUND

Roadway, sidewalk, and infrastructure upgrades have been required on Granville Street, Bridgetown, for several years. Recently, in March 2025, Council approved the capital investment plan which included a budget allocation of \$200,000 for the design phase of Granville Street Upgrades. The sidewalks on this section of roadway are in poor condition and are costly to maintain and replace, however the sidewalks offer a critical avenue for active transportation in the community of Bridgetown. Phase 1 projects limits include Granville St., are from the west entry of Bridgetown to Jubilee Park.

## DISCUSSION

Staff have engaged with CBCL to develop four possible project options for the first phase of the roadway upgrade. Phase One of the roadway upgrade is identified geographically by Figures 1, and 2 in the attachment document and includes replacing the potable water, storm, and sanitary infrastructure, as well as reconstruction of the road and sidewalk. Staff have instructed CBCL to identify potential options for consideration, with the primary difference between the options being the construction scope of the sidewalk(s).

**Option 1(A)-** Maintain north sidewalk and construct new south sidewalk inside the utility poles

**Option 1(B)-** Construct new north and south sidewalk, both inside the utility poles

**Option 2-** Remove north sidewalk (grass over) and construct new south sidewalk

**Option 3-** Maintain existing north and south sidewalks in existing state

Staff recommend that Option 2 be considered, as the scope and probable costs are in alignment with the long-term planning for the Municipality.

## FINANCIAL IMPLICATIONS

The total of the estimated construction costs for this project range between \$6,025,000 and \$7,240,000. The following table outlines the financial implications per each option as provided by CBCL.

Item	Option 1(A)	Option 1(B)	Option 2	Option 3
Roadworks & Sidewalks	\$2,000,000	\$2,400,000	\$2,100,000	\$1,500,000
Linear Infrastructure Replacement	\$2,950,000	\$2,950,000	\$2,950,000	\$2,950,000
Allowances & Contingency	\$1,750,000	\$1,890,000	\$1,785,000	\$1,575,000
<b>Total</b>	<b>\$6,700,000</b>	<b>\$7,240,000</b>	<b>\$6,835,000</b>	<b>\$6,025,000</b>

### **POLICY IMPLICATIONS**

All new sidewalk options outlined in this report meet the requirements outlined in the Municipality's Sidewalk Policy (AM 1.4.8).

### **ALTERNATIVES / OPTIONS**

Council may decide to authorize staff to proceed with the design phase for another option that has been outlined in the report.

Council may decide not to proceed with any of the options presented at this time and request additional changes be reviewed before deciding on project scope.

### **NEXT STEPS**

If approved, staff will begin to engage CBCL to develop a detailed project design as approved in the 2025-26 capital investment plan.

### **ATTACHMENTS**

- CBCL Report- Annapolis Granville Street Roadway Upgrades Phase 1 (dated February 25, 2025)

**Prepared by:** Jim Young, Director of Operations, Amy Barr, Policy and Development Coordinator

**Approved by:**

**Approval Date:**

  
Chris McNeill  
Chief Administrative Officer

APRIL 9, 2025  
(Date)



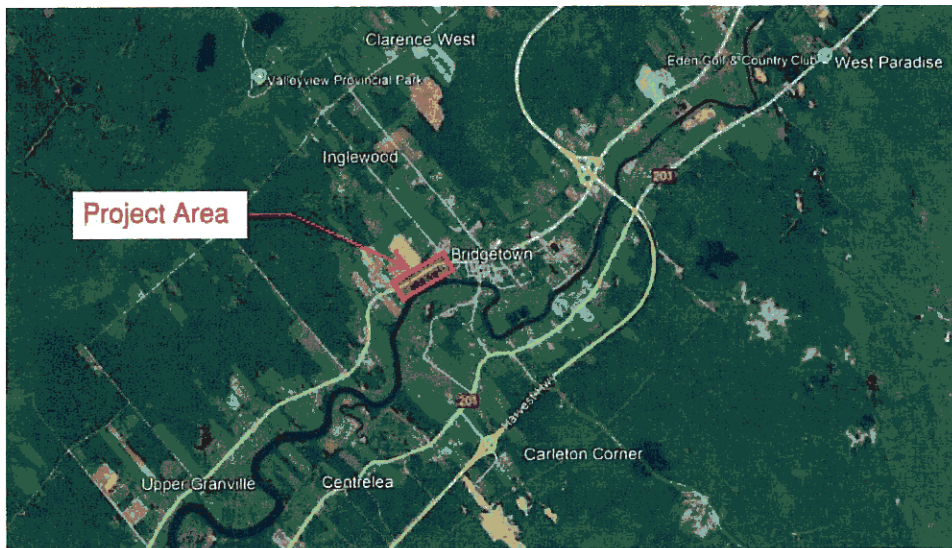
February 25, 2025

Jim Young, P.Eng.  
Director of Municipal Operation  
Municipality of the County of Annapolis  
752 St. George Street  
PO Box 100  
Annapolis Royal, NS B0S 1A0

Mr. Young:

**RE:    *Annapolis Granville Street Roadway Upgrades Phase 1***

The Municipality of the County of Annapolis (the Municipality) has engaged CBCL Limited (CBCL) to provide engineering services for the detailed design of Phase 1 of the Granville Street Upgrades. This phase builds on the Functional Plan completed by CBCL in 2024. The scope of work includes replacing the potable water, storm, and sanitary infrastructure, along with reconstructing the road cross-section, including the sidewalk. The Phase 1 project area is illustrated in Figure 1 and Figure 2.



