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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **MUNICIPAL COUNCIL AGENDA**

10:00 a.m. – Tuesday, March 18, 2025

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

<b>PAGE:</b>	<b>1.</b>	<b>ROLL CALL</b>
	<b>2.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>3.</b>	<b>APPROVAL OF THE ORDER OF THE DAY</b>
	<b>4.</b>	<b>APPROVAL of MUNICIPAL COUNCIL MINUTES</b>
<b>3-13</b>	<b>4.1</b>	2025-02-19 Regular Council
<b>14-17</b>	<b>4.2</b>	2025-02-19 Public Hearing
	<b>5.</b>	<b>COTW RECOMMENDATIONS</b>
		• <b>March 11, 2025</b>
<b>18</b>	<b>5.1</b>	SR2025-34 Approve Terms of Reference – Marketing Levy Ad Hoc Committee
<b>18</b>	<b>5.2</b>	SR2025-35 Internet Project Final Reconciliation
<b>18</b>	<b>5.3</b>	SR2025-36 Approve <i>Bylaw 6 Commercial Activity on Municipal Property</i>
<b>18</b>	<b>5.4</b>	SR2025-37 Tom’s Cool Bus Vendor on Municipal Property Application
<b>18</b>	<b>5.5</b>	SR2025-38 Repeal <i>AM-1.2.7 Flag Flying Policy</i>
	<b>6.</b>	<b>NEW BUSINESS</b>
<b>19-53</b>	<b>6.1</b>	2025-03-04 PAC Recommendation (with supporting documents)
<b>54-71</b>	<b>6.2</b>	SR2025-41 Approve <i>Bylaw 5 Civic Address</i> (final reading)
<b>72-88</b>	<b>6.3</b>	SR2025-42 Approve 2025-26 Budget
<b>89-97</b>	<b>7.</b>	<b>COUNCIL MOTION TRACKING LIST</b> ( <i>December, January, February</i> )
	<b>8.</b>	<b>COUNCILLOR COMMENTS</b>
	<b>9.</b>	<b>ADJOURNMENT</b>

## 2025-02-19 Municipal Council

### Summary of Motions

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Minutes of the regular session of Municipal Council held on Wednesday, February 19, 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, excused  
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, excused  
District 11 – Diane Le Blanc, Warden, present

Also Present: CAO Chris McNeill; Administrative Clerk – Municipal Clerk Office Kelly Kempton; Director of Finance Angela Bohaker; Director of Planning and Inspection Services Linda Bent; Director of Corporate Services / Deputy CAO Dawn Campbell; Systems Network Coordinator Carter Hazel; Communications Coordinator Nadine McCormick; Director of Community Development Debra Ryan; Director of Municipal Operations Jim Young and 1 member of the public.

### **Disclosure of Interest**

None

### **Order of the Day**

Approved as circulated

### **Minutes**

Re: 2025-01-21 Regular Minutes

Approved, no errors or omissions

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

Re: 2025-01-14 Physician Recruitment & Retention Committee Recommendation

#### **Motion 250219.01 Physician Recruitment & Retention Committee Recommendation**

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.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Longmire

Motion carried

Re: SR2025-22 Lawrencetown Investments Policy

**Motion 250219.02 Lawrencetown Investments Policy**

To approve *Policy 133 Municipal Investments in Lawrencetown*, seven-day notice given on February 11<sup>th</sup>.

Moved: Councillor Oxner

Seconded: Councillor Cranton

Motion carried

Re: 2025-01-29 Support Letter for AVRL

**Motion 250219.03 Support Letter for AVRL**

To agree to send the letter to The Honourable Dave Ritcey, Minister of Communities, Culture, Tourism and Heritage.

Moved: Councillor Longmire

Seconded: Councillor Oxner

Motion carried

Re: SR2025-24 Approve Policy 109 Tax Exemption and Reduction

**Motion 250219.04 Approve Policy 109 Tax Exemption and Reduction**

To approve *Policy 109 Tax Exemption and Reduction*, seven-day notice given on February 11<sup>th</sup>.

Moved: Councillor Hare

Seconded: Councillor Cranton

Motion carried

Re: SR2025-25 Approve Policy 126 Road Naming

**Motion 250219.05 Approve Policy 126 Road Naming**

To approve *Policy 126 Road Naming*, seven-day notice given on February 11<sup>th</sup>.

Moved: Councillor Welch

Seconded: Councillor Hare

Motion carried

Re: SR2025-26 Repeal AM-1.2.5 Declaration of Proclamations Policy

**Motion 250219.06 Repeal AM-1.2.5 Declaration of Proclamations Policy**

To repeal *AM-1.2.5 Declaration of Proclamations Policy*, seven-day notice given on February 11<sup>th</sup>.

Moved: Councillor Oxner

Seconded: Councillor Parsons-Saltzman

Motion carried

Re: SR2025-27 Approve Bylaw 5 Civic Address

**Motion 250219.07 Approve Bylaw 5 Civic Address**

To give first reading to approve *Bylaw 5 Civic Address*, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Agombar

Seconded: Councillor Oxner

Motion carried

Re: SR2025-28 Capital Funding Request

**Motion 250219.08 Capital Funding Request**

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.

Moved: Councillor Welch

Seconded: Councillor Agombar

Motion carried

Re: SR2025-28 Capital Funding Request

**Motion 250219.09 Capital Funding Request**

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.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Harding

Motion carried

Re: SR2025-28 Capital Funding Request

**Motion 250219.10 Capital Funding Request**

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.

Moved: Councillor Welch

Seconded: Councillor Cranton

Motion carried

Re: SR2025-28 Capital Funding Request

**Motion 250219.11 Capital Funding Request**

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.

Moved: Councillor Cranton

Seconded: Councillor Hare

Motion carried

Re: SR2025-28 Capital Funding Request

**Motion 250219.12 Capital Funding Request**

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.

Moved: Councillor Agombar

Seconded: Councillor Parsons-Saltzman

Motion carried

Re: SR2025-30 Drinking Water Protection Area Signage

**Motion 250219.13 Drinking Water Protection Area Signage**

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.

Moved: Councillor Harding

Seconded: Councillor Welch

Motion carried

**New Business**

Re: SR2025-19 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw

**Motion 250219.14 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw**

To give second reading to *Bylaw 3 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw*.

Moved: Councillor Longmire

Seconded: Councillor Agombar

Motion carried

Re: SR2025-20 Approve Policy 114 Council Remuneration

**Motion 250219.15 Approve Policy 114 Council Remuneration**

To approve *Policy 114 Council Remuneration* as circulated, seven-day notice given on January 21<sup>st</sup>.

Moved: Councillor Welch

Seconded: Councillor Parsons-Saltzman

Motion carried

Re: 2025-01-29 Email re: Amended Motion

**Motion 250219.16 Amended Motion**

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.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Harding

Motion carried

Re: 2025-02-03 PAC Recommendation

**Motion 250219.17 PAC Recommendation**

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 amendments will permit the reuse of the property as a repair shop.

Moved: Councillor Agombar

Seconded: Councillor Cranton

Motion carried

To amend the motion to include setting a public hearing date of March 18, 2025, at 11:00 a.m.

Moved: Councillor Longmire

Seconded: Councillor Oxner

Motion carried

The Question was called on the original motion.

Motion carried

Re: SR2025-31 BCRA Funding Request

**Motion 250219.18 BCRA Funding Request**

To authorize the withdrawal of \$40,299.00 from the Max Young Fund to the Bridgetown Community Recreation Association for equipment repairs.

Moved: Councillor Longmire

Seconded: Councillor Agombar

Motion carried

Re: SR2025-32 Nominating Committee Report

**Motion 250219.19 Nominating Committee Report**

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.

Moved: Councillor Harding

Seconded: Councillor Oxner

Motion carried

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

Reviewed for information

**Councillor Comments**

*District 1* – Councillor Parsons-Saltzman extended greeting from District 1. She commented on the winter weather we have been receiving. She thanked the road crews for their efforts in keeping the roads clear and the bus drivers for delivering the kids safely to and from schools. Councillor Parsons-Saltzman appreciated the usage of our trail systems this winter. She reminded everyone of the online community grants information session being held on February 24, 2025.

*District 2* – Councillor Hare wished to highlight the importance of completing the online survey for the residents of the East End. He also encouraged residents to attend the open house to be held on March 1, 2025, at the Wilmot Community Centre as public feedback is important.

*District 3* – Deputy Warden Enslow sent his regrets.

*District 4* – Councillor Cranton expressed his appreciation for the winter activities the recreation staff are providing this season. He attended the community grants information session at the Upper Clements Hall. He stated that it provided good information and gave the opportunity to meet with some of the community groups in the area. Councillor Cranton was pleased that online community grant sessions were offered as an alternative. He mentioned that most of his community engagement for this month has been emails and phone conversations. He did have one house visit with a resident from his area. He noted that most concerns are regarding property tax bills, the size of council and concern regarding the province's resource extraction. Councillor Cranton is looking to provide coffee with your councillor in March when the weather improves. He encouraged everyone to stay safe.

*District 5* – Councillor Longmire stated that on the third Monday in February Nova Scotians came together to celebrate Heritage Day. She noted that this year we paid tribute to Nora Bernard. She also mentioned that during the month of February we also pay tribute to African Heritage month and this year we embraced the provincial theme "Legacy in Action: Celebrating Black Brilliance." Councillor Longmire commented on the winter weather February has given us. She noted the tremendous amount of ice and expressed concerns with road conditions. She believed the citizens deserved answers to their questions regarding the current road conditions.

Councillor Longmire listed the following upcoming events for District 5:

- Young's Cove Community Hall held a Valentine's cupcake fundraiser on February 14<sup>th</sup> that was a great success. They are not planning for their Mother's Day fundraiser. Councillor Longmire encouraged everyone to stay tuned for updates. A coffee hour is held each Monday.
- Lower Granville Hall has a potluck planned for Saturday, February 22, 2025, from 5:00 – 7:00 p.m. Bring a dish to share. There is no cost for this event. Councillor Longmire mentioned that the hall offers an indoor walking club during the winter months. More information is available on their facebook page, or you can find details on posted on their outdoor sign at the Hall. Coffee hours are held each Friday.
- Port Royal Lighthouse Association will be holding their AGM on February 24, 2025, at 7:00 p.m. at the Granville Ferry Hall if weather prevents.
- Best Years Fellowship Seniors luncheon to be held at the Hillsburn Baptist Church @ 3686 Shore Rd West was postponed due to weather. Councillor Longmire encouraged everyone to stay tuned for further updates and reminded that all are welcome. The musical guest will be Lynnea Rose.

Councillor Longmire stressed the importance of sharing with others the REMO reports on weather and how to prepare. She encouraged all to check in with your neighbours. She expressed that she is looking forward to spring in just a few weeks.

*District 6* – Councillor Welch stated that February has been a busy month with ongoing discussions and concerns raised by residents. He noted that topics of concern have included street lighting improvements, road conditions, and rising heating costs during what has been an especially cold winter. He mentioned that he has had conversations about the sale of the Basin Centre. Councillor Welch commented that council meetings and community engagements continue to be a priority as we work through municipal matters that impact daily life in our region. He noted that he appreciates hearing from residents and encouraged them to reach out with any concerns or ideas. Councillor Welch mentioned that he was able to take a short break to visit friends and family in Sackville, NB and managed to spend a day at Ski Wentworth for the first time. He noted it was a great reminder of the natural beauty and recreation opportunities we have in the Maritimes.

*District 7* – Councillor Agombar expressed greetings from District 7. He commented on the old fashion winter we have been receiving. He stated that most will be glad to see it end; however, some folks have been enjoying the opportunity to snowshoe, ski and snowmobile. He noted that it has been a challenge for the public works crew to keep up. He thanked them for their hard work and dedication. Councillor Agombar attended several meetings including the first Annapolis County Joint Council meeting held at the Bridgetown Legion. He noted that this meeting gave municipal units a chance to share issues, concerns and priorities in an effort to work together for the prosperity and future development of our communities. Councillor Agombar mentioned that the Bridgetown & Area Chamber of Commerce will be seeking individuals to oversee the annual Ciderfest committee. He noted that he had the pleasure to meet Barbara Bishop, chair of the Paradise Historical Society and had a guided tour of its facility in the old Paradise School. He encouraged everyone to drop in for a chat, coffee and sweets on Wednesday mornings.

*District 8* – Councillor Harding extended greetings from District 8. He noted that February has been quite a month with cold, ice and unpredictable weather. He mentioned that he is eager to move toward spring. Councillor Harding encouraged everyone to drive carefully and check in on friends and neighbors who may be struggling this time of year. He acknowledged the hardworking men and women of TIR who have been out in tough conditions keeping our roads as safe as possible. Councillor Harding and his family attended the Bear River Firefighter's Breakfast and recommended stopping by on the first Saturday of every month to support this great cause. He mentioned that the Milford Hall hosts a monthly crib tournament on the first Saturday of each month. Registration starts at 11:00 a.m. and play begins at 12:00 p.m. The cost is \$10.00 per person.

Councillor Harding stated that it has been a productive start to the year on Council, with new challenges and projects underway. One recent success was the installation of a new streetlight at the corner of Greenland Road and Fed Road. He thanked the community members who have put their names forward to serve on various committees as he felt this helps shape the direction of our county. He noted that the first meeting of the new Joint Police Advisory Board will be held on February 20, 2025, at Middleton Town Hall. He noted he is looking forward to the valuable discussions ahead. He encouraged everyone to stay safe and be careful.

*District 9* – Councillor Oxner expressed greetings from District 9. She mentioned that things have been quiet in her district with only a few queries. She has attended meetings and sessions along with her fellow

councillors. Councillor Oxner wished to mention and commend Shawn Trahan and his wife Vicki for noticing a house on fire in Nictaux on Saturday. Shawn acted swiftly and helped a young lady and toddler out while Vicki called 911. She noted that many of our citizens are trying to support local businesses and buy Canadian products. Councillor Oxner reminded everyone to remember every bit helps but sometimes there are not Canadian options. She asked them to not compromise their wellbeing or budget. She mentioned that CORAH has some great sessions coming up in Middleton. She expressed that *The Bridgetown Reader* is a great source of information for those not on social media. Councillor Oxner noted that beginning next week she will be at the satellite office in Middleton from 10:00 a.m. to noon on the last Thursday of each month for District 9 residents. She expressed that the food banks are in need as we have increasing numbers of those needing help.

*District 10* – Councillor Connell sent regrets.

*District 11* – Warden LeBlanc attended the opening for Heritage month with Councillor Oxner at the Town of Digby. She noted that February has not been a kind month regarding weather for anyone. She appreciated halls being open when they are able and the recreation department for working hard to provide winter activities when possible. Warden LeBlanc encouraged everyone to check the Three Rivers Community Hall Facebook page or reach out to them through email for upcoming events.

#### **Municipal Operations Capital Project Update (verbal)**

Director of Municipal Operations Jim Young presented an update of capital projects completed and currently being worked on.

#### **Recess**

A recess was called at 11:01 a.m. for a short break and to begin the scheduled public hearing.

The meeting resumed at 12:01 p.m. with all councillors present as prior to the public hearing.

#### **Order of the Day**

To amend the order of the day by adding Cornwallis Park Secondary Planning Strategy and Land Use Bylaw as 6.8 under New Business.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Oxner

Motion carried

#### **Re: 2025-02-19 Public Hearing Cornwallis Park SPS and LUB**

##### **Motion 250219.20 Public Hearing Cornwallis Park SPS and LUB**

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.

Moved: Councillor Welch

Seconded: Councillor Cranton

Motion carried

To remove the definition Unlicensed Vehicle on page 27 of the LUB

Moved: Councillor Hare

Seconded: Councillor Cranton

Motion defeated, 3 in favour

To remove the third bullet point “The keeping of household domestic pets, excluding all snakes, and not exceeding 4 in number, provided no more than 3 are of any one species.” of 7.5.3 on page 60 of the LUB

Moved: Councillor Hare

Seconded: Councillor Cranton

Motion carried, 2 opposed

To remove the word “trails” from bullet point 1 of 4.34 Prohibited Used page 41 of the LUB

Moved: Councillor Hare

Seconded: Councillor Harding

Councillor Hare withdrew his motion.

To change page 35 of the LUB section 4.16 Agricultural Animals to read Agricultural animals are not permitted in any zone within the Planning Area except animals on par with 4-H Nova Scotia’s poultry, rabbit, and waterfowl limited to 3 animals total.

Moved: Councillor Hare

Seconded: Councillor Welch

To amend the amendment to replace poultry with hens.

Moved: Councillor Hare

Seconded: Councillor Parsons-Saltzman

Motion carried

Question was called on the amendment.

Motion carried

Question was called on the original motion

Motion carried

**In-Camera (12:56 p.m.)**

To meet in-camera in accordance with Section 22(2)(g) legal advice eligible for solicitor-client privilege of the *Municipal Government Act*.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Oxner

Motion carried

The meeting resumed at 1:20 p.m. with all councillors present as prior to in-camera session.

**Adjournment**

The Warden declared the meeting adjourned at 1:21 p.m.