**Figure 1:    Phase One Project Area**



**Figure 2: Phase One Project Area**

## Cross Section Selection

The existing cross section of the project area includes sidewalks on the north and east sides of the road, along with a grassed median of variable width. Figure 3 below illustrates the current cross section. The proposed cross sections for consideration are outlined in the following section.



**Figure 3: Granville Street Existing Cross Section**

## Option 1 – Maintain North Sidewalk and Construct New South Sidewalk

Option 1 is shown below in **Error! Reference source not found.**, Figure 5 and Figure 5. It consists of the following:

- ▶ Features sidewalk on both sides of the Roadway.
- ▶ The road alignment is positioned along the existing roadway. Modification may be required in sections to avoid existing features, ensure drainage or to provide improvement.
- ▶ Curbs are incorporated into the design to demarcate a structural edge between the sidewalk and adjacent travel lanes, with a maximum height of 150 mm. This promotes clear separation and safety for pedestrians.
- ▶ Asphalt paving of both travel lanes.
- ▶ **Option 1A:** features retention of the North sidewalk. The existing South sidewalk is removed and reinstated with grass. A new sidewalk will be constructed on the south side of the road inside the Utility Poles.
- ▶ **Option 1B:** features replacement of the existing North Sidewalk with new sidewalk. The South sidewalk work is that same as Option 1A.



Figure 4: Option 1A and Option 1B



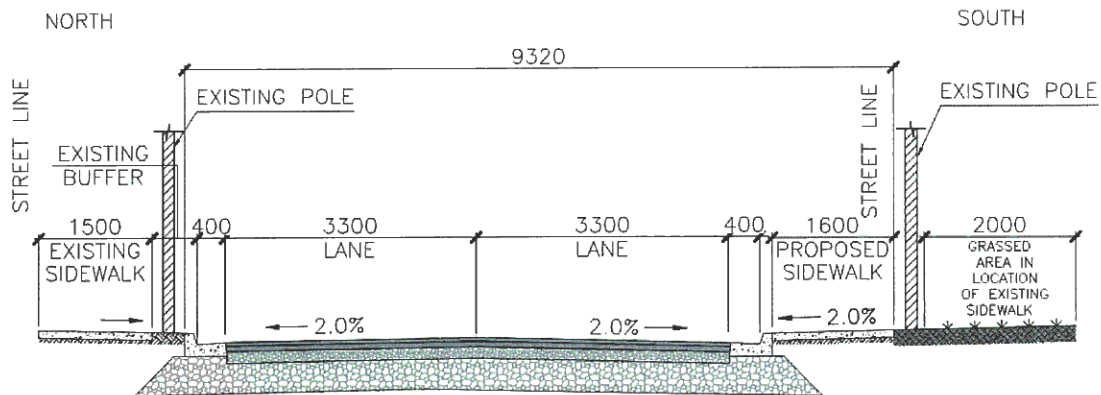


Figure 5: Option 1A

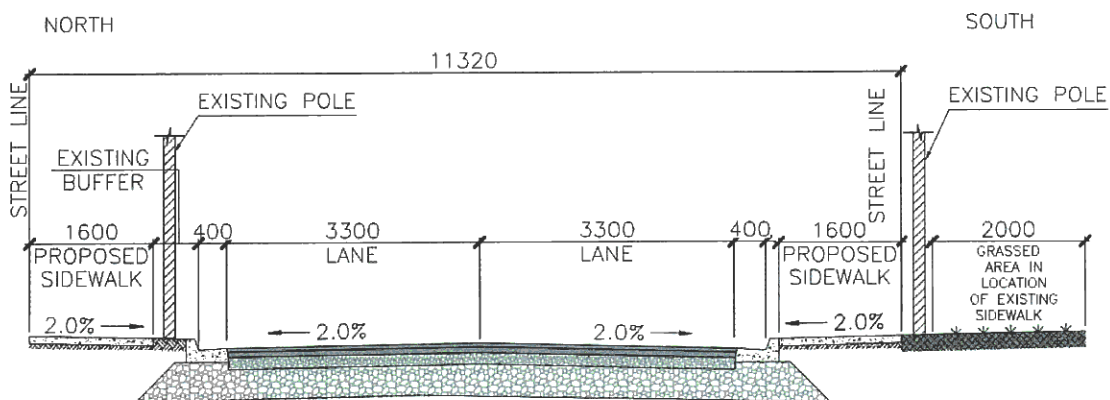


Figure 6: Option 1B

## Option 2: Remove North Sidewalk and Construct New South Sidewalk

Option 2 is shown below in Figure 7 and Figure 8. It consists of the following:

- ▶ Features removal existing sidewalk on the south and north side of the roadway which will be reinstated with grass.
- ▶ Features a new sidewalk on the south side.
- ▶ The road alignment is positioned along the existing roadway. Modification may be required in sections to avoid existing features, ensure drainage or to provide improvement.
- ▶ The sidewalk width is moved to fit within the available space alongside the road on the South side. The existing sidewalk on the north side is removed.
- ▶ Curbs are incorporated into the design to demarcate a structural edge between the sidewalk and adjacent travel lanes, with a maximum height of 150 mm. This promotes clear separation and safety for pedestrians.
- ▶ Asphalt paving of both travel lanes.

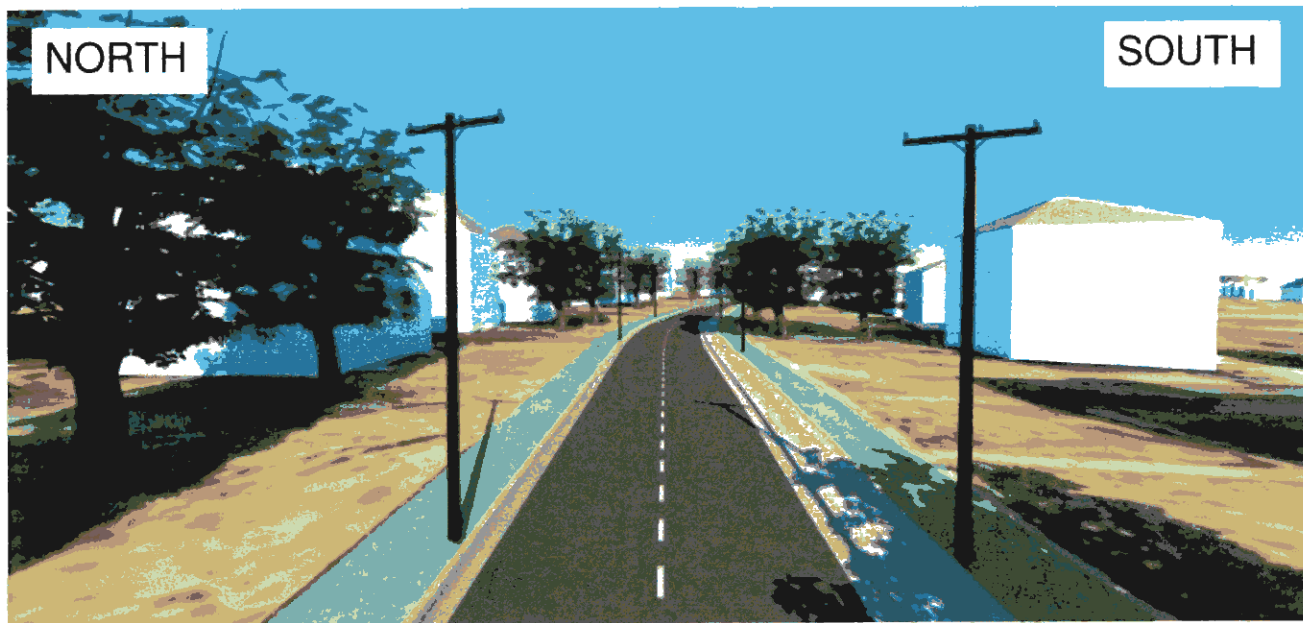


Figure 7: Option 2



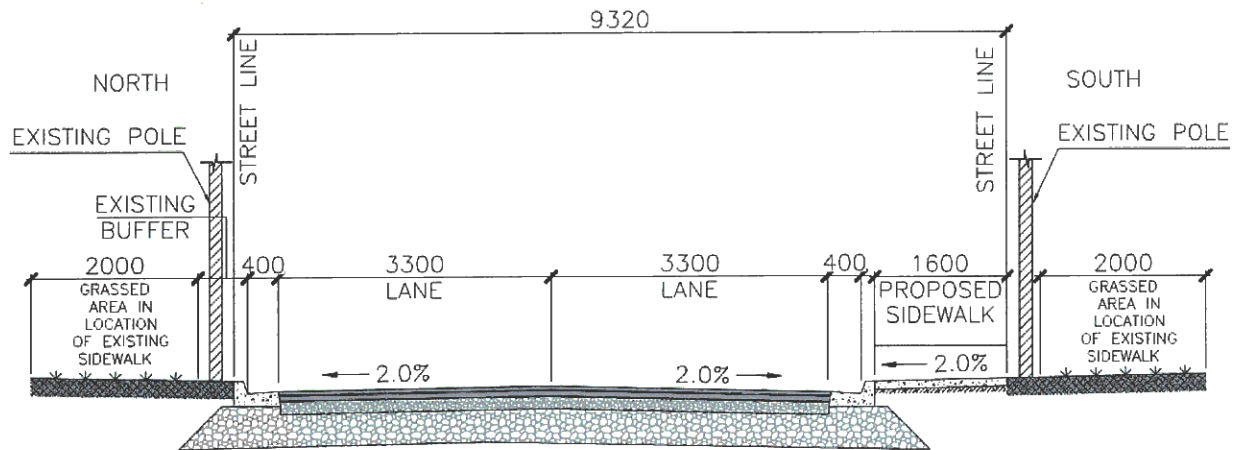


Figure 8: **Option 2**

### Option 3: Keep South and North Sidewalks

Option 3 is shown below in Figure 7 and Figure 8. It consists of the following:

- ▶ Features maintaining the existing sidewalks as they currently are.
- ▶ The road alignment is positioned along the existing roadway. Modification may be required in sections to avoid existing features, ensure drainage or to provide improvement.
- ▶ Curbs are incorporated into the design to demarcate a structural edge between the sidewalk and adjacent travel lanes, with a maximum height of 150 mm. This promotes clear separation and safety for pedestrians.
- ▶ Asphalt paving of both travel lanes.