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Warden

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Recording Secretary, Administrative Clerk  
Municipal Clerk Office

Minutes of a **Public Hearing** held on Wednesday, February 19, 2025, at 11:00 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, excused  
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, excused  
District 11 – Diane Le Blanc, Warden, present

**Also Present:** CAO Chris McNeill; Administrative Clerk – Municipal Clerk Office Kelly Kempton; Director of Planning and Inspection Services Linda Bent; Manager of Planning Barbara Boateng; Development Officer Jay Hallett; Systems Network Coordinator Carter Hazel; Communications Coordinator Nadine McCormick; Director of Community Development Debra Ryan and 9 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 Cornwallis Park Secondary Planning Strategy and Land Use Bylaw. 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: Cornwallis Park Secondary Planning Strategy (SPS) and Land Use Bylaw (LUB)**

**Presentation by Staff**

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

- The first Cornwallis Park planning documents were adopted in 1999 at the time of the redevelopment of the community from the former Canadian Forces Base. Over the past years, the community has undergone significant change. Despite its strong industrial businesses, commercial businesses have closed and today many of the former military buildings and lands are vacant. Given that these subject lands are fully serviced with water and sewer, and an existing road network, potential redevelopment of the former military site represents an opportunity for the community.
- The plan review commenced in March 2022. The final draft documents were prepared based on comments from the 16 Area Advisory meetings, a public information meetings, comments

and meetings with both Annapolis Basin Development Society (ABDS) and Acadian Seaplants. Comments from the provincial planning representative and 2 Planning Advisory Committee meetings were also considered in the preparation.

- The final plan works towards a more complete community by designating a mix of land uses, providing for a range of residential densities to allow for economically efficient use of land; pursuing additional employment generating land area and commercial shopping locations, establishing walkable streets; improving amenities of neighbourhood and park sites and enhancing the quality of life for residents through clustering of housing and services to support them, and the provision of active lifestyle experiences with nature.

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

Beth Earle – CEO, Annapolis Basin Development Society (ABDS) is in support. Ms. Earle noted that they own 400 of the 600 acres in this Secondary Planning Strategy area. She noted in the past she had been vocal regarding her opposition to the previous drafts. She mentioned that she has learned few things about planning as they have been working on this for 2 years. Ms. Earle felt it has a strong framework for moving forward with the master plan. She wished to thank Barbara Boateng for her effort in this process. She hoped that with the approval of these plans their sale will go through and development will proceed. Ms. Earle noted that it had been a long process, and she expressed her thanks.

Clinton Chester is in support. Mr. Chester noted that from the comments of Ms. Earle that this is a great plan. He mentioned that he liked the small commercial area where people can have shops such as cafes where the two buses can pull in to change passengers. He hoped to be able to have public postings of the tracking systems in these shops when it becomes available.

Mike Pitts mentioned that he was not impressed with the location of the public hearing. He wished to see it held at Felker Hall. Mr. Pitts mentioned that he is an investor and has concerns that low income people will be coming into the park. He felt that it is a beautiful location that can be developed into something that will be recognized globally. He stated that the current population is seniors who would love to move into one bedroom condos. He believed it should be a resort type atmosphere. Mr. Pitts stated the need to be careful with what is developed in the area. He stated that he had been told that a dyke wall could not be installed in this area; however, he noted that he had seen the drawings and there is one already in place. Mr. Pitts noted that he liked what is happening with the Annapolis Basin Development Society. He mentioned that he is ready to move forward with this plan but wished to see more openness. He believed that if developed right, it will be the spot that everyone will want to come to.

Peter James – Director of Operations, Acadian Seaplants is opposed. He noted that he is in Cornwallis Park on a daily basis. He believed the zoning will affect the viability of the business and the daily lives of the neighbouring residents. He felt the plan to mix industrial and residential zones together was done without any regard to compatibility. He suggested that a compatibility study be done. He noted that a buffer zone should be included around the industrial zone. He asked it to be brought back to have proper zoning and compatibility studies done.

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

The Warden noted that a written submission had been received and circulated to all councillors.

**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 expressed that he was glad to see positive feedback from the Annapolis Basin Development Society. He noted that it was worth mentioning that they own 400 of the 600 acres that are affected by this plan. He stated that everyone he has spoken with is positive towards the current strategy. He wished to mention that he has served on a board regarding affordable housing and it has been proven to be successful when mixing affordable housing in with traditional housing.

The Warden recognized Councillor Longmire to speak.

Councillor Longmire noted that Mr. James raised some valid points. She recognized the tremendous amount of work that has gone into this process; she is happy to see us at this point. Councillor Longmire expressed her hopefulness that this project would be moved along. She felt we need this area to be developed. Councillor Longmire noted that we are in need of a combination of different housing. She stressed that she does not like the words low income. She stated that we all deserved to have a roof over our heads. Councillor Longmire recognized that Acadian Seaplants is a large employer in Cornwallis Park and that needs to be considered. She asked what type of conversation had been had around the commercial piece being mixed in with the residential piece.

Barbara Boateng stated that the plan had landscaping buffers around the area. She noted that a compatibility study could be considered when that side of the park is going to be developed by the developer.

Councillor Longmire stated that she could see the value in this. She noted that Acadian Seaplants are a large employer at Cornwallis Park.

The Warden recognized Councillor Hare to speak.

Councillor Hare agreed that you do need to watch out when having industrial close to residential. He stated that it is hard to please everyone but overall, it has been in the works for a long time. He felt that Council needs to pass this plan with a few changes. Councillor Hare listed the following sections he wishes to see changes made to:

- Page 59 of LUB 7.5.3 The keeping of household domestic pets, excluding all snakes, and not exceeding 4 in number, provided no more than 3 are of any one species
- Page 41 of LUB 4.34 Prohibited Uses. Would like to remove the word “trails” from bullet point one. Commercial or private-use motorized vehicle racetracks, jump

tracks, roads, trails, stadiums, arenas and commercial tracks for the racing of animals, or any other such facilities or operations.

- Page 35 4.16 Agricultural animals are not permitted in any zone within the Planning Area.
- Page 55 of SPS 10.1.5 It is the policy of Council to prohibit more than one unregistered motor vehicle to be stored on any property in the Neighbourhood Designation within the Cornwallis Park Planning Area.

The Warden recognized Councillor Agombar to speak followed by Councillor Welch.

Councillor Agombar agreed that Cornwallis Park is one of the jewels in Annapolis County. He felt that it needs to be developed and promoted. He stated that it is impossible to please everyone. Councillor Agombar stated that no system is perfect, so amendments are a tool over time used to rectify changes that are required. He noted that a lot of time and work has gone into this project. He stated that he is hearing more positive than negatives today; however, he recognized the concerns of Mr. James. Councillor Agombar believed that overall this is a good plan and he will be supporting it going forward. He thanked everyone for their input.

Councillor Welch noted that he read through the documents even before he was elected. He stated that it was a good choice of the previous council to send it back for further consideration. Councillor Welch wished to respect the concerns of Mr. James. He noted that he believed that we can still be good neighbours. Councillor Welch agreed needed changes could be made through amendments. He stated that it is a good plan, and he will be supporting it going forward.

### **Next Steps**

Manager of Planning Barbara Boateng stated that after the Public Hearing, if adopted, Municipal Council is required to hold second and final reading of their intention to adopt the documents.

### **Closing Comments**

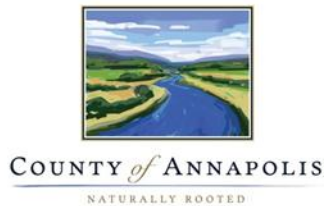
Warden LeBlanc thanked the attendees. This concluded business for the public hearing, and it was declared adjourned at 11:52 a.m.

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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:** March 18, 2025

**Prepared By:** Kelly Kempton

**Subject:** **2025-03-11 Committee of the Whole Recommendations**

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#### RECOMMENDATIONS:

##### **5.1 SR2025-34 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.

##### **5.2 SR2025-35 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.

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

##### **5.3 SR2025-36 Approve Bylaw 6 Commercial Activity on Municipal Property**

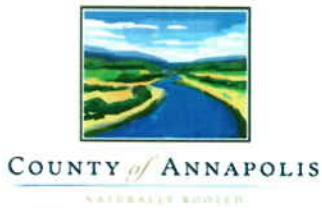
To give first reading to approve *Bylaw 6 Commercial Activity on Municipal Property*, pursuant to the recommendation of Committee of the Whole.

##### **5.4 SR2025-37 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.

##### **5.5 SR2025-38 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.



# **BOARDS and COMMITTEES**

## **Recommendations**

### **AdHoc, Standing, and Advisory Committees**

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**To:** Municipal Council

**Meeting Date:** March 18, 2025

**Prepared By:** Kelly Kempton, Administrative Clerk – Municipal Clerk Office

**Subject:** **2025-03-04 Planning Advisory Committee Recommendation**

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#### **RECOMMENDATION(S):**

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.



# STAFF REPORT

**Report To:** Council  
**Meeting Date:** March 18, 2025  
**Prepared By:** Jeremy Banks, Planner  
**Subject:** File No. 66520-40 County Wide 2025-DA-001 Planning – Development Agreement

## RECOMMENDATION(S):

That Council move the application for a Development Agreement application submitted by Jason Milner to erect a single-family dwelling on PID 05187471 in the GW3 Zone of the Annapolis County Land Use Bylaw to a Public Hearing Tuesday, April 15, 2025, at 11:00 a.m, followed by a Second Reading by Council.

## LEGISLATIVE AUTHORITY

The *Municipal Government Act, Section 225 (1)* states: *A council may consider development by development agreement where a municipal planning strategy identifies.*

(a) *the developments that are subject to a development agreement.*

## MUNICIPAL AUTHORITY

### LAND USE BYLAW

The LUB, *Section 5.2.1 Land Use Zones and Uses*, and the table on *Section 5.2.1.1 General, note 1*, state that residential uses are permitted in GW3 zones by Development Agreement.

As this parcel of land is within the GW3 Zone, this directs staff to consult the Municipal Planning Strategy for details regarding Development Agreements and GW3 zones.

### MUNICIPAL PLANNING STRATEGY

The MPS, *Policy 5.3.2* states: *It is the policy of Council to establish the following zones in the LUB to accommodate the uses described below in any Groundwater Supply Protection Designation....*

*3. Groundwater Supply (GW3) ... ...single-unit residential uses may be considered by development agreement.*

As this parcel of land is within the GW3 Zone, residential uses may be considered by development agreement.

MPS, Policy 7.3.4.1, Criteria for a Development Agreement or Site-Plan Approval lists numerous evaluative criteria which staff must consider. These are summarized in Attachment 6.

**BACKGROUND**

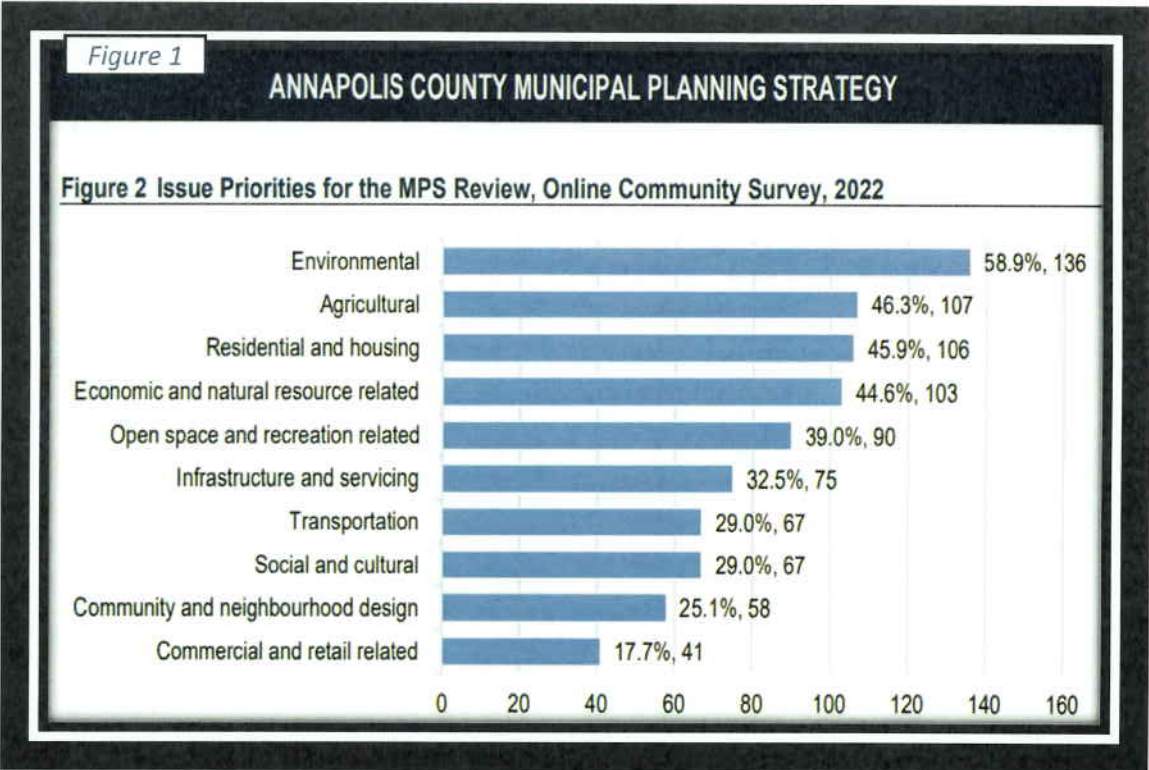
Staff received a planning application to develop a residential building containing a single dwelling unit on PID 05187471. As this property is within the GW3 Zone, development of a residential building is permitted through a Development Agreement. This application is pertinent as it is for a residential single-unit building on a wellfield area.

**DISCUSSION**

At the February Planning Advisory Meeting, this application was recommended for a public information session, scheduled for Feb 25, 2025. That meeting has happened, and notes are included as an attachment 7. The consensus from this meeting was that the application should be permitted and that it complimented the existing uses.

At a March meeting of the Planning Advisory Committee, this application was positively supported and recommended that Council proceed with a first reading and subsequent Public Hearing pending the identification of a well. That well has been identified.

Housing is a more and more pertinent issue and ranked third in a list of issue priorities recognized by council in Section 2.1 of the Municipal Planning Strategy (see figure 1, below). As population change has impacted housing demand in Annapolis County, we have seen an increase of nearly 1,000 residents over the past five years. This population increase has created substantial housing needs, and 564 dwelling units were added over that time. 760 more units will be required in the coming decade, or 76 each year. With Canada’s current policies these estimates are likely to sustain or increase population growth – meaning housing needs in our County could very likely exceed our estimates (Section 2.2 of the MPS) and may include developing lands near or within wellfield areas.



Wellfield areas were developed as municipal water supplies in Lawrencetown, Bridgetown, Granville Ferry, and Margaretsville. These water supplies are sensitive. Lands that may affect the

water quality in a wellfield area are protected by the Annapolis County Municipal Planning Strategy (2024), as informed by community interest and the Margaretsville Source Water Protection Plan. These inputs recommend planning and zoning measures that limit development that may impact the quality and/or quantity of water supplied to residents to protect the water supply (*Section 5 - 5.1 of the MPS*).

The lands in question are within the *Groundwater Supply (GW3) Zone* in which only passive recreation uses; public and private utilities; municipal service facilities; and government owned, operated, and maintained water extraction, water treatment, water retention, water distribution uses; storm water management facilities; and public passive recreation uses are permitted and where single-unit residential uses may be considered by development agreement (*Section 5.3 - 5.3.2 of the MPS*).

This application was circulated to the Municipal Departments of Operations, GIS, and Building Inspection. It has also been circulated to external partners including Valley Waste Resource Management, Public Works (Transportation), RCMP, Regional and Local school board, and the local Fire Chief for review. Following feedback, a request to locate the well on the sitemap has been sent to the applicant and is required. This has been completed.

This application has also been the subject of a Public Information Meeting on February 25, 2025. Notes from this meeting are included as Attachment 7. As part of the requirements for a Public Information, the applicant is required to post a notification sign on their property in advance of this meeting. This was completed and confirmed by staff.

#### **FINANCIAL IMPLICATIONS**

Developing land within Annapolis County increases County property tax revenues as each development increases the assessed value of the relevant lands. This income is offset by the costs to service infrastructure, which said development may contribute to. In this instance, no additional infrastructure to be serviced by the County is contributed.

#### **POLICY IMPLICATIONS**

Staff feel the proposed development matches existing policies. This development addresses a key community priority by creating a new residential building, it does not significantly impact the wellfield area, and future uses limited by the Land Use Bylaw continue to pose an acceptable level of risk.

#### **ALTERNATIVE OPTIONS:**

1. That PAC recommend that Council does not move forward with the application as the applicant has failed to meet policy requirements.
2. Other Council recommendation as determined by the Committee.

#### **NEXT STEPS**

If PAC approves of this application and follows the staff recommendation at the beginning of this report, Council shall consider this application with a positive recommendation from PAC, as outlined above, at a First Reading.