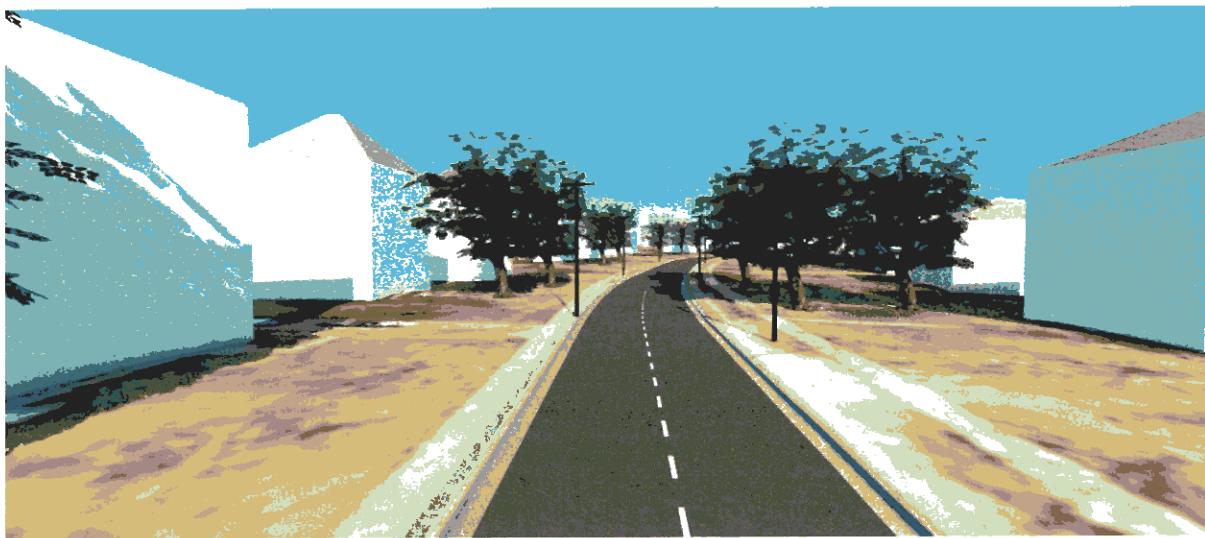


Figure 9: **Option 3**

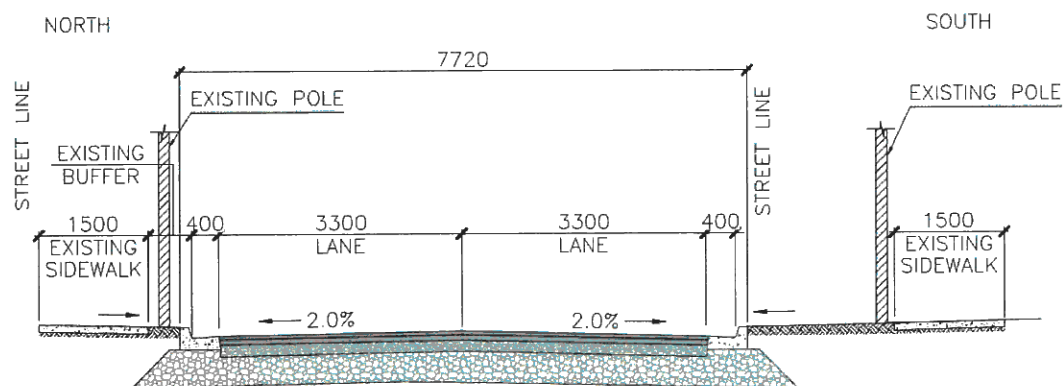


Figure 10: **Option 3**

## Linear Infrastructure

Options 1 and 2 differ in terms of the cross section. Both options include the replacement of all sanitary, potable water, and stormwater infrastructure. The infrastructure within the project area is illustrated in Figure 11. Information on the existing infrastructure has been sourced from GIS data provided by the Municipality. Any missing data will be collected during the detailed design phase, and existing information will be verified. The proposed upgrades are described below:

- ▶ Replacement of the existing water main, size to match existing.
- ▶ Replacement of the existing sewer main and lateral to property lines. Sewer main sized under 200mm will be upsized to meet the minimum size requirement as indicated in the Atlantic Canada Wastewater Guideline Manual for Collection, Treatment and Disposal.
- ▶ The condition of the stormwater main will be evaluated to inform on the most cost-effective upgrade solution. Rather than complete replacement cured in place pipe lining may be considered in efforts to reduce cost. The opinion of probable cost considers the complete replacement.



Figure 11: Existing Linear Infrastructure

## Opinion of Probable Cost

The following Class D budget is an order of magnitude conceptual budget to screen various alternative solutions. Project documents are in the initial stages but sufficient to provide an indication of probable cost and allow ranking of the two options to be considered.

**Table 1: Class D Opinions of Probable Construction Cost**

Item	Option 1A	Option 1B	Option 2	Option 3
Roadworks and Sidewalk	\$2,000,000.00	\$2,400,000.00	\$2,100,000.00	\$1,500,000.00
Linear Infrastructure Replacement	\$2,950,000.00	\$2,950,000.00	\$2,950,000.00	\$2,950,000.00
Allowances and Contingency	\$1,750,000.00	\$1,890,000.00	\$1,785,000.00	\$1,575,000.00
<b>TOTAL</b>	<b>\$6,700,000.00</b>	<b>\$7,240,000.00</b>	<b>\$6,835,000.00</b>	<b>\$6,025,000.00</b>

Note: Allowances and Contingency considers a 25% Allowance for design development and a 10% contingency for construction.

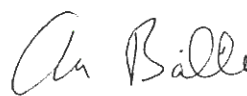
## Conclusion

We hope that you find that this letter sufficiently provides the information required to decide between the two proposed cross sections. Should you have any questions, require clarifications, or wish to discuss any aspects of this letter, please do not hesitate to contact the undersigned.

Yours very truly,  
CBCL Limited



Prepared by:  
Allan Beaton, P.Eng.  
Civil Engineer  
Direct: 902-421-7241  
E-Mail: [abeaton@cbcl.ca](mailto:abeaton@cbcl.ca)



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

CC: Emanuel Nicolescu, Aaron Baillie

Report No: 251087.00

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





# STAFF REPORT

**Report To:** Council  
**Meeting Date:** April 15, 2025  
**Prepared By:** Chris McNeill, Chief Administrative Officer  
**Report Number:** SR2025-52 REQUEST FOR LEAVE OF ABSENCE  
**Subject:** Request for Leave of Absence from Council Member

## RECOMMENDATION TO COUNCIL

**THAT Council authorize a paid leave of absence for up to three months for Councillor Karie-Ann Parsons-Saltzman for personal reasons.**

## LEGISLATIVE AUTHORITY

Section 18(5) of the *Municipal Elections Act* states that a councillor who ceases to be ordinarily resident in the municipality shall cease to be qualified to serve as a councillor if they move outside the municipality for more than six months somewhere else in the province.

Section (6) of the *Municipal Elections Act* states that a councillor who, without leave of the council, is absent from three consecutive regular meetings of the council shall thereby vacate his office, and the office shall be declared vacant by the council, whether or not the councillor has vacated his office.

(6A) Subsection (6) does not apply where the councillor is absent for fifty-two or fewer consecutive weeks due to parental accommodation during a pregnancy or commenced within one year of a birth or adoption

Section 23(1)(v) of the *Municipal Government Act* notes that council may make policies regarding the deduction to be made from the remuneration of such persons, other than persons on parental accommodation, for missing more than three council or committee meetings in a year.

## BACKGROUND

There are times when due to personal circumstances that a member of council or staff may require a short-term leave of absence. This is provided for specifically for parental and other leaves in legislation.

## **DISCUSSION**

Council has now received a request from Councillor Parsons-Saltzman for a short-term leave of absence from her council duties for one month for personal reasons. Staff are recommending that the request be granted for up to three months to allow time for any changes to the situation that may require some extra time without the need to come back to council for additional approval.

Councillor Parsons-Saltzman is currently a member of the following Committees:

Committee of the Whole

Council

Physician Recruitment and Retention Strategy Committee

East End Special Planning Area Advisory Committee

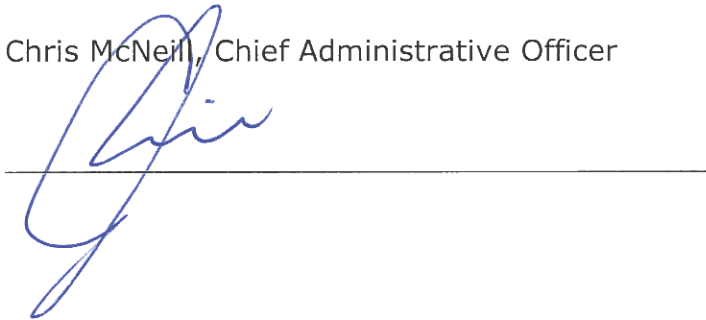
Annapolis Valley Regional Library Board

CAO Review Committee

It is recommended that these committees will not need a replacement for Councillor Parsons-Saltzman during her brief leave of absence and that Warden Le Blanc would respond to and cover off her emails and other local constituency issues, for her during this time. This would be noted on our website and a note placed in her email account whenever someone emails her.

### **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		<b>MTRI Woodlands for Wildlife Program PID05101480 Hollow Mountain Road</b> That Municipal Council enter into an agreement with Mersey Tobeatic 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.	Motion 240521.12	In progress
May 2024		<b>Ecological Forestry - Graywood</b> 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.	Motion 240521.14	In progress
September 2024		<b>Proposal to the Town of Annapolis Royal and the County of Annapolis</b> 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.	Motion 240917.12	In progress
January 2025		<b>2025-01-07 PAC Recommendation</b> To recommend that Municipal Council consider a representative portion of 8 Clementsport Road, Clementsport (PID # 05103155), being the area, the main house is situated upon and also including the area of land that extends 10 feet outward surrounding the entire house, for registration as a municipal heritage property and to set a public hearing date of Tuesday, March 18, 2025, at 11:00 a.m. at the Municipal Administration Building.	Motion 250121.11	In Progress To be completed March 18/25
January 2025	SR2025-15	<b>Software Initiative</b> That Council authorize staff to proceed with a Request for Proposal (RFP) for the procurement of municipal software services.	Motion 250121.14	In Progress
January 2025	SR2025-18	<b>BCRA Capital Funding Request</b>	Motion 250121.18	In Progress