#### **ATTACHMENTS**

Attachment 1 – Milner Site Map

Attachment 2 – Milner Zoning Map

Attachment 3 – Milner FLUM Map  
Attachment 4 – Milner Site Plan  
Attachment 5a – Milner Views of Building  
Attachment 5b – Milner Views of Building  
Attachment 6 - MPS, Policy 7.3.4.1, Criteria for a Development Agreement or Site-Plan Approval  
Attachment 7 – Notes from Feb 25, 2025, Public Information Meeting  
Attachment 8 – Permitted Uses - Excerpt from Land Use Bylaw  
Attachment 9 – Prohibited Uses - Prohibited Uses - Excerpt from Land Use Bylaw  
Attachment 10 – Development Agreement

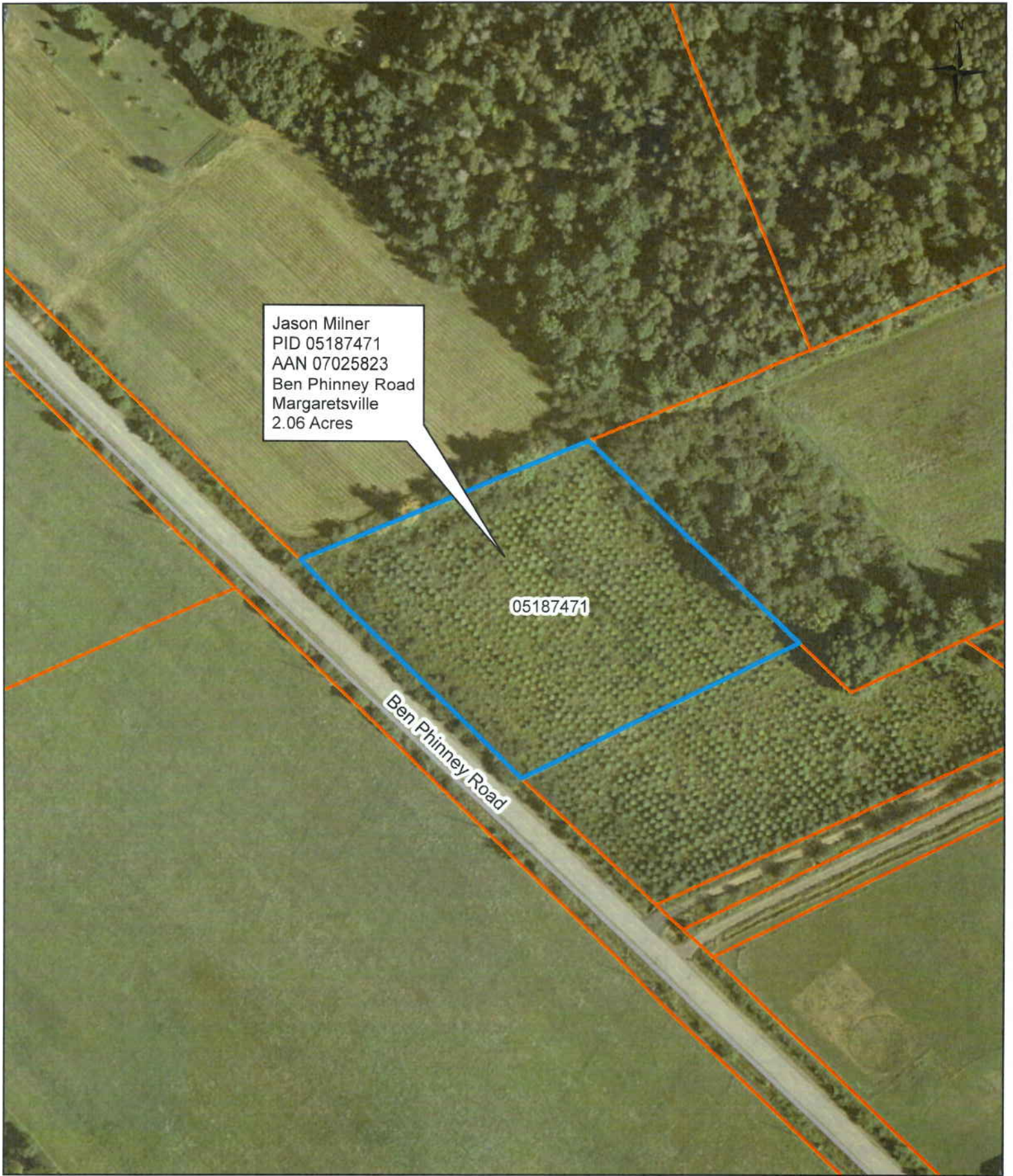
**Report Prepared by:**

Jeremy Banks, Planner

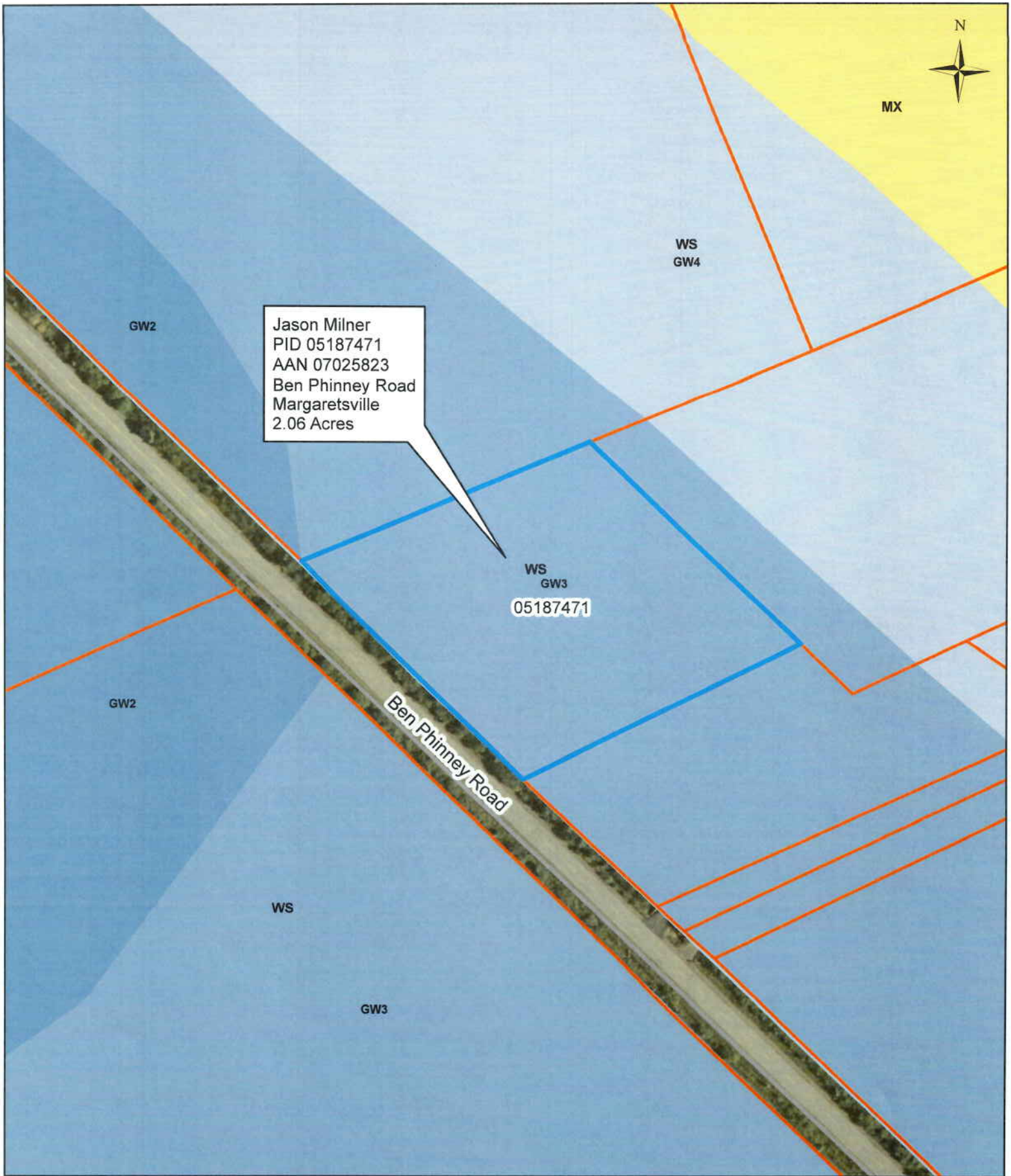
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**Reviewed by:**

Linda Bent, Director of Planning



1:1,500

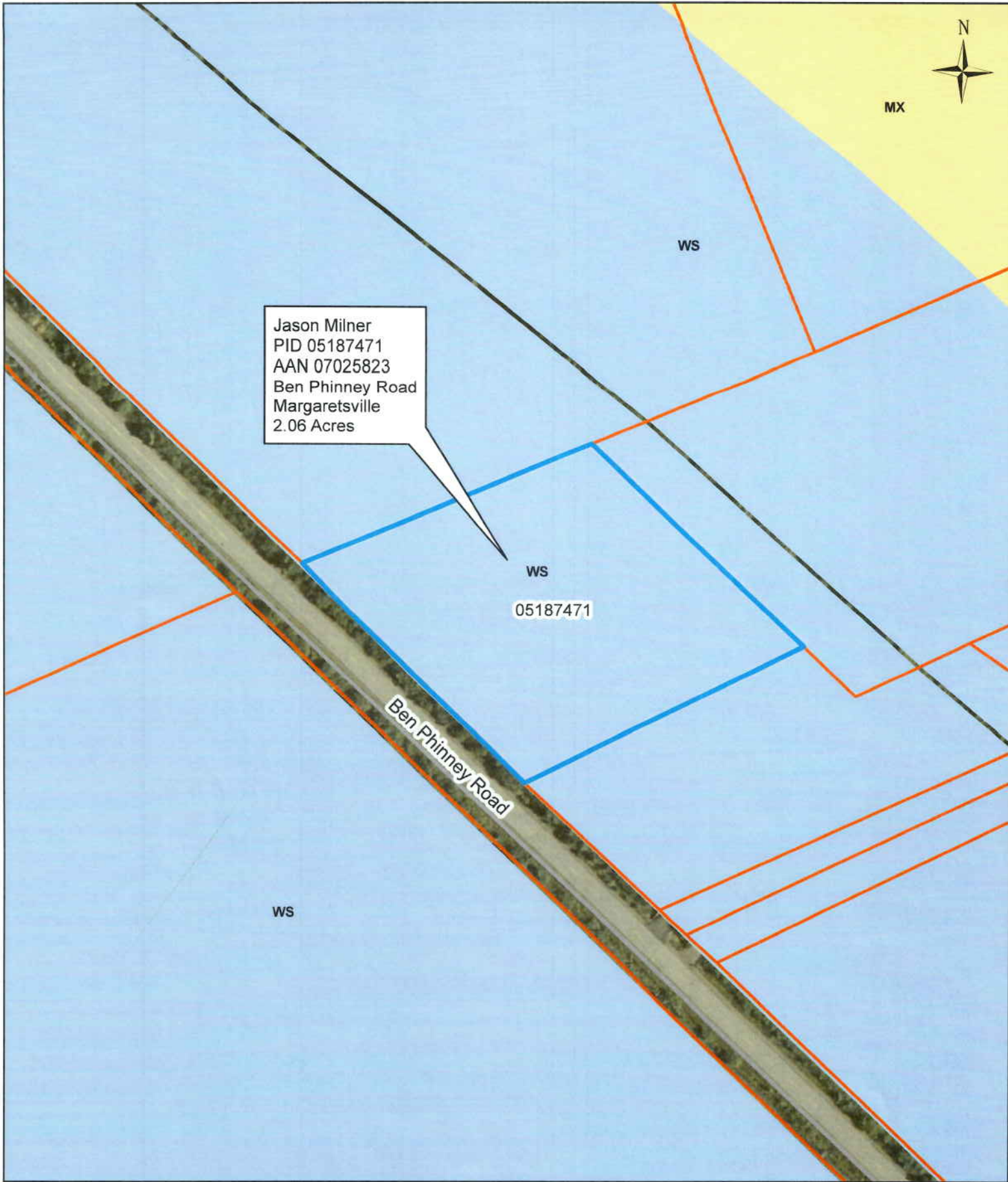


- Well Head 2 (GW2) Zone
- Groundwater Supply (GW3) Zone
- Groundwater Buffer (GW4) Zone
- Mixed Use (MX) Zone

1:1,500

County-Wide Zoning





- Mixed Use (MX)
- Water Supply (WS)

1:1,500

County-Wide Future Land Use Designation

# SITE PLAN

## LOT "3"

LANDS CONVEYED TO  
JASON K. MILNER  
BEN PHINNEY ROAD  
MARGARETSVILLE  
ANNAPOLIS COUNTY

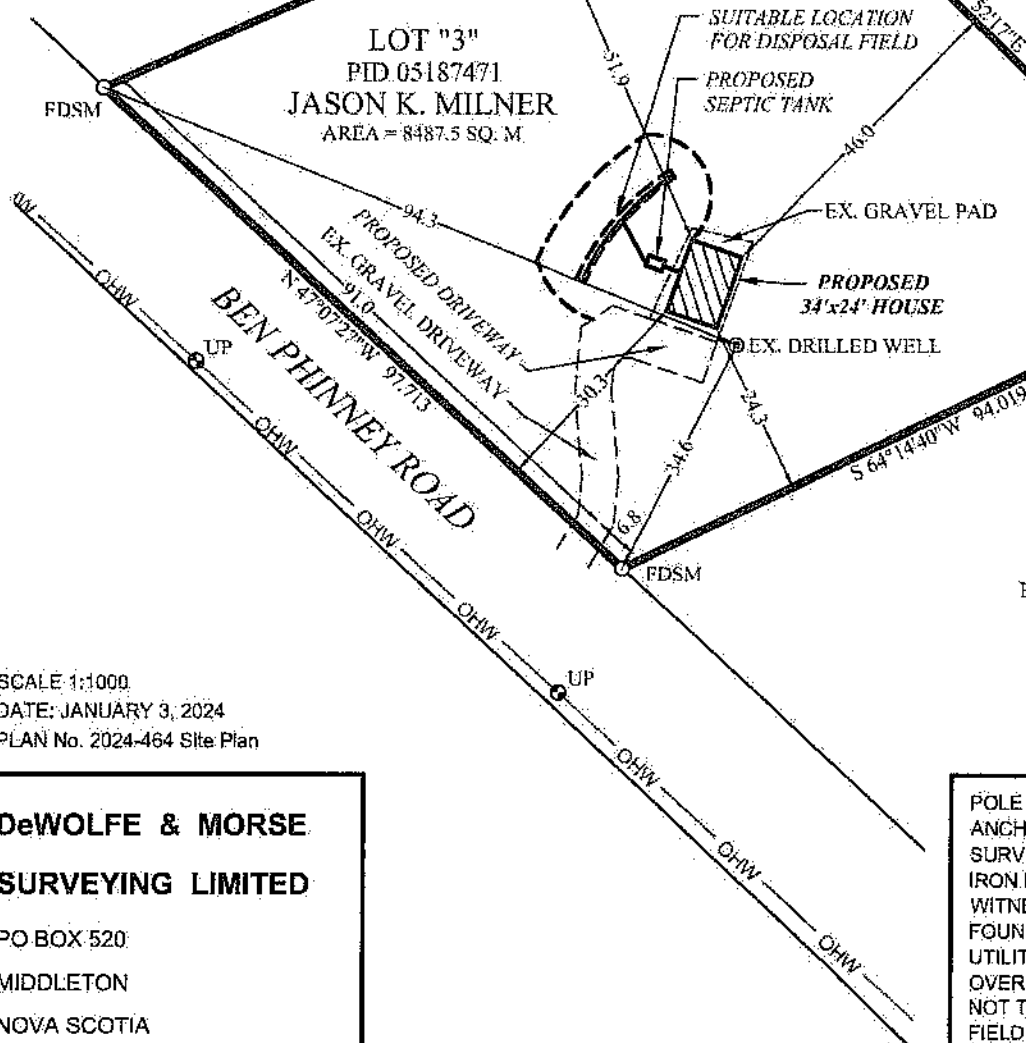
LOT "2002"  
PID 05319598

PID 05021720

DONNA MARIE MITCHELL

GRID NORTH

LOT "3"  
PID 05187471  
JASON K. MILNER  
AREA = 8487.5 SQ. M.