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

		That Municipal Council authorize the withdrawal of \$38,621.00 from the Max Young Fund to be granted to the Bridgetown Community Recreation Association in support of their request to purchase ice re-surfacing equipment in fiscal 2025-26, should their funding applications for the purchase of a new electric ice re-surfacing machine be successful.		
February 2025	<b>SR2025-30</b>	<b>Drinking Water Protection Area Signage</b> To approve the recommended purchase and installation of drinking water protection signage for municipal water systems in Cornwallis Park, Margaretsville, Granville Ferry, Bridgetown and Bear River, pursuant to the recommendation of Committee of the Whole.	Motion 250219.13	In Progress
February 2025	<b>SR2025-31</b>	<b>BCRA Funding Request</b> To authorize the withdrawal of \$40,299.00 from the Max Young Fund to the Bridgetown Community Recreation Association for equipment repairs.	Motion 250219.18	In Progress
March 2025		<b>2025-03-04 PAC Recommendation</b> That Municipal Council give first reading of its intent to support the Development Agreement amendment application by Jason Milner to erect a single-family dwelling on PID 05187471 in the GW3 Zone of the Annapolis County Land Use Bylaw, pending the identification of a well on the site plan; and set a Public Hearing on this matter on Tuesday, April 15, 2025, at 11:00 a.m., in accordance with the recommendation of the Planning Advisory Committee.	Motion 250318.06	In Progress
March 2025		<b>Deregistration William Letteney House, Granville Ferry</b> That Municipal Council deregister the William Letteney House property and remove it from the Annapolis County Municipal Registry of Heritage Properties and deposit a Notice of Deregistration in the Registry of Deeds.	Motion 250318.18	In Progress
March 2025		<b>Annapolis County – Land Use Bylaw and Municipal Planning Strategy Map Amendment – 33 Parker Mountain Road, Granville Ferry</b> That pursuant to the first reading given on February 19, 2025, in accordance with the recommendation for approval from the Planning Advisory Committee and after holding a Public Hearing thereon, Municipal Council give second and final reading to consider an application submitted by Mr. David Hebb to rezone the property	Motion 250318.19	In Progress



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

		located at 33 Parker Mountain Road (PID 05015698) from Low Density Residential (R1) Zone to General Mixed Use (MX) Zone which will require an amendment to the Future Land Use map designation from Residential (RES) to Mixed Used (MX).		

## 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
January 2025	SR2025-09	<b>Approve Terms of Reference – AC Joint Police Advisory Board</b> To approve the Terms of Reference for the Annapolis County Joint Police Advisory Board, in accordance with the recommendation of Committee of the Whole.	Motion 250121.01	Complete
January 2025	SR2025-01	<b>Repeal of Bridgetown Skateboard Bylaw and Bridgetown Smoking Control Bylaw</b> To give first reading to <i>Bylaw 3 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw</i> , in accordance with the recommendation of Committee of the Whole.	Motion 250121.02	Complete
January 2025	SR2025-04	<b>Approve Policy 125 Climate Change Action Plan Review Committee</b> To approve <i>Policy 125 Climate Change Action Plan Review Committee</i> as circulated, seven-day notice given on January 14 <sup>th</sup> .	Motion 250121.03	Complete
January 2025	SR2025-05	<b>Approve Policy 116 Council Procedures and Committees</b> To approve <i>Policy 116 Council Procedures and Committees</i> with revisions as circulated, seven-day notice given on January 14 <sup>th</sup> .	Motion 250121.04	Complete
January 2025	SR2025-06	<b>Appointment of Jherek Hallett as Development Officer</b> To appoint Jherek Hallett as Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw, in accordance with the recommendation of Committee of the Whole.	Motion 250121.05	Complete
January 2025	SR2025-07	<b>Appointment of Jeremy Banks as Development Officer</b> To appoint Jeremy Banks as Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw, pursuant to the recommendation of Committee of the Whole.	Motion 250121.06	Complete
January 2025	SR2025-08	<b>Approve Policy 128 Travel and Expenses</b> To approve <i>Policy 128 Travel and Expenses</i> with revisions as circulated, seven-day notice given on January 14 <sup>th</sup> .	Motion 250121.07	Complete
January 2025	SR2025-11	<b>Approve Terms of Reference – Glyphosate Ad Hoc Committee</b>	Motion 250121.08	Complete

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

		To approve the Terms of Reference - Glyphosate Ad Hoc Committee, in accordance with the recommendation of Committee of the Whole.		
January 2025	<b>SR2025-02</b>	<b>Approve Bylaw 2 Marketing Levy (Second Reading)</b> To give second reading to approve <i>Bylaw 2 marketing Levy</i> as circulated.	Motion 250121.09	Complete
January 2025		<b>2025-01-07 PAC Recommendations</b> To recommend that Municipal Council give first reading of their intention to adopt the Cornwallis Park Secondary Planning Strategy and Land Use Bylaw and to set a public hearing date of Tuesday, February 18, 2025, at 11:00 a.m. at the Municipal Administration Building.	Motion 250121.10	Complete
January 2025	<b>SR2025-17</b>	<b>Nominating Committee Report</b> That Council of Municipality of the County of Annapolis approve the appointment of Craig Parsons to the East End Area Planning Advisory Committee effective immediately for a two-year term ending on October 31, 2026.	Motion 250121.12	Complete
January 2025	<b>SR2025-13</b>	<b>Request to Deregister Property – William Letteney House</b> That Municipal Council hold a public hearing at 11:00 a.m. on March 18, 2025, to consider the deregistration of the William Letteney House, a municipal registered heritage property located at 5365 Granville Road, Granville Ferry.	Motion 250121.13	Complete
January 2025	<b>SR2025-16</b>	<b>Approve Policy 114 Council Remuneration</b> That Municipal Council give seven-day notice to approve <i>Policy 114 Council Remuneration</i> as circulated.	Motion 250121.15	Complete
January 2025		<b>2025-01-14 Audit Recommendation</b> That Municipal Council adopt the audited financial statements for the year ended March 31, 2024, in accordance with the recommendation of Audit Committee.	Motion 250121.16	Complete
January 2025		<b>2025-01-14 Audit Recommendation</b> That Municipal Council authorize staff to enter into a three-year contract with MNP LLP for the provision of audit services, in accordance with the recommendation of Audit Committee.	Motion 250121.17	Complete