SCALE 1:1000  
DATE: JANUARY 3, 2024  
PLAN No. 2024-464 Site Plan

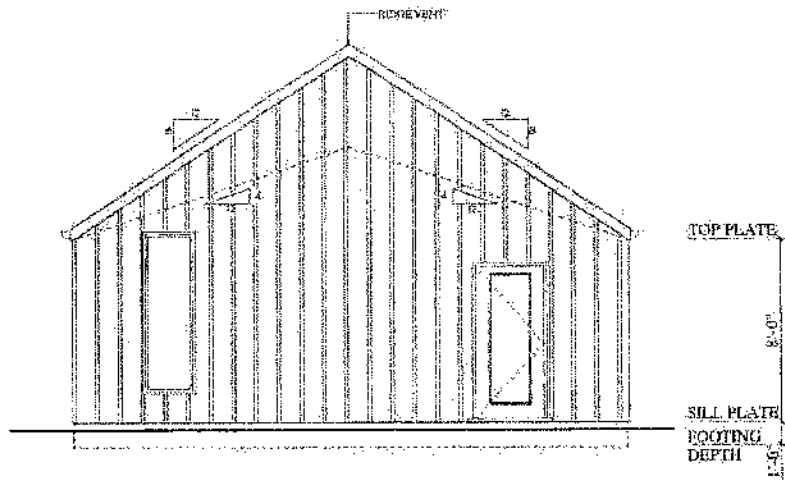
**DeWOLFE & MORSE  
SURVEYING LIMITED**

PO BOX 520  
MIDDLETON  
NOVA SCOTIA  
B0S 1P0

REVISIONS: FEBRUARY 26, 2025 TO  
SHOW DRILLED WELL

## LEGEND

POLE STAKE	PS
ANCHOR STAKE	AS
SURVEY MARKER	SM
IRON PIPE	IP
WITNESS	WIT
FOUND	FD
UTILITY POLE	UP
OVERHEAD WIRES	OHW
NOT TO SCALE	
FIELD MEASUREMENT	F
PLAN MEASUREMENT	P
DEED MEASUREMENT	D



KING OF THE HILL  
JASON MILNER

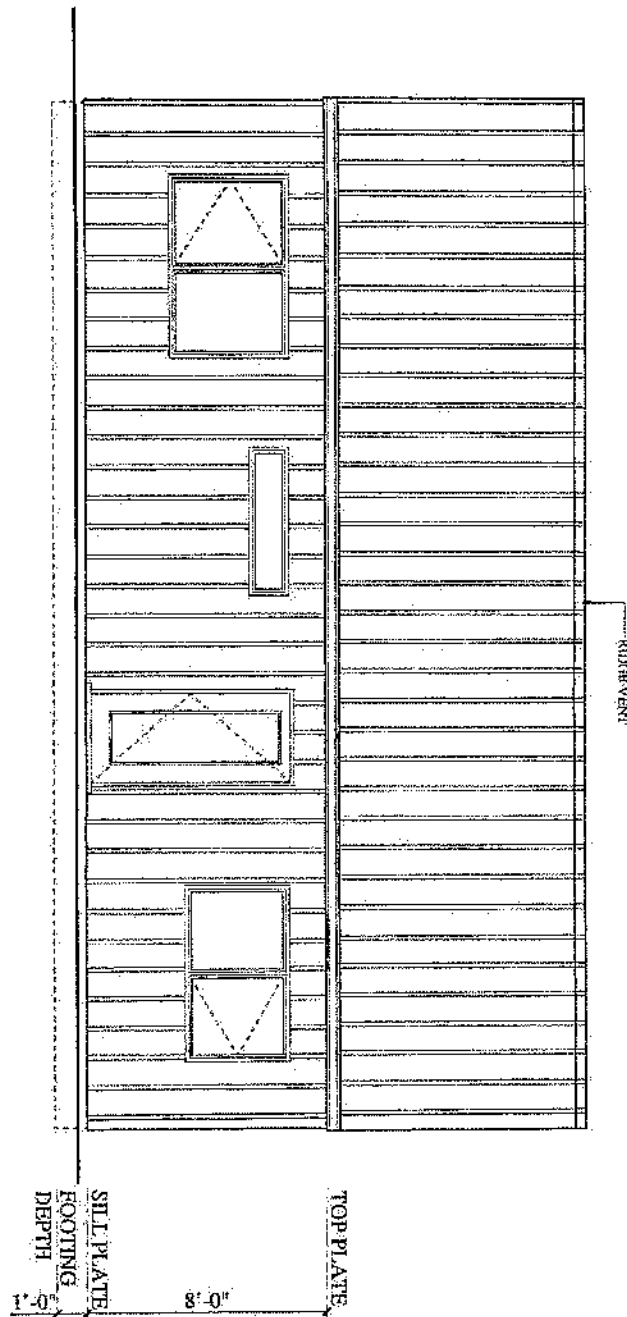


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TYPICAL  
SECTION

**A-3**

No. 107 28/2024

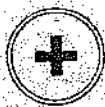


NOV 29 2014

**A-6**

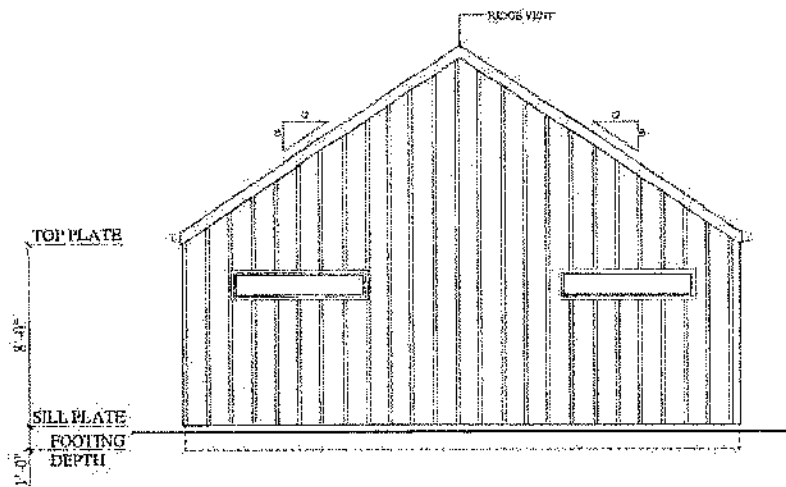
TYPICAL  
SECTION

SCALE: 1/8"=1'-0"



KHBC: THE LAWRIE GROUP

**JASON MILNER**



KUBIC THE LARVE GROUP  
JASON MILNER

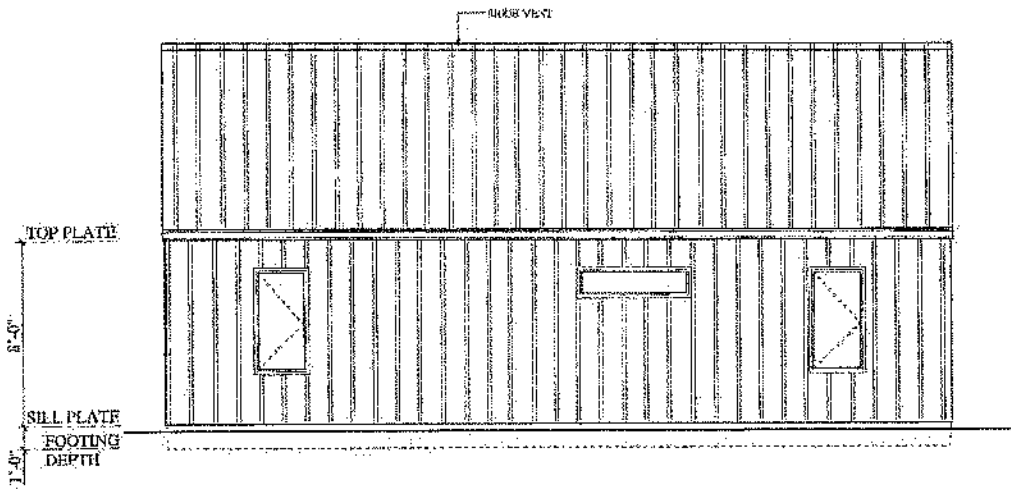


SCALE: 1/4"=1'-0"

TYPICAL  
SECTION

**A-4**

Rev. 7 NOV 29/2024



JASON MILNER



SCALE: 1/4"=1'-0"

TYPICAL SECTION

**A-5**

NOV 22/2024

## Attachment 6 - MPS, Policy 7.3.4.1, Criteria for a Development Agreement or Site-Plan Approval

Policy consideration	Staff Comment
1. The adequacy and the proximity of the proposed development to recreation and other community facilities.	Staff are confident this is adequate as this development is within 2km of existing Margaretsville, and associated recreation and facilities used by existing residents.
2. The impact of the proposed development on existing nearby land uses with particular regard to the use and size of the structures that are proposed, buffering and landscaping, hours of operation for the proposed use (where applicable), and other similar features of the use and structure in order to minimize any potential land use conflicts.	Staff anticipate limited or no impact to existing nearby land uses, which include agriculture, source water, and residential.
3. The adequacy of municipal services with particular regard to demands on the municipal storm water, sanitary sewer, and water systems; fire protection; solid waste collection; police protection; and existing schools and churches.	Staff are confident this is adequate as this development is within 2km of existing Margaretsville and associated services.
4. The adequacy of provisions for on-site sewage disposal and on-site water where the proposed development will not be connected to a centralized municipal system.	Staff have no outstanding concerns about on site water, which has been identified on a map at this time.
5. The impact of and the adequacy of proposed pedestrian and vehicular traffic circulation with particular regard to the traffic that the development will generate, the adequacy of the proposed access and egress points from the site, traffic flows in and around the site in terms of its ability to handle any new traffic and the adequacy of the proposed parking areas.	Staff are confident this is adequate as existing circulation can accommodate existing residents with ease.

6. The impact of the proposed development on structures on the immediately abutting lots in terms of such considerations as height, roof line, setbacks, and lot coverage to minimize any potential land use conflicts between the proposed development and structures on abutting properties.	Staff are confident the impact on the abutting parcels is acceptable. Neighboring Parcels include vacant land and agricultural uses.
7. The adequacy of the proposed lot to ensure that adequate screening and landscaping can be undertaken to minimize the potential for any land use conflicts with adjacent uses.	Staff are confident adequate screening and landscaping is appropriate to minimize conflict with adjacent land uses.
8. The suitability of the proposed site in terms of steepness of grades, soils and geological conditions, location of watercourses, wetlands such as marshes, swamps, and bogs and the proximity to highway ramps, and other nuisance factors.	Staff are confident the site is suitable for this use.

# Attachment 7 – Notes from Feb 25, 2025 Public Meeting

By Jeremy Banks

A total of 20 members of the public were in attendance. Also in attendance were Annapolis County Staff members: Jeremy Banks, Barbara Boateng, Linda Bent, and Chris McNeill.

The meeting began informally at 5:50pm with small group discussions, and a presentation was given at 6:10pm. A question period began immediately afterward and ended around 7:30pm.

After a Discussion, Presentation, and Question period, there were no concerns about the proposed application and a consensus that it should be approved with restrictions on the storage of contaminants.

Many people expressed concerns and confusion about the new Municipal Planning Strategy and Land Use Bylaw. It appears many residents were unaware of how the new documents impact their property, or that they had been adopted at all.

For those who prefer to remain anonymous, the opportunity to post concerns or questions on a poster-board was available. 10+ anonymous notes were collected on themes like the letter from the applicant. The remaining notes were in support of the application.

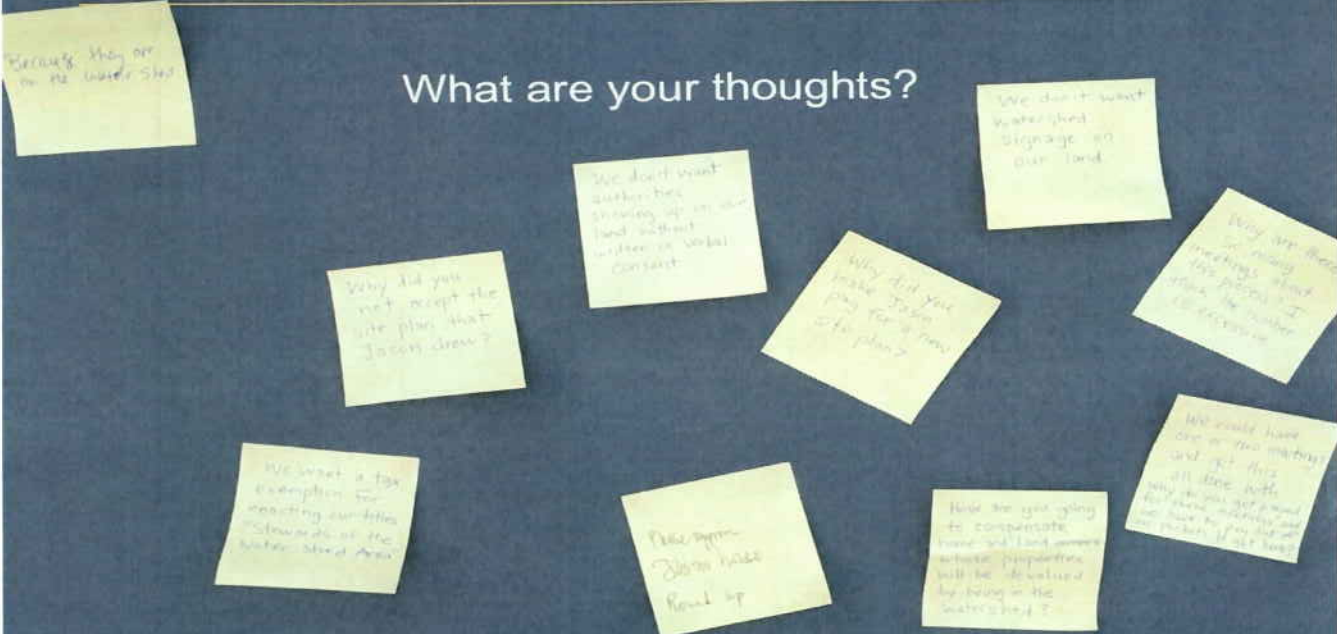
# Application for Development Agreement

PID 05187471  
(Margaretsville)

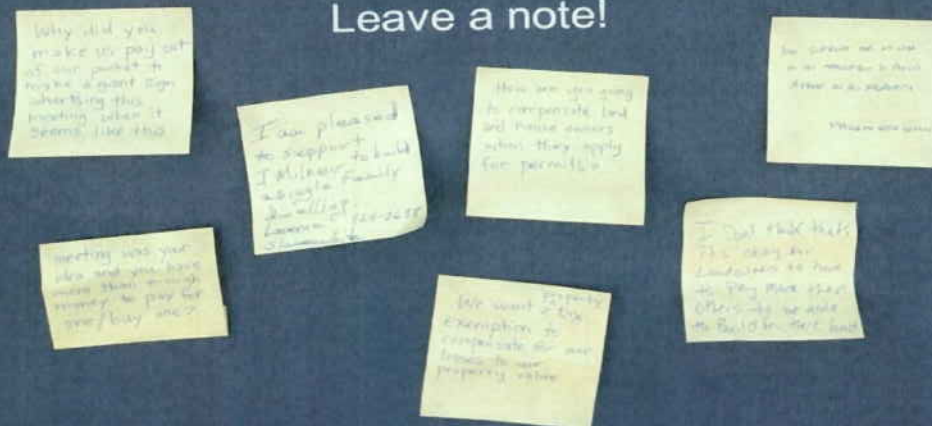
Public Information Meeting  
February 25, 2025

## DISCUSSION

What are your thoughts?



Leave a note!



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

# Attachment 8 – Excerpt from Land Use Bylaw, Pg. 29

## ANNAPOLIS COUNTY LAND USE BYLAW

Land Use	MX	R1	R2	AG	C1	C2	MH	M2	I1	PR	NP
Waste Transfer & Processing Facility							MH <sup>1</sup>				
<b>Institutional</b>											
Accessory Commercial & Retail	MX				C1	C2			I1	PR	
Cemeteries	MX								I1		
Community Centre	MX	R1	R2		C1	C2			I1	PR	
Courthouse	MX				C1	C2			I1		
Fire & Emergency Services	MX					C2		M2	I1		
Hospital	MX					C2			I1		
Institutional Uses	MX	R1	R2		C1	C2		M2	I1	PR	
Library	MX					C2			I1	PR	
Museum	MX					C2			I1	PR	
Places of Worship	MX				C1	C2			I1		
Post Office	MX				C1	C2			I1		
Public Utilities & Facilities	MX	R1	R2	AG	C1	C2	MH	M2	I1	PR	
Public Schools, Training & Educational Facilities					C1	C2			I1	PR	
Research & Development Centres	MX				C1	C2			I1	PR	
Transit & Taxi Stations/Stops	MX	R1	R2		C1	C2		M2	I1	PR	
<b>Recreational</b>											
Conservation & Compatible Uses	MX	R1	R2	AG	C1	C2	MH	M2	I1	PR	NP
Docks, Marinas & Wharves	MX	R1	R2	AG	C1	C2	MH	M2	I1	PR	NP
Firing Range & Shooting Club	MX <sup>1</sup>										PR
Golf Courses & Driving Ranges	MX				C1	C2					PR
Historical Sites & Interpretation Centres	MX	R1	R2		C1	C2			I1	PR	NP
Parks & Recreation Uses	MX	R1	R2	AG	C1	C2		M2	I1	PR	NP
Public Campground	MX			AG				M2	I1	PR	NP
Public Recreation Facility	MX		R2		C1	C2		M2	I1	PR	
Recreational Vehicle Parking Sites	MX			AG				M2	I1	PR	
Tracks & Facilities for Racing Animals or Motorized Vehicles	MX <sup>1</sup>										PR

### 6.2.1.2 Water Supply Protection

Land Use	Lake Cadiz				Laurelton & Margateville				
	LCR1	LCR2	LCR3	LCR4	GW1	GW2	GW3	GW4	GW5
<b>Residential</b>									
Single-Unit Dwellings	LCR1	LCR2	LCR3	LCR4			GW3 <sup>1</sup>	GW4	GW5
Two-Unit Dwelling		LCR2 <sup>1</sup>		LCR4 <sup>1</sup>			GW3 <sup>1</sup>	GW4	GW5
Home Occupations	LCR1	LCR2	LCR3	LCR4			GW3	GW4	GW5
Existing Agricultural & Forestry Uses	LCR1	LCR2	LCR3	LCR4				GW4	GW5
<b>Institutional</b>									
Water Supply Infrastructure	LCR1	LCR2	LCR3	LCR4	GW1	GW2	GW3	GW4	GW5
Passive Public Parks & Recreation		LCR2	LCR3	LCR4			GW3	GW4	GW5
Public Trails		LCR2	LCR3	LCR4	GW1	GW2	GW3	GW4	GW5
All Uses Not Prohibited									GW3

Notes: See Section 6.3 Zone Provisions for lot size, setback, coverage, and height specifications.

1. By Development Agreement or Site-Plan Approval only.

2. Ground floor must be designated for a permitted commercial use.

# Attachment 9 – Prohibited Uses –Excerpt from Land Use Bylaw, Section 5.5.10.2, Pg. 37

## 5.5.10.2 LCR and GW — Uses Prohibited in Water Supply Protection Zones

Notwithstanding any other provision in this Bylaw, the following uses shall be prohibited within the LCRI , LCR2, LCR3, LCR4, GW1, GW2, GW3, GW4, and GW5 Zones:

1. Gas Stations;
2. Car Wash and Detailing Shops;
3. Facilities or operations involving tracks, roads, trails, stadiums, arenas, or any other such form of sporting facility for the racing of animals;
4. Facilities or operations involving tracks, roads, trails, stadiums, arenas, or any other such form of sporting facility for motorized vehicles including, but not limited to, automobiles, motorcycles, snowmobiles, or all terrain vehicles is prohibited;
5. Facilities or operations involving any activity connected with wholesale, retail, or consignment sale or resale, construction, building, maintenance, or repair of all forms of motorized vehicles, whether the motorized vehicle is intended for use and required to be licensed for use on public roads or highways or whether the motorized vehicle is considered a recreational type of vehicle;
6. Bulk Chemical Production, Storage and/or Distribution Facilities;
7. Salt Storage Facilities;
8. Laundry and Dry Cleaning Establishments;
9. Landfills and Construction and Demolition Debris Disposal Sites;
10. Recycling Storage and/or Processing Facilities;
11. Scrap Metal and Salvage Storage and/or Processing Facilities;
12. Salvage Yards;
13. Septic Disposal Service Facilities;
14. Commercial Composting Facilities;
15. Fertilizer, Herbicide or Pesticide Production, Mixing, Blending, Storage and/or Distribution Facilities;
16. Petroleum Fuels or Solvents Production, Storage and/or Distribution Facilities;
17. Main or Accessory Buildings or Structures Related to Surface, Subsurface, Aggregate or Sand Extraction, Quarrying, Mining, Processing or Storage Facilities, Operations, or Industries;
18. Soil Mixing, Blending or Storage Operations or Facilities;

19. Cold Storage Facilities;
20. Warehouse or Wholesale Storage and/or Distribution Facilities;
21. Machine Shops and Metal Working Shops;
22. Furniture Manufacturing, Restoration or Repair Facilities;
23. Transport and Trucking Facilities;
24. Funeral Homes, Cemeteries and Crematoria Facilities;
25. Animal Burial Facilities;
26. Golf Courses and Golf Driving Ranges;
27. Asphalt, Paint or Cement Plants;
28. Facilities for the Manufacture, Processing or Reprocessing of Radioactive Materials or Other Dangerous Goods;
29. Heavy Water Plants;
30. Pulp and Paper Mill;
31. Oil Refineries;
32. Metal Smelters;
33. Ferro-alloy Plants;
34. Non-ferrous Metal Smelters;
35. Abattoirs, Dismembering or Rendering Plants;
36. Facilities for the Treatment of Timber Resources;
37. Fishmeal Production Operations, Plants or Facilities;
38. Electricity Production Facilities, except for Wind energy or Solar Energy Production Facilities;
39. Home occupations involving any of the foregoing uses; and
40. Any other use similar to the foregoing that may present a threat to the quality of water supplied to the public whether as a primary or an accessory use or a home occupation.

## **DRAFT DEVELOPMENT AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2025;

**BETWEEN:** Jason K. Milner, hereinafter called the “**DEVELOPER**”,

**OF THE ONE PART**

and

The Municipality of the County of Annapolis, hereinafter called the  
“**COUNTY**”,

**OF THE OTHER PART**

**WHEREAS** the Developer has requested that the County enter into a Development Agreement relating to the use and development of the lands (PID 05187471) pursuant to the provisions of the Municipal Government Act and Municipal Planning Strategy for the County.

**AND WHEREAS** a condition of granting approval for the development of the lands is that the parties enter into this Development Agreement.

**AND WHEREAS** the County, at its meeting on April 15, 2025, approved entering into this Development Agreement to permit the Development of the lands, subject to the registered owner of the lands entering into this Development Agreement;

**AND WHEREAS** the Developer wishes to enter into a Development Agreement (hereinafter called the Agreement) pursuant to the terms of the Municipal Government Act and the Annapolis County Municipal Planning Strategy and Land Use By Law.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the covenants made in this Development Agreement and other valuable consideration the Developer and the County agree to the following terms:

### **1. SCHEDULES**

That the Developer complete the Project in accordance with the attached Schedules A to C and that the following attached schedules shall form part of this Agreement:

Schedule A	Legal Description of Lands
Schedule B	Site Plan / Landscape Plan
Schedule C	Design of the New Main Building

## 2. DEFINITIONS

### 2.1 In this Development Agreement:

“Developer” means the owner of the lands, their heirs, successors, assigns, and all subsequent owners of the lands.

“Development” means the new main building on the lands dedicated to the uses in Section 5.1.2

“Development Officer” means a person appointed by the County under the provisions of the *Municipal Government Act* to act as a Development Officer.

“Engineer” means the Engineer appointed by the County under the provisions of the *Municipal Government Act*.

“Effective Date” mean the date on which this Development Agreement is deemed to be entered into under the terms of this Development Agreement.

“Lands” means the real property in the County owned by the Developer, PID 05187471, and as described in Schedule A

“Land Use By Law” means the Land Use By Law of the County, adopted and amended by the County under the provisions of the *Municipal Government Act*. At the date of this Development Agreement, it is the Land Use By Law adopted by Council in April of 2024.

“MGA” Means the *Municipal Government Act* SNS 1998, c. 18, as amended.

“Planning Documents” means the Land Use By Law, Municipal Planning Strategy, and Subdivision By Law.

### 2.2 Where terms (words or phrases) are not defined in this Development Agreement, definitions in the MGA shall apply, or as their context applies according to a dictionary of the English Language.

## 3. RELEVANCE OF PLANNING DOCUMENTS AND OTHER REGULATIONS

### 3.1 This Development Agreement contains definitions and regulations for the Development. It complements the County’s Planning Documents. Unless specified in this Development Agreement, requirements in the County’s Planning Documents shall apply. Where there is a conflict between this Development Agreement and the Planning Documents, this Development Agreement shall prevail.

- 3.2 Regulations outside of this Development Agreement or the County's Planning Documents may be applicable to the Development, however, the terms of this Development Agreement shall not be materially changed to comply with such regulations without an amendment to this Development Agreement.

#### 4. BACKGROUND

The Developer requested approval to build a residential building containing a single dwelling unit.

#### 5. TERMS

##### 5.1 Development Conditions

###### 5.1.1 Permits and Approvals

5.1.1.1 The Development Agreement allows the Developer to obtain development permits, other permits, and permissions to allow uses permitted by this agreement.

5.1.1.2 The Developer shall be responsible for obtaining all necessary permits and approvals required by law for the Development, including but not limited to development permits, building permits, and any approvals required from the Province of Nova Scotia.

5.1.1.3 Obligations or other requirements in this Development Agreement are those of the Developer, unless otherwise specified.

###### 5.1.2 Land Use

5.1.2.1 The Following uses are permitted and prohibited:

- (a) A residential building containing a single dwelling unit.
- (b) Accessory buildings and uses in accordance with the GW3 Zone of the Land Use By Law, as established by the Municipal Planning Strategy except as otherwise established by this Agreement.

###### 5.1.3 Landscaping & Site Requirements

5.1.3.1 The Development shall conform to the zone standards of GW3 Zone of the Land Use By Law, as established by the Municipal Planning Strategy except as otherwise established by this Agreement.

5.1.3.2 All Development shall occur on the lands unless otherwise shown on Schedule B, site plans.

5.1.3.3 Development on the lands shall be built generally in accordance with Schedule B. Landscaping requirements as shown on Schedule B may be varied to accommodate minor changes, including but not limited to different plant varieties and locations, at the discretion of the Development Officer.

#### 5.1.4 Architecture

5.1.4.1 The Developer shall build the new structure(s) as illustrated in Schedule C

#### 5.1.5 Timing

5.1.5.1 The Development Agreement shall be deemed to be entered into on the day the Agreement is registered in the Land Registration Office as per Section 228(3) of the MGA. All time requirements imposed in this Development Agreement shall be calculated from that date unless otherwise specified.

5.1.5.2 Development enabled by this Agreement, for the lands on PID 05187471, shall be completed within three (3) years. Upon failure to meet this timing requirement, the County may discharge this Development Agreement without consent of the Developer.

#### 5.1.6 Amendment

5.1.6.1 With the exception of matters which the County and the Developer do not consider to be substantive, the amendment of any other matter in this Development Agreement can only be made under the provisions of Section 230 of the MGA, including the holding of a Public Hearing.

5.1.6.2 Following are matters in this Development Agreement which the County and the Developer do not consider to be substantive:

- (a) The timing requirements for completion imposed by Section 5.1.5.2

#### 5.1.7 Expenses

5.1.7.1 The Developer shall pay all costs and expenses incurred by the County related to this Development Agreement.

#### 5.1.8 Liability

5.1.8.1 The Developer shall be liable for any damage caused to persons or public or private property by the Developer or any Contractor or other individual doing work related to the Development. The Developer shall obtain and maintain in force throughout the course of construction on the Development, liability insurance coverage to ensure the responsibilities which the Developer is assuming in this Section.

5.1.8.2 If the Developer fails to comply strictly with the terms of this Development Agreement or any legislation applicable to this Development Agreement, the County may, after 30 days notice in writing to the Developer, enter the Lands and perform any obligation with which the Developer has failed to comply strictly.

(a) All expenses arising out the entry of the Lands and performance of the obligations may be recovered by the County from the Developer by direct suit and shall form a first lien upon the Lands. The Developer shall pay interest on any sum so expended by the County at the same monthly rate charged by the County for tax arrears on the outstanding balance from time to time.

5.1.8.3 If the Developer breaches any of the terms of this Development Agreement, the County, at its sole option, may:

- (a) Terminate this Development Agreement, or
- (b) Exercise one or more of its other rights under this Development Agreement, applicable legislation and County By Laws, or common law.

5.1.8.4 Any election by the County to take no action on a breach of this Development Agreement by the Developer shall not stop the County from exercising its rights under this Development Agreement on any other breach.

5.1.8.5 Any expenses incurred by the County in exercising its rights under Sections 5.1.8.2 or 5.1.8.3, or either of them, shall be paid by the Developer to the County.

#### 5.1.9 Administration

The Development Officer administers this Agreement. The Development Officer's decision is final and binding on all parties.

## 6 WARRANTIES BY THE DEVELOPER

6.1.1 The Developer warrants as follows:

6.1.1.1 The Developer has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance or is the sole holder of a registered interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign this Development Agreement to validly bind the Lands.

6.1.1.2 The Developer has taken all steps necessary to, and it has full authority to, enter into this Development Agreement.

## 7 FULL AGREEMENTS

### 7.1 Other Agreements

7.1.1 This Development Agreement constitutes the entire agreement and contract entered by the County and Developer. No other agreement or representation, whether oral or written, shall be binding.

7.1.2 This Development Agreement shall not be a precedent for any other agreement either between the County and the Developer or between the County and any other party.

## 8 NOTICES

Any notice to be given under this Development Agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the County to:

Municipality of the County of Annapolis  
752 St. George Street  
PO Box 100  
Annapolis Royal, NS B0S 1A0

And if to the Developer:

DEVELOPER ADDRESS

## 9 HEADINGS

The headings used in this Development Agreement are for convenience only. If any of the headings are inconsistent with the provisions of the Development Agreement which it introduces, the provisions of the Development Agreement shall apply.

## 10 BINDING EFFECT

This Development Agreement shall ensure the benefit of, and be binding upon, the parties to the Development Agreement, their respective successors, administrators, and assigns.

## 11 EXECUTIONS

In witness of this Development Agreement the parties have signed, sealed and delivered it to each other on the date set out at the top of the first page.

**SIGNED, SEALED AND ATTESTED**

to be the proper signing officers of  
the Municipality of the County of  
of Annapolis duly authorized in  
this behalf, in the presence of:

FOR THE MUNICIPALITY OF THE  
COUNTY OF ANNAPOLIS

Per: \_\_\_\_\_  
Warden

Witness

Per: \_\_\_\_\_  
Municipal Clerk

**SIGNED, SEALED AND DELIVERED**

in the presence of:

## FOR THE DEVELOPERS

Per: \_\_\_\_\_  
Jason K. Milner  
Registered Property Owner

Witness

PROVINCE OF NOVA SCOTIA  
COUNTY OF ANNAPOLIS

On this \_\_\_\_ day of \_\_\_\_\_, 2025 A.D., before me, the subscriber, personally came and appeared \_\_\_\_\_, a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that JASON K. MILNER, the registered owner of the property and one of the parties thereto, signed and delivered the same in \_\_\_\_\_ presence.

Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA

**COUNTY OF ANNAPOLIS**

On this \_\_\_ day of \_\_\_\_\_, 2025 A.D., before me, the subscriber, personally came and appeared \_\_\_\_\_, a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that the MUNICIPALITY OF THE COUNTY OF ANNAPOLIS, one of the parties thereto, duly executed the same in his presence by affixing thereto its corporate seal identified by the signatures of Diane LeBlanc, its Warden and NAME, its Municipal Clerk, duly authorized officers in that regard.