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

February 2025		<b>Physician Recruitment &amp; Retention Committee Recommendation</b> To approve a grant in the amount of \$10,000.00 to Dr. Yasmin Sadri Savadjani in accordance with Policy 108 Medical Recruitment Financial Assistance Program, pursuant to the recommendation of Committee of the Whole.	Motion 250219.01	Complete
February 2025	<b>SR2025-22</b>	<b>Lawrencetown Investments Policy</b> To approve <i>Policy 133 Municipal Investments in Lawrencetown</i> , seven-day notice given on February 11 <sup>th</sup> .	Motion 250219.02	Complete
February 2025		<b>Support Letter for AVRL</b> To agree to send the letter to The Honourable Dave Ritcey, Minister of Communities, Culture, Tourism and Heritage.	Motion 250219.03	Complete
February 2025	<b>SR2025-24</b>	<b>Approve Policy 109 Tax Exemption and Reduction</b> To approve <i>Policy 109 Tax Exemption and Reduction</i> , seven-day notice given on February 11 <sup>th</sup> .	Motion 250219.04	Complete
February 2025	<b>SR2025-25</b>	<b>Approve Policy 126 Road Naming</b> To approve <i>Policy 126 Road Naming</i> , seven-day notice given on February 11 <sup>th</sup> .	Motion 250219.05	Complete
February 2025	<b>SR2025-26</b>	<b>Repeal AM-1.2.5 Declaration of Proclamations Policy</b> To repeal <i>AM-1.2.5 Declaration of Proclamations Policy</i> , seven-day notice given on February 11 <sup>th</sup> .	Motion 250219.06	Complete
February 2025	<b>SR2025-27</b>	<b>Approve Bylaw 5 Civic Address</b> To give first reading to approve <i>Bylaw 5 Civic Address</i> , in accordance with the recommendation of Committee of the Whole.	Motion 250219.07	Complete
February 2025	<b>SR2025-28</b>	<b>Capital Funding Request</b> To authorize funding of \$32,062.00 from the capital reserve fund for the completion of the Bridgetown Parking Lot and EV Charging Station project, pursuant to the recommendation of Committee of the Whole.	Motion 250219.08	Complete
February 2025	<b>SR2025-28</b>	<b>Capital Funding Request</b> To authorize funding of \$52,117.00 from the capital reserve fund for the completion of the Sports Hub accessibility project, in accordance with the recommendation of Committee of the Whole.	Motion 250219.09	Complete
February 2025	<b>SR2025-28</b>	<b>Capital Funding Request</b>	Motion 250219.10	Complete



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

		To authorize funding of \$141,000.00 equally from the County water and County sewer reserves for the East End water study, pursuant to the recommendation of Committee of the Whole.		
February 2025	<b>SR2025-28</b>	<b>Capital Funding Request</b> To authorize funding of \$27,706.00 from the Canada Community Building Fund for the Facilities Assessment project, in accordance with the recommendation of Committee of the Whole.	Motion 250219.11	Complete
February 2025	<b>SR2025-28</b>	<b>Capital Funding Request</b> To authorize funding of \$9,775.00 from the capital reserve fund for the accessible upgrades to Jubilee Park, pursuant to the recommendation of Committee of the Whole.	Motion 250219.12	Complete
February 2025	<b>SR2025-19</b>	<b>Repeal of <i>Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw</i></b> To give second reading to <i>Bylaw 3 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw</i> .	Motion 250219.14	Complete
February 2025	<b>SR2025-20</b>	<b>Approve <i>Policy 114 Council Remuneration</i></b> To approve <i>Policy 114 Council Remuneration</i> as circulated, seven-day notice given on January 21 <sup>st</sup> .	Motion 250219.15	Complete
February 2025		<b>Email re: Amended Motion</b> To amend motion to consider a representative portion of 8 Clementsport Road, Clementsport Road (PID 05103155), being the area, the main house is situated upon and also including the area of land that extends 10 feet outward surrounding the entire house, for registration as a municipal heritage property and to set a public hearing date of Tuesday, March 18, 2025, at 11:00 a.m. at the Municipal Administration Building by changing the public hearing date to May 20, 2025, at 11:00 a.m. and to deposit the required Notice of Recommendation in the Registry of Deeds.	Moton 250219.16	Complete
February 2025		<b>PAC Recommendation</b> That Municipal Council give first reading to consider an application submitted by Mr. David Hebb to rezone the property located at 33 Parker Mountain Road (PID 05015698) from Low Density Residential (R1) Zone to General Mixed Use (MX) Zone which will also require an amendment to the Future Land Use Map designation from Residential (RES) to Mixed Used (MX). The map	Motion 250219.17	Complete