\_\_\_\_\_  
Commissioner of the Supreme Court of Nova Scotia

A L L that certain lot of land situate at East Margaretville, Annapolis County, Nova Scotia, and shown as Lots 2 and 3 on a Plan of Subdivision made by Derik R. DeWolfe, N.S.L.S., dated the 21st day of September, A.D., 1994 and approved for subdivision by the Development Officer for the County of Annapolis and recorded at the Registry of Deeds for Annapolis County under Plan No. P-5194, and more particularly bounded and described as follows:

Lot 3

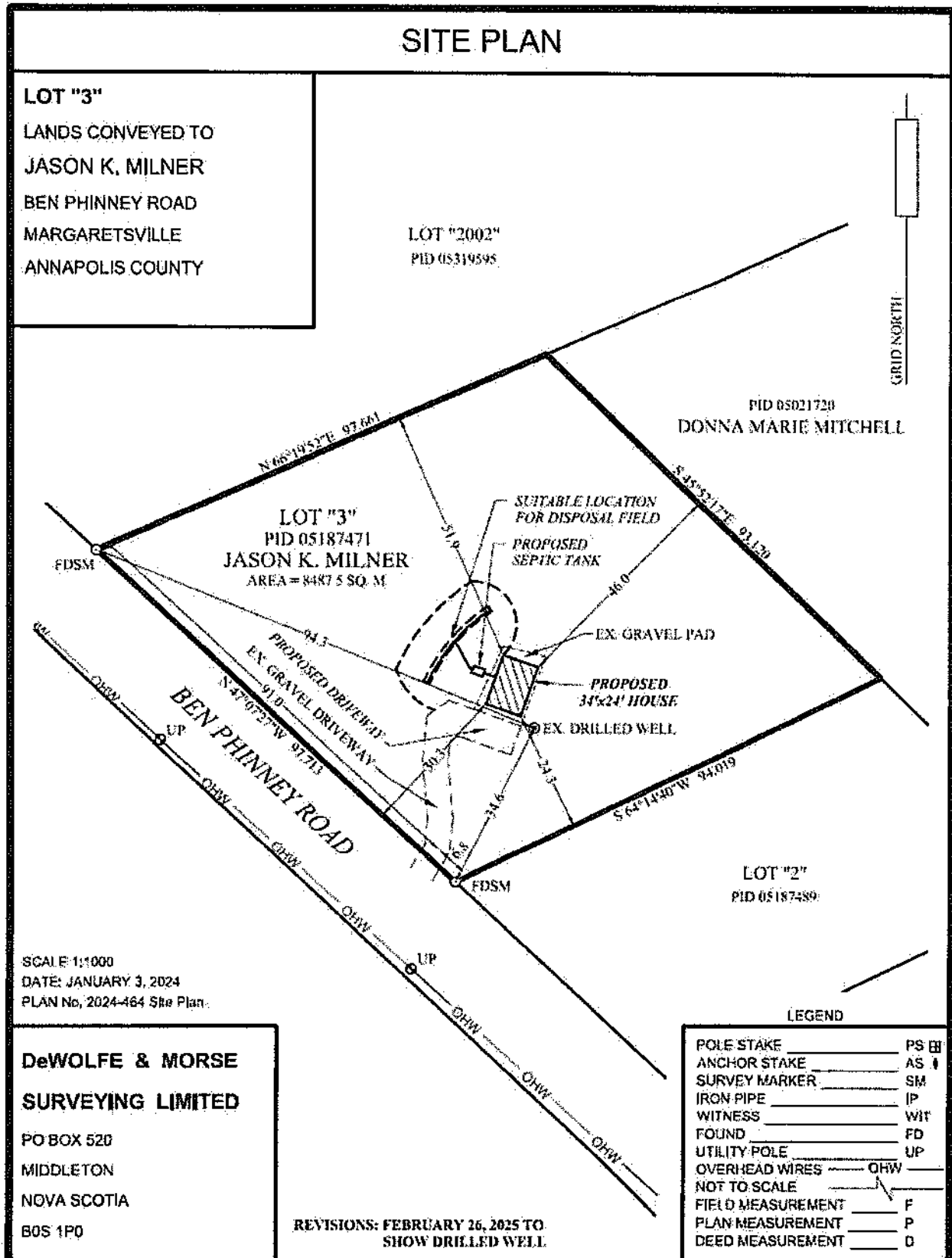
BEGINNING at a survey marker placed at the eastern boundary of the Ben Phinney Road and the south west corner of other lands of the Grantors located S 49°37'57" E a distance of 1277.97 feet from NSCM #7845;

THENCE N 66°19'52" E a distance of 320.44 feet to a survey marker placed at the northwest boundary of other lands of the Grantors;

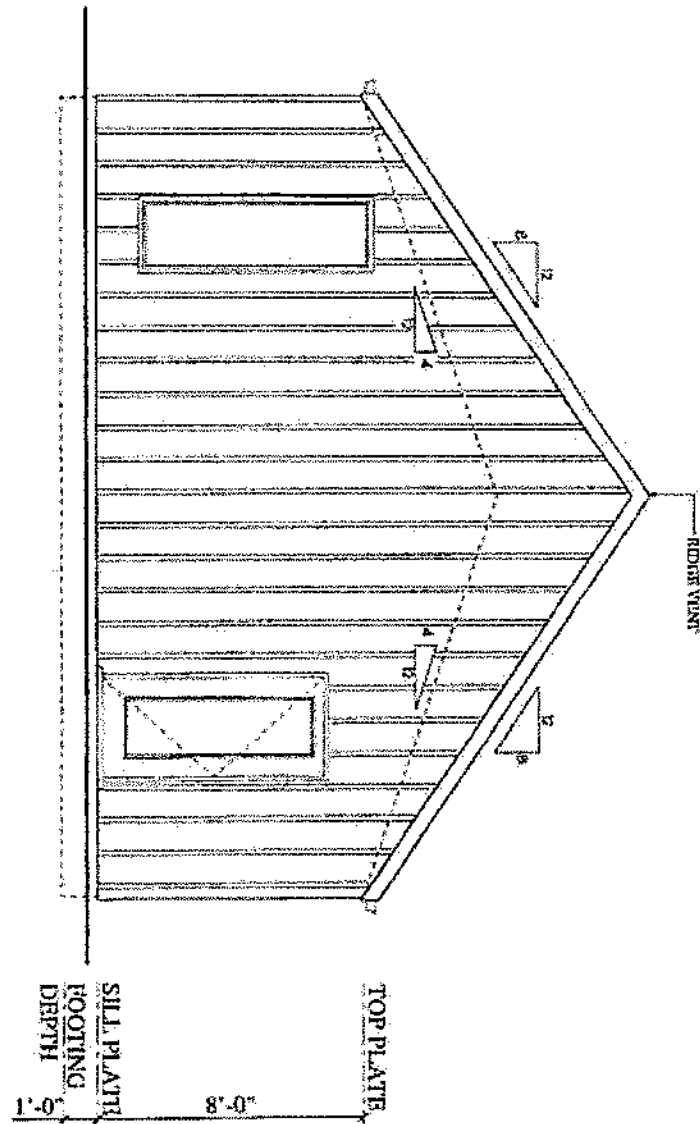
THENCE S 45°52'17" E a distance of 305.54 feet to a survey marker placed at the northeast corner of Lot 2 described in the same Plan;

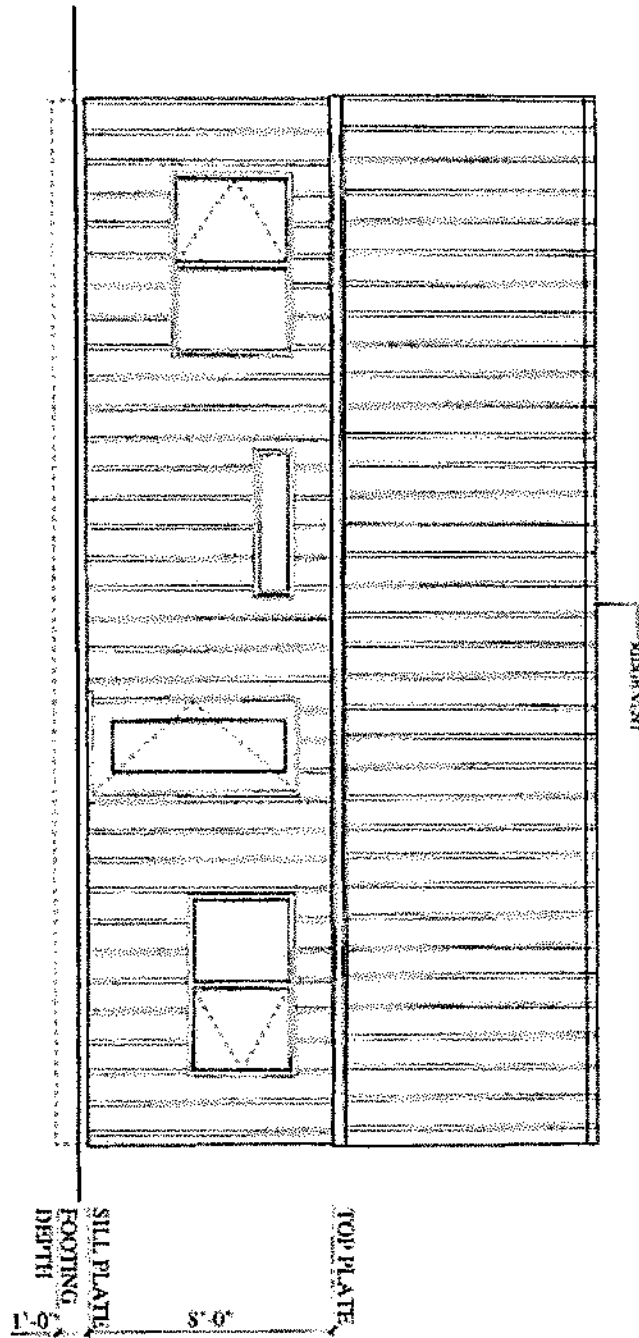
THENCE S 64°14'37" W a distance of 308.48 feet to a survey marker placed on the eastern boundary of the Ben Phinney Road and at the northwest corner of Lot 2;

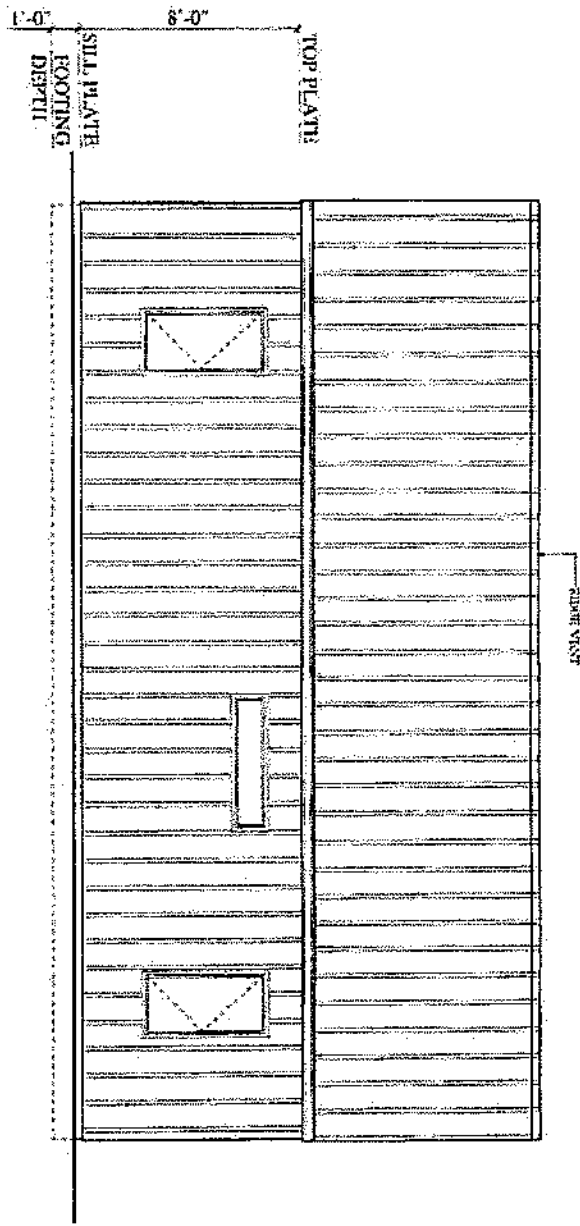
THENCE N 47°07'31" W a distance of 320.62 feet along the eastern boundary of the Ben Phinney Road to the Place of Beginning.











REV. MAY 20/2024

**A-5**

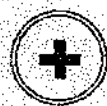
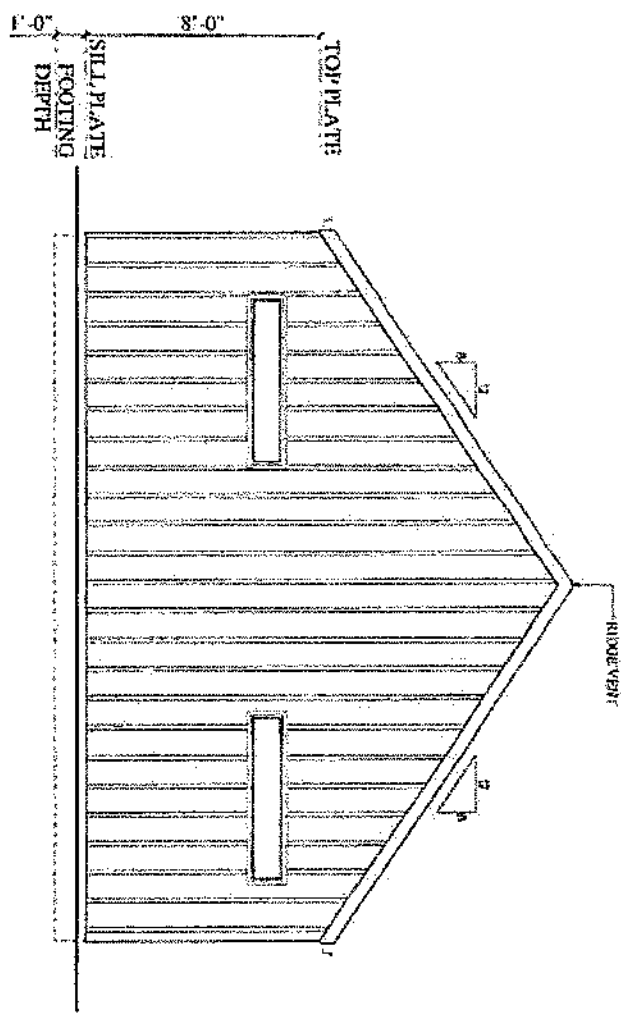
TYPICAL  
SECTION

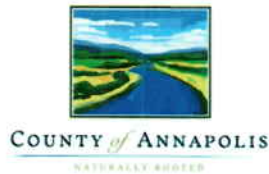
SCALE: 1/8" = 1'-0"



KNIBB THE LAW FIRM GROUP

**JASON MILNER**





## STAFF REPORT

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**Report To:** Municipal Council  
**Meeting Date:** March 18, 2025  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2025-41 Approve Bylaw 5 Civic Address  
**Subject:** Approve *Bylaw 5 Civic Address*

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### RECOMMENDATION

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

### BACKGROUND

*S10 Civic Addressing Bylaw* was initially approved by the county in 2004. It was amended in 2015 and re-named as “*S10 Civic Address Bylaw*.”

Bridgetown Civic Address Bylaw was approved in 2009 and remains in effect until specifically repealed by the County.

### DISCUSSION

Both of the previous bylaws are complex and often difficult for residents to understand. They required updating to ensure agreement with the *Municipal Government Act* and current best practices.

### LEGISLATIVE AUTHORITY

The new, proposed bylaw adheres to requirements in Part XII of the *Municipal Government Act* and specifically exercises the authority provided under Section 13.

### 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 5 Civic Address (proposed new bylaw)*

*S10 Civic Address Bylaw (for repeal)*

*Town of Bridgetown Civic Address Bylaw (for repeal)*

## Consultation Group:


Linda Bent, Director of Planning & Inspection Services

Cheryl Macintosh, GIS and Civic Addressing Manager

Adam Hack, GIS and Civic Addressing Technician

**Approved by:**

**Approval Date:**




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Chris McNeill  
Chief Administrative Officer

MARCH 10, 2025  
(Date)

## Bylaw 5

### CIVIC ADDRESS

**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 Statutes of Nova Scotia, 1998, as follows:

#### SHORT TITLE

1. This bylaw shall be referred to as "*Civic Address Bylaw*."

#### CONFLICT WITH OTHER LAWS

2. Nothing in this bylaw shall be construed as authorizing non-compliance with any laws, regulations, bylaws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of road names on private roads or which may specify standards in respect of the posting of civic numbers or road names.

#### DEFINITIONS

3. 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:

**"Addressable Point"** means any physical location of ongoing human activity that is accessible by emergency vehicles.

**"Building Official"** means any employee or employees appointed by municipal council to carry out the responsibilities of issuing building permits and carrying out inspections under the municipality's building bylaws and the *Building Code Act* and regulations.

**"Civic Address"** means civic number, road name and community name;

**"Civic Number"** means the number assigned to a property by the Civic Addressing Coordinator;

**"Civic Address File"** means the NS Civic Address File (NSCAF) data base containing geographically reference civic address information including civic points, road network file and general service area boundaries;

**"Civic Address Coordinator"** means any employee or employees designated by the CAO to carry out the responsibilities of Civic Address Coordinator;

**"General Service Area (GSA)"** means the community or geographic area contained within the municipality by which all road names are uniquely coded for the delivery of the NS Emergency-911 Program;

**"Private Road"** means a road accessible by regular vehicles that provides access to three or more addressable points that is not owned by the province or the municipality.

**"Road"** has the same meaning as "Street" in the *Municipal Government Act*.

**"Road Name"** means the official name of a road and road type as it appears in the civic address file; and

**"Road Name Sign"** means the name plate and the sign post for private roads.

#### **CIVIC ADDRESS COORDINATOR RESPONSIBILITIES**

4. The Coordinator shall be responsible for:
  - further assigning of civic numbers to lots or buildings;
  - system identifying all civic numbers assigned by the municipality;
  - assigning civic numbers to buildings where a development permit or building permit is sought;
  - exercising discretion to assign numbers as deemed appropriate for any Addressable Point. (There is no obligation to assign civic numbers to undeveloped lots.)
5. Public safety concerns shall be the primary consideration. The Coordinator may (by written notice to an owner) change or re-assign civic numbers where reasonably necessary to:
  - alleviate public safety issues;
  - avoid potentially confusing numbering discontinuities or irregularities; and
  - assure an adequate supply of civic numbers for existing and future development.

#### **CIVIC NUMBER SPECIFICATIONS**

6. The owner of a property shall be responsible to post and maintain the assigned civic number on the property in the following manner:
  - (a) clearly visible from at least 10 metres (32.8 ft.) to traffic approaching from either direction;
  - (b) on the same side of the public or private road as the property is located;
  - (c) displayed horizontally using standard Arabic numerals, (0,1,2,3,4,5,6,7,8,9) and read from left to right;
  - (d) 10 cm (4") in height;
  - (e) white numbers on a blue background and reflective or illuminated during the hours of darkness;
  - (f) posted at an elevation of 1.2 metres (3.93 ft.) to 1.8 metres (5.9 ft.) above grade level with the road;
  - (g) if feasible, posted between 2.4 metres (7.9 feet) to 3.0 metres (9.8 feet) from the closest edge of the traveled portion of the road;
  - (h) displayed in a location which is not obstructed from view.
7. Additional signs displaying the assigned civic number may be posted on the property.

8. No person shall post or permit to be posted a number that could be reasonably be confused with a civic number.
9. A Building Official may refuse to issue an occupancy permit for a property before the assigned civic number is posted.

#### **PRIVATE ROAD SIGNAGE REQUIREMENTS AND SPECIFICATIONS**

10. The owner(s) of a private road which intersects a public or private road shall take the following steps to install and maintain a sign identifying it at every intersection identifying the private road by name as follows:
  - (a) apply to the Civic Address Coordinator to have a name assigned to the road;
  - (b) obtain any legally required approvals to install road sign(s);
  - (c) acquire a sign consistent with the following:
    - (i) white lettering on a blue background; and
    - (ii) lettering no less than 100 mm (four inches); and
    - (iii) reflective or illuminated material; and
    - (iv) visible from both directions.
  - (d) install the sign according to requirements below:
    - (i) signpost made of 4" x 4" pressure-treated lumber or 2" x 2" rigid aluminum; and
    - (ii) bottom of the lettering between 1.5 meters (4.9 feet) and 2.5 meters (8 feet) above grade level with the road; and
    - (iii) unobstructed line of sight for vehicles approaching the private road from either direction along the road; and
    - (iv) set back a minimum of 3.5 meters (11.5 feet) from the travelled portion of the road.
11. The owner of the private road must maintain the sign in good condition and replace it as necessary.

#### **COMPLIANCE**

12. In a circumstance of contravention of this bylaw:
  - The municipality may prepare a written notice for delivery by posting or registered mail to the owner identifying the remedial action necessary.
  - If remedial action has not been completed within thirty (30) days of notification, the municipality may enter upon the property and undertake the remedial work, charging back and collecting the cost of the work as a lien in accordance with *Municipal Government Act*. This is in addition to any prosecution, penalty or other remedy.

#### **PENALTY**

13. Any person who contravenes any provision of this bylaw shall be liable upon summary conviction for each such offense to a penalty of:
  - (a) for a first conviction, a fine of not less than \$500 and not more than \$1,000.
  - (b) for a subsequent conviction, a fine of not less than \$1,500 and not more than \$5,000.

## REPEAL

14. *S10 Civic Address Bylaw*, adopted by the Municipality of the County of Annapolis on the 21<sup>st</sup> day of April, 2015, is hereby repealed.
15. *Town of Bridgetown Civic Address Bylaw*, adopted by the Town of Bridgetown on 31<sup>st</sup> day of August, 2009, is hereby repealed.

**THIS IS TO CERTIFY** that *Bylaw 5 Civic Address* was duly approved by Council of the Municipality of the County of Annapolis on the 18th day of March, 2025.

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Warden

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Municipal Clerk

First Reading: February 19, 2025  
Notice of Intent: February 20, 2025  
Second Reading: PENDING March 18, 2025  
Notice of Passing: PENDING (effective date)  
Filed with Minister of Municipal Affairs and Housing: PENDING

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## ***S10 CIVIC ADDRESS BYLAW***

# **For Repeal**

### **LEGISLATIVE AUTHORITY**

1. This Bylaw shall apply within the boundaries of the Municipality of the County of Annapolis.
2. Nothing in this bylaw shall be construed as authorizing non-compliance with any laws, regulations, bylaws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbers on structures or properties or the posting of street names on private roads or which may specify standards in respect of the posting of civic numbers or street names.

### **DEFINITIONS**

3. Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*:
  - (a) “building” means the main structure used or intended to be used to support or shelter any use or occupancy;
  - (b) “accessory building” means a building that is secondary in nature to a use already existing on the property;
  - (c) “civic address” means the combination of the civic number, road name and community name;
  - (d) “Civic Addressing Coordinator” means the person appointed by the Chief Administrative Officer to administer this Bylaw;
  - (e) “civic number” means the number in the civic address which has been assigned to a property by the Civic Addressing Coordinator in accordance with this Bylaw;
  - (f) “civic address file” means the database that contains all geographically referenced civic address information within the Municipality including civic number points, road network file and community boundary locations;
  - (g) “Municipality” means the Municipality of the County of Annapolis;
  - (h) “private road” means any street, road, lane, or thoroughfare that serves as the access road to more than 3 buildings or worksites and is not owned by the Province of Nova Scotia or the Municipality. In the event that ownership of a road is not determined, the road will be considered private;
  - (i) “property” means a parcel of land with an assessed owner and may or may not contain building(s);
  - (j) “public road” means any street, road, lane, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, or the Municipality.

### **ASSIGNMENT OF CIVIC NUMBERS**

#### **Duties of the Civic Addressing Coordinator**

4. The Civic Addressing Coordinator:
  - (a) shall be responsible for assigning civic numbers to buildings or properties;
  - (b) shall keep a civic address file recording system identifying all civic addresses for the Municipality;
  - (c) may, by written notice to the property owner, re-assign or change civic numbers where necessary to resolve inconsistencies or potentially confusing numbering irregularities and assure an adequate supply of civic numbers for existing and future development.

## ***S10 CIVIC ADDRESS BYLAW***

# **For Repeal**

5. Deletion of civic numbers shall be at the discretion of the Civic Addressing Coordinator.
6. The Civic Addressing Coordinator is not required to assign civic numbers to undeveloped lots or accessory buildings.
7. The Civic Addressing Coordinator may refuse a request to assign a civic number to someone who is not the property owner and has not received written permission from the property owner.
8. The Civic Addressing Coordinator may waive the standards for civic numbering signage and street signage when compliance is not reasonably possible.

### **Reference to Provincial Guidelines**

9. The Civic Addressing Coordinator may assign civic addresses in accordance with the procedures as specified in the Nova Scotia Best Practice Guidelines for the Maintenance of Spatial Civic Address Data. However, the Civic Addressing Coordinator may deviate from this if, in consultation with the Provincial Civic Addressing Coordinator, the deviation is warranted.

## **POSTING CIVIC NUMBER SIGNS**

### **Standards for Posting Civic Number Signs**

10. It is the responsibility of the property owner to post and keep posted on the property the assigned civic number in the following manner:
  - (a) Civic number signs shall be posted in a manner that is clearly visible from at least 10 metres (32.8 ft.) to traffic approaching from either direction.
  - (b) Civic number signs shall be posted on the same side of the road as the use for which the civic number was assigned.
  - (c) Civic number signs or replacement signs shall be displayed horizontally using standard Arabic numerals, (0,1,2,3,4,5,6,7,8,9) and read from left to right.
  - (d) Civic numbers shall be 10 cm (4") in height (*See Schedule A*).
  - (e) Civic numbers shall be white on a blue background and reflective (*See Schedule A*).
  - (f) Civic number signs shall be posted at an elevation of 1.2 metres (3.93 ft.) to 1.8 metres (5.9 ft.) above grade level with the road (*See Schedule A*).
  - (g) When feasible, civic number signs shall be posted between 2.4 metres (7.9 feet) to 3.0 metres (9.8 feet) from the closest edge of the traveled portion of the road.

### **Posting Additional Displays, Duplicate or Other Numbers**

11. An owner of the property is permitted to post additional signs displaying the assigned civic number provided that the assigned civic number is posted pursuant to this Bylaw and that the additional or duplicate posting does not hinder the viewing of the civic number sign. No person shall post or permit to be posted a number that could be reasonably be confused with a civic number as determined by the Civic Addressing Coordinator.

## ***S10 CIVIC ADDRESS BYLAW***

# **For Repeal**

### **ROAD NAME SIGNS - PRIVATE ROADS**

#### **Standards for Posting Road Signs for Private Roads**

12. The owner(s) of a private road or occupiers of any land which is accessed by a private road shall take the following steps to post a road name sign identifying the private road by name at the intersection with the public road and every intersection necessary to identify the private road:
- (a) obtain the name assigned to the private road from the Civic Addressing Coordinator. If no name has been assigned, make application to the Municipality to name or have a name assigned to the road in accordance with the Municipality's policies relating to road naming;
  - (b) the lettering of the private road name sign shall be white lettering against a blue background and reflective.
  - (c) upper and lower case lettering is preferred and the size of the letters should be 100 mm (4 inches) for upper case and 75 mm (3 inches) for lower case, (see Schedule "B")
  - (d) bottom of the lettering is to be between 1.5 metres (4.9 feet) and 2.5 metres (8 feet) above grade level with the road.
  - (e) signpost to be made of 4 x 4 pressure-treated lumber or 2 x 2 rigid aluminum.
13. To the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the road and to be set back a minimum of 3.5 metres (11.5 feet) from the travelled portion of the road.

### **COMPLIANCE**

14. In addition to any prosecution or other remedy, if the Civic Addressing Coordinator receives a complaint that a property owner is contravening this Bylaw he / she may:
- (a) prepare a written notice to the owner advising of the contravention of the Bylaw and requesting that remedial action be taken to post, re-post or change a civic number or install a road name sign within thirty (30) days of the date of the notice;
  - (b) arrange for the notice to be served to the owner by personal delivery, regular mail or by posting the notice on the property.
15. If the owner has not undertaken or completed remedial action as directed within thirty (30) days of notification, the Municipality may enter upon the private property and undertake the remedial work and charge and collect the costs of the work, with interest from the date of the completion of the work until the date of payment as a first lien on the property affected.

### **OFFENCES**

16. Any person who violates any provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine of not less than One Hundred Dollars (\$100) and not more than Five Hundred Dollars (\$500). If a violation is a continuing one, each day during which it continues constitutes a separate offence.

#### Clerk's Annotation For Official Bylaw Book

Date of first reading:	March 17, 2015
Date of advertisement of Notice of Intent to Consider:	April 2, 2015
Date of second reading:	April 21, 2015
Date of advertisement Notifying of Approving / Amending of Bylaw *:	April 30, 2015

I certify that this bylaw was repealed by Municipal Council and published as indicated above.

***Carolyn Young***

Carolyn Young, Municipal Clerk

Date

April 30, 2015

*\* Effective Date of the Bylaw unless otherwise specified*

# ***S10 CIVIC ADDRESS BYLAW***

## **For Repeal**

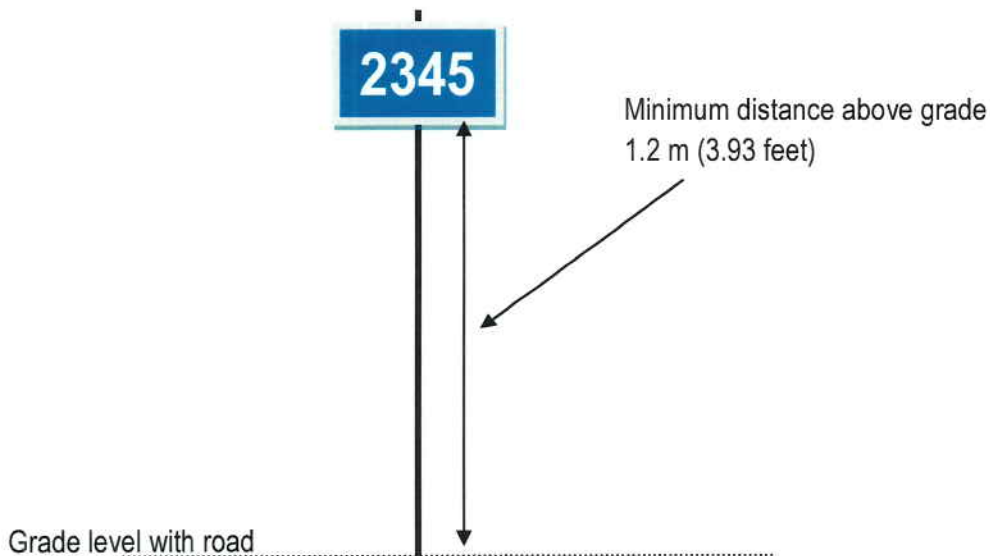
### **SCHEDULE A**

#### **Posting of Civic Numbers**

10 cm (4  
inches)



White numerals on a blue background  
and reflective



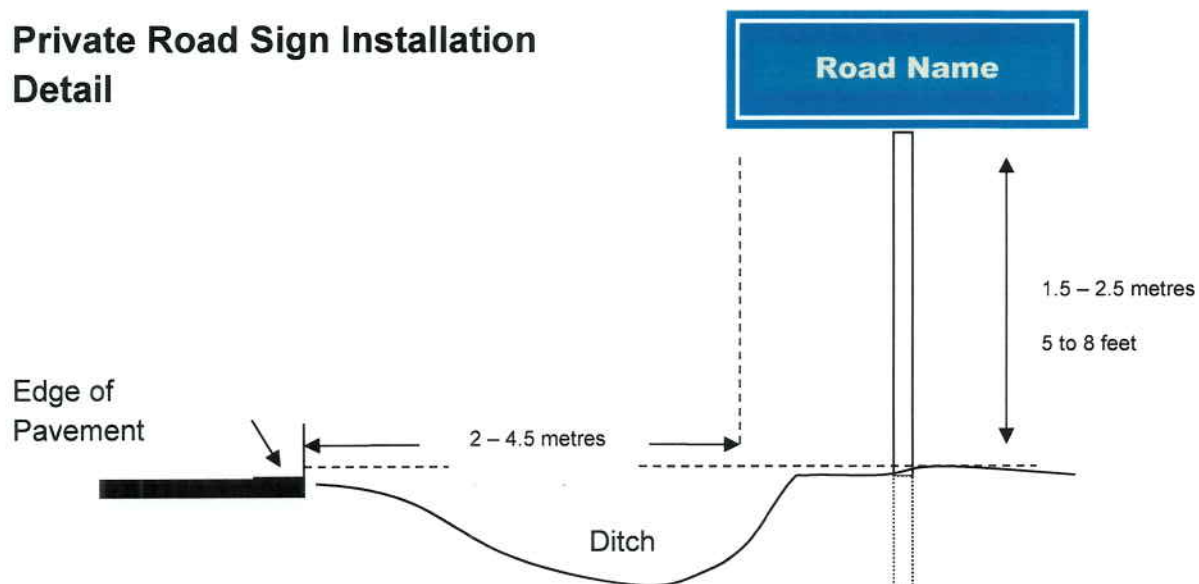
- Civic numbers shall be posted in a location and in a manner so that they can be clearly seen from both directions 10 metres (32.8 feet).
- Civic numbers shall be posted on the same side of the road as the use for which the civic number was assigned.
- Civic numbers shall be displayed horizontally using standard Arabic numerals, (0, 1, 2, 3, 4, 5, 6, 7, 8, & 9) left to right.
- The size of the civic numbers shall be 10 cm (4 inches) in height.
- The color of the numbers shall be white on a blue background and reflective.
- The bottom of the numerals shall be located at an elevation of 1.2 metres (4 feet) to 1.8 metres (6 feet) above grade level with the road.
- Where feasible the civic number shall be posted between 2.4 metres (8 feet) to 3.0 metres (10 feet) from the closest edge of the traveled portion of the road that the building is located on.
- In the event that the building is located with 6 metres (20 feet) from the closest edge of the traveled portion of the road, the civic number may be posted on the building provided it is visible from both directions.

**SCHEDULE B**

**Posting Private Road Name Signs**

- The lettering of the private road name sign shall be white lettering against a blue background and reflective.
- Upper and lower case lettering is required and the size of the letters should be 100 mm (4 inches) for upper case and 75 mm (3 inches) for lower case, (see Schedule "B")
- Bottom of the lettering is to be between 1.5 metres (4.9 feet) and 2.5 metres (8 feet) above grade level with the road.
- Signpost to be made of pressure-treated lumber or rigid aluminum.
- To the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the road and to be set back a minimum of 3.5 metres (11.5 feet) from the travelled portion of the public (or private) road with approval required from the Department of Transportation & Infrastructure Renewal if the signpost is located within the highway right of way.

**Private Road Sign Installation  
Detail**



## **Town of Bridgetown Civic Address By-Law**

- 1.0 This By-Law is entitled the Town of Bridgetown Civic Address By-Law and is developed in accordance with the Municipal Government Act 1998, Part 12 Section 313.
- 1.1 Nothing in this By-Law shall be construed as authorizing non-compliance with any laws, regulations, by-laws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of street names on private roads or which may specify standards in respect of the posting of civic numbers or street names.
- 1.2 The objectives of this By-Law are to facilitate emergency response by adopting a provincially standardized system for assigning civic numbers to buildings and properties; to require property owners to post their civic numbers on their properties and to comply with any changes to their civic numbers.
- 2.0 **Definitions** In this By-Law:
- a) **“Building”** means a structure used or intended to be used to support or shelter any use or occupancy, except a structure the use of which is accessory to the use of another structure on the same lot and except a structure which, if it were now being built for the first time, would not require a building permit to authorize its construction.
  - b) **“Civic Addressing Coordinator”** means the person or persons appointed by the Chief Administrative Officer to administer the provisions of this by-law.
  - c) **“Town”** means the Town of Bridgetown.
  - d) **“Lot”** means any parcel of land described in a registered deed or as shown in a registered plan of subdivision.
  - e) **“Civic Number”** means the number assigned to a lot or building by the Civic Addressing Coordinator or designate. In the case of multiple tenant buildings, the civic number may also contain a suite or unit identifier.

f) **“Owner(s)”** means;

- i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,
- ii) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building,
- iii) in the absence of proof to the contrary, the person assessed for the lot;

g) **“Roadway”** means that portion of a street improved, designed or ordinarily used for vehicular traffic.

h) **“Street or Road”** means the whole and entire right-of-way of every highway, road, or road allowance vested in, or maintained by the Province of Nova Scotia or the Town of Bridgetown.

i) **“Private Road, Lane or Drive”** means any road, street, lane, trail or other thoroughfare which is not a street as defined in subsection (h) which serves as a principle vehicular access from a public street to three or more addressable buildings;

### 3.0 General

3.1 The Civic Addressing Coordinator is responsible for the assigning of civic numbers to lots and buildings fronting upon, abutting or accessing any street. The Civic Addressing Coordinator shall keep a record of civic numbers which have been assigned. The Planning Technician at the Annapolis District Planning Commission will be responsible to maintain the record of civic numbers in the Nova Scotia Civic Address File (NSCAF) and the Geographic Information System mapping maintained at the Annapolis District Planning Commission.