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

		amendments with permit the reuse of the property as a repair shop. To amend the motion to include setting a public hearing date of March 18, 2025, at 11:00 a.m.		
February 2025	<b>SR2025-32</b>	<b>Nominating Committee Report</b> That Council of Municipality of the County of Annapolis approve the appointment of Michael Longmire to the Annapolis County Source Water Protection Advisory Committee effective immediately for a two-year term ending on October 31, 2026.	Motion 250219.19	Complete
February 2025		<b>Public Hearing Cornwallis Park SPS and LUB</b> That pursuant to first reading given on January 21, 2025, 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 Cornwallis Park Secondary Planning Strategy and Land Use Bylaw.	Motion 250219.20	Complete
March 2025	<b>SR2025-34</b>	<b>Approve Terms of Reference – Marketing Levy Ad Hoc Committee</b> To approve the Terms of Reference for the Marketing Levy Ad Hoc Committee, pursuant to the recommendation of Committee of the Whole.	Motion 250318.01	Complete
March 2025	<b>SR2025-35</b>	<b>Internet Project Final Reconciliation</b> To authorize funding of \$349,837.00 from the capital reserve fund for the completion of the internet project, in accordance with the recommendation of Committee of the Whole. To amend the motion to change the amount to \$394,837.00.	Motion 250318.02	Complete
March 2025	<b>SR2025-36</b>	<b>Approve Bylaw 6 Commercial Activity on Municipal Property</b> To give first reading to approve <i>Bylaw 6 Commercial Activity on Municipal Property</i> , pursuant to the recommendation of Committee of the Whole.	Motion 250318.03	Complete
March 2025	<b>SR2025-37</b>	<b>Tom's Cool Bus Vendor on Municipal Property Application</b> To authorize the Clerk to issue a 2025-26 Vendor on Municipal Property permit to Tom Marshall, for the operation of Tom's Cool Bus Canteen at the Annapolis River Causeway park in accordance with S6 Commercial Activity on Municipal Property Bylaw, and permit the canteen to stay at the park overnight for the April-	Motion 250318.04	Complete

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

		October season, subject to reasonable requests from the Municipality to move it from time to time, in accordance with the recommendation of Committee of the Whole.		
March 2025	<b>SR2025-38</b>	<b>Repeal AM-1.2.7 Flag Flying Policy</b> To repeal <i>AM-1.2.7 Flag Flying Policy</i> , seven-day notice given on March 11, 2025.	Motion 250318.05	Complete
March 2025	<b>SR2025-41</b>	<b>Approve Bylaw 5 Civic Address (final reading)</b> To recommend that Municipal Council give final reading to approve <i>Bylaw 5 Civic Address</i> . (First Reading – February 19, 2025).	Motion 250318.07	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve the proposed 2025-2026 operating budget reflecting revenues of \$27,304,576 and expenditures of \$27,304,576.	Motion 250318.08	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve the 2025-2026 operating budget base taxation rates for all residential and resource assessments of \$1.025 per \$100 of assessment, and a commercial tax rate of \$1.80 per \$100 of assessment.	Motion 250318.09	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve 2025-2026 operating budget area rates for all residential and resource assessments in Bridgetown of 34.07 cents per \$100 of assessment, and a commercial area rate of 55.81 cents per \$100 of assessment, and a taxation area rate for all properties in the Assessment District 12 (Lawrencetown) of the amount to be approve by the Lawrencetown Village Commission.	Motion 250318.10	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve fire hydrant taxation rates for the 2025-2026 fiscal year based on \$100 of assessment as follows: <ul style="list-style-type: none"> <li>• Margaretsville District 2 18.69 cents</li> <li>• Inglewood District 3 18.90 cents</li> <li>• Granville Ferry District 4/5 17.05 cents</li> <li>• Carleton Corner District 7 15.40 cents</li> <li>• Church Street, Bridgetown N District 3 14.43 cents</li> <li>• Middleton District 2/10 19.34 cents</li> </ul>	Motion 250318.11	Complete

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

		<ul style="list-style-type: none"> <li>• Cornwallis Park District 6 22.82 cents</li> <li>• Bridgetown District 3/7 30.68 cents</li> </ul>		
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve a 2025-2026 operating budget area rate for the provision of streetlights per \$100 of all assessment accounts of 3.41 cents.	Motion 250318.12	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve fire taxation rates for the 2025-2026 fiscal year based on \$100 of assessment as follows: <ul style="list-style-type: none"> <li>• Kingston Fire Commission Districts 1/11 to be determined by Fire Commission</li> <li>• Fire capital All districts 6.11 cents</li> </ul>	Motion 250318.13	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve street paving taxation rates for the 2025-2026 fiscal year based on \$100 of assessment as follows: <ul style="list-style-type: none"> <li>• Chipman/Baxter District 1 5.07 cents</li> <li>• Cameron Drive District 1 2.07 cents</li> <li>• Brookside/Pine Grove District 1 5.30 cents</li> <li>• Bradley Street District 1 3.44 cents</li> <li>• Ward Estates District 11 \$269.11 (lump sum)</li> </ul>	Motion 250318.14	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve the due date for property taxation bills of June 30, 2025, and that all rates and taxes outstanding after this date be subject to interest at a rate of 12% per annum.	Motion 250318.15	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b> That Municipal Council approve a sewer rate for all publicly connected properties or have the ability to connect to the County sanitary sewer system of \$618.42 per year; and for all properties connected for have the ability to connect to the Bridgetown sanitary sewer system, a rate of \$2.80 per cubic meter plus a quarterly base rate of \$24.34.	Motion 250318.16	Complete
March 2025	<b>SR2025-42</b>	<b>Approval of 2025-26 Budget</b>	Motion 250318.17	Complete

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

		That Municipal Council approve the proposed 5-year Capital Investment Plan reflecting financial Investments over 5 years of \$70,170,682; and a 2025-2026 capital investment of \$46,395,682.		