3.2 The Civic Addressing Coordinator may assign civic numbers to lots for which subdivision approval is requested, or to buildings for which a development and/or building permit is requested. The Civic Addressing Coordinator is not required to assign a civic number to an undeveloped lot, and may assign more than one civic address to a lot or building.

3.3 The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic numbers where reasonably necessary to avoid potentially confusing numbering situations, discontinuities or irregularities.

3.4 A civic number which is displayed on a building or lot on the date of the enactment of this by-law shall continue to be its civic number until such time as the Civic Addressing Coordinator may, by written notice, otherwise direct.

3.5 A request to change an assigned civic number shall be made to the Civic Addressing Coordinator, by the owner of the property upon which the building is situated.

# For Repeal

- 3.6 Civic numbers for new buildings shall be assigned when the Building Inspector has completed the footing inspection, or when the building has been located on the lot and the first inspection has been completed.
- 3.7 The Town of Bridgetown is not liable for any costs or hardships whatsoever that may be incurred by any property owner due to the re-assignment of any civic number.
- 3.8 The owner of a property shall post the assigned civic number prior to the issuance of an occupancy permit.
- 3.9 The Building Inspector or Development Officer for the Town of Bridgetown shall not issue an occupancy permit for the property before the assigned civic number is posted for the property.
- 3.10 With or without application by an owner, the Civic Addressing Coordinator may provide written authorization for signage for civic numbers or street names to vary from the standards contained in the By-Law, with or without conditions, when:
- (a) compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
  - (b) compliance would not as effectively meet the objectives of this By-Law as an alternative approach.
- An authorization under this section may be revoked or varied by the Civic Addressing Coordinator. Owners shall comply with any conditions contained within authorizations granted under this section.
- 3.11 The Civic Addressing Coordinator will use the "Civic Address User's Guide, Version 4.0" or any revision of same, supplied by Service Nova Scotia and Municipal Relations or the Emergency Management Office as the general guideline for assigning civic addresses and resolving issues found with existing numbers.
- 3.12 The Civic Addressing Coordinator may consult with outside persons or agencies concerning situations that arise that are outside the general scope of the aforementioned guidelines.
- 3.13 The Town of Bridgetown reserves the right to carry out civic number projects which may include the actual posting of civic numbers on or adjacent to private property with minimal costs being assigned to the owner.

## 4.0 Display of Numbers

- 4.1 The owner of a lot on which a building is located shall display on the lot the civic number of the building in the manner provided herein, and shall maintain the sign and its support in good order.
- 4.2 An owner shall not display nor permit to be displayed upon his lot any number which is not its' civic number. The Civic Addressing Coordinator may, by written notice, require an owner to remove from his lot any number which is displayed thereon which is not its' civic number.
- 4.3 Subject to subsection (4.1), all civic numbers shall be displayed upon a lot in the following manner:
  - (a) civic numbers shall be in Arabic numerals;
  - (b) the bottom of the numerals shall be a least 1.2 metres above the ground;
  - (c) the color of each numeral shall clearly contrast with the color of the building or post or sign on which it is located;
  - (d) the civic number sign shall be placed upon the building in such a location that it faces toward and is clearly visible from the roadway or the street from which it is numbered, and from all points in at least 10 metres in either direction from that place; or placed perpendicular to the street on a two-sided sign.
  - (e) if it is located on a sign or post or on a building which is within 15 metres of the roadway, then the numerals shall be not less than 100 millimeters in height;
  - (f) if it is located on a building which greater than 15 metres from the roadway, then the numerals shall be not less than 150 millimeter in height;
  - (g) where the view of a civic number would be obstructed if it were posted on the building, or would not be easily read when viewed from the traveled portion of the street or private road, the civic number shall be posted at the end of the access driveway, on the owner's property, and on either side of a free standing post located within five (5) metres of the street boundary.
  - (h) where the placement, color, contrast, size or reflectivity of the posted numbers adversely affect the visibility of same during hours of low light, the Civic Addressing Coordinator may require the sign or numbers to be illuminated.
- 4.4 The Civic Addressing Coordinator may, in writing, require the owner to place a civic number on a sign or post located on the lot adjacent to the entrance of a driveway which provides emergency vehicle access to a building.

# For Repeal

- 4.5 The Civic Addressing Coordinator may assign a name to private lanes or driveways that give access to three (3) or more buildings, accordance with the Street Naming Policy of the Town of Bridgetown.

## **5.0 Orders**

- 5.1 In event of contravention of this Bylaw the Civic Addressing Coordinator or designated By-law Enforcement Officer may serve, or cause to be served an Order to Comply by personal delivery, registered mail or posting on the property.

- 5.2 Every Order to Comply shall contain:

- (a) the section of the Bylaw which has been contravened;
- (b) actions to be taken in order to bring the property into compliance with the bylaw;
- (c) the date by which the property must be brought into compliance with the order;
- (d) the action which will be taken against the owner should the property not be brought into compliance.

- 5.3 Where an owner fails to comply with the requirements of an Order within the time frame stipulated therein, the Civic Addressing Coordinator or designated By-law Enforcement Officer may enter upon the property without warrant or other legal process and undertake the work specified in the Order.

- 5.4 Where the Civic Addressing Coordinator or designated By-law Enforcement Officer undertakes the work specified in the Order, the Town may charge and collect the costs thereof either from the owner or as a first lien on the property affected.

## **Penalty and Payment in Lieu of Prosecution Policy**

- 6.1 Every person who violates or fails to comply with any of the provisions of this By-law shall be liable, upon summary conviction, to a penalty not less than twenty (\$20.00) and not exceeding Five Hundred Dollars (\$500.00).
- 6.2 Should the Town of Bridgetown adopt a Payment in Lieu of Prosecution Policy in the future, then any person who is given notice of the contravention may pay to the Town of Bridgetown at the place specified in the notice; the minimum sum provided under the Payment in Lieu of Prosecution Policy, within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

# For Repeal

THIS IS TO CERTIFY that this bylaw passed by a majority vote of the whole council at a duly called Council meeting on the 31<sup>st</sup> day of August, 2009.

GIVEN under the hand of the Chief Administrative Officer and under the seal of the Town of Bridgetown this 11<sup>th</sup> day of July 2011.

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Darrell Hiltz  
Chief Administrative Officer

First Reading	July 27, 2009
"Notice of Intent" Publication	August 12, 2009
Second & Final Reading	August 31, 2009
Ministerial Approval	Not Required
Date of Publication	October 21, 2010
Forwarded to the Minister	July 11, 2011



# STAFF REPORT

**Report To:** Municipal Council  
**Meeting Date:** March 18, 2025  
**Prepared By:** Angela Anderson, Director of Finance  
**Report Number:** SR2025-42 Approval of 2025-26 Budget  
**Subject:** Approval of 2025-26 Operating Budget, 5-year Capital Investment Plan, and tax rates

## RECOMMENDATION(S):

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

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.

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.

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	Districts 2/10	19.34 cents
• Cornwallis Park	District 6	22.82 cents
• Bridgetown	District 3/7	30.68 cents

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.

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 determine by Fire Commission
• Fire capital	All districts	6.11 cents

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)

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.

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 or 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.

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.

**BACKGROUND**

Municipality of the County of Annapolis is required to adopt a balanced operating budget annually and approve a 5-year capital investment plan. The budgets reflect the strategic priorities of Council and show where the financial priorities of the community lie through the leadership of Council.

Annually, the budgeting process includes balancing financial pressures from other levels of government that are out of the municipality’s control, the goals and requests from community members and community groups, and the internal financial pressures of providing safe, cost-effective infrastructure, programs, and services. This year remained challenging as the cost of

goods and services continues to increase, with capped assessment increasing 1.5%. While inflationary pressures have loosened since the prior fiscal year there is significant international political uncertainty in the economy today, presenting socio-economic pressure for local businesses and residents.

### **LEGISLATIVE AUTHORITY**

Section 31 of the Municipal Government Act states that:

- (1) The chief administrative officer shall
  - (a) Coordinate and direct the preparation of plans and programs to be submitted to the council for the construction, rehabilitation and maintenance of all municipal property and facilities.
  - (b) Ensure that the annual operating budget and capital budgets are prepared and submitted to council.

### **DISCUSSION**

The proposed operating budget keeps the base tax rates for all assessment districts the same as 2024-2025, with a small decrease to the Bridgetown community rates. Additionally, the costs to operate and repair aging infrastructure in the sewer systems have resulted in an increase of 1.5% for County residents and increase to the quarterly base rate for Bridgetown residents of 1.5%. The Bridgetown variable rate increased \$0.61 per cubic meter.

The operating budget includes increased investment in public safety including an additional two RCMP officers, shared 25% with the Town of Middleton, and further investment in fire services. Increased investment in public education, public engagement and economic development is included.

The 2025-2026 capital budget includes critical infrastructure upgrades from road rehabilitation to investing in water and sewer infrastructure. There are a few larger, critical projects that are required including an upgrade to the Bridgetown sewage lagoon and the commencement of the Granville Street project that will eventually include replacement of the underground infrastructure and a new road. Recreation upgrades include upgrades to the Hollow Mountain Rd. Park as well as tennis court fencing in Bridgetown. Lastly, 2025-2026 marks the start of public engagement surrounding the multi-purpose recreation facility to ensure sustainable recreation facilities in the future and support future growth and development.

Policy 105 includes a low-income exemption of \$400 for property owners whose total household income the preceding year is below \$31,000. This policy is Council's investment in those less fortunate within the communities.

The budget today was prepared and deliberated respecting fiscal responsibility, managing partnership expectations, and investing in the future.

### **ATTACHMENTS**

1. 2025-2026 Operating Budget
2. 2025-2026 Tax and Area Rates schedule
3. 2025-2026 Capital Investment Plan

**Prepared by:** Angela Anderson, CPA  
Director of Finance

**Approved by:**

**Approval Date:**



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Chris McNeill  
Chief Administrative Officer

MARCH 12, 2025  
(Date)

# 25-26 Proposed Budget

March 18, 2025

	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
<b>1.0 Revenues</b>					
<b>1.0 Property Taxation</b>					
Bridgetown Community Rate - commercial	54,031	68,443	71,811	36,910	(31,533)
Bridgetown Community Rate - residential	206,949	251,282	251,239	135,510	(115,772)
Bridgetown Hydrant Rates	152,594	193,502	195,866	205,482	11,980
Bridgetown Sewer Rates	312,166	342,131	287,955	386,677	44,546
Commercial Taxes	1,243,955	1,350,151	1,338,383	1,376,131	25,980
County Hydrant Rates	260,131	239,741	237,341	275,164	35,423
County Sewer Rates	1,159,496	1,410,934	1,244,369	1,254,095	(156,839)
Deed Transfer Tax	1,200,000	1,200,000	1,710,071	1,500,000	300,000
Fire Capital Rates	808,261	888,523	885,084	953,559	65,036
Forest Property	62,756	62,750	62,343	61,679	(1,071)
Paving Rates	11,123	10,782	10,659	10,625	(157)
Recreational Property Taxes	6,876	7,220	7,581	7,958	738
Residential Taxes	14,307,124	15,627,031	15,613,018	16,795,294	1,168,263
Resource Taxes	686,580	781,917	779,353	813,504	31,587
Streetlight Area Rates	234,582	220,991	203,269	214,335	(6,656)
Wind Turbine Tax	12,833	12,833	12,961	13,091	258
<b>1.0 Property Taxation Total</b>	<b>20,719,458</b>	<b>22,668,231</b>	<b>22,911,304</b>	<b>24,040,013</b>	<b>1,371,782</b>
<b>1.1 Grants in Lieu</b>					
Bell Aliant Grant in Lieu	78,974	73,951	76,598	77,747	3,796
CBC Grant in Lieu	-	1,377	1,525	1,576	199
Federal Grant in Lieu	140,246	133,161	129,602	131,285	(1,876)
NS Power Payment in Lieu	665,294	665,294	745,462	745,462	80,168
PNS Payment in Lieu	246,399	243,745	243,745	251,919	8,174
<b>1.1 Grants in Lieu Total</b>	<b>1,130,913</b>	<b>1,117,528</b>	<b>1,196,932</b>	<b>1,207,989</b>	<b>90,461</b>
<b>1.2 Conditional Grants</b>					
Civic Addressing Grant		-		6,100	6,100
Collections from Other Municipalities	26,000	51,000	44,975	70,680	19,680
Federal Grants	8,100	-	6,384	-	-
Federal Grants		40,445	2,400	2,400	(38,045)
Provincial Grants	25,000	25,000	20,600	31,800	6,800
<b>1.2 Conditional Grants Total</b>	<b>59,100</b>	<b>116,445</b>	<b>74,359</b>	<b>110,980</b>	<b>(5,465)</b>
<b>1.3 Unconditional Grants</b>					
Farm Acreage Grant	152,585	152,585	154,480	152,585	-
HST Offset Grant	58,000	50,000	48,000	45,000	(5,000)
Municipal Financial Capacity Grant	811,257	761,257	761,257	761,257	-
<b>1.3 Unconditional Grants Total</b>	<b>1,021,842</b>	<b>963,842</b>	<b>963,737</b>	<b>958,842</b>	<b>(5,000)</b>
<b>1.4 Collections for Other Governments</b>					
Kingston Fire Protection Rates	120,522	124,066	127,591	134,482	10,416
Village of Lawrentown - Village Rates	244,204	265,737	261,351	296,731	30,994
<b>1.4 Collections for Other Governments Total</b>	<b>364,726</b>	<b>389,803</b>	<b>388,942</b>	<b>431,213</b>	<b>41,410</b>
<b>1.5 User Fees</b>					
After School Program	-	-	3,150	8,300	8,300
Canteen Sales	4,600	4,400	6,545	6,000	1,600
Other Revenue	-	-	299	-	-
Program Revenue	14,600	3,000	6,809	5,000	2,000
Sewer Inspection Charges	-	-	375	-	-
Special Event Revenue	-	200	1,800	500	300
Tax Certificates	9,000	9,000	5,775	7,000	(2,000)
<b>1.5 User Fees Total</b>	<b>28,200</b>	<b>16,600</b>	<b>24,753</b>	<b>26,800</b>	<b>10,200</b>
<b>1.6 Other Own Source Revenues</b>					

**25-26 Proposed Budget**  
**March 18, 2025**

	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
Animal Licenses	500	250	335	-	(250)
Building Permits	38,000	40,000	26,099	30,000	(10,000)
Development Permits	1,500	4,000	3,410	3,000	(1,000)
Interest on Receivables	5,000	-	-	-	-
Investment Income	100,000	150,000	394,676	175,000	25,000
Lease-Land	-	-	18,084	20,652	20,652
Marketing Levy	-	-	22,652	50,000	50,000
Other Fines	1,000	1,000	769	1,000	-
Other Revenue	54,985	46,243	54,894	49,586	3,343
Sewer Interest	12,500	12,500	15,161	12,000	(500)
Sheriff Fines	-	20,000	16,461	20,000	-
Sub-Division Application Fees	5,600	7,500	7,875	7,500	-
Sub-Division Registration Fees	6,000	6,000	6,525	7,000	1,000
Tax Interest	-	130,000	178,371	150,000	20,000
Transfer from Reserve	-	98,500	-	-	(98,500)
Zoning Letters	1,500	1,000	5,200	3,000	2,000
<b>1.6 Other Own Source Revenues Total</b>	<b>226,585</b>	<b>516,993</b>	<b>750,512</b>	<b>528,738</b>	<b>11,745</b>
<b>1.0 Revenues Total</b>	<b>23,550,824</b>	<b>25,789,442</b>	<b>26,310,539</b>	<b>27,304,576</b>	<b>1,515,134</b>
<b>2.0 Expenses</b>					
<b>2.0 Council</b>					
Advertising	4,000	7,500	2,836	5,000	(2,500)
Awards Of Recognition	1,500	2,000	2,775	5,000	3,000
Benefits	48,800	44,933	48,827	66,945	22,012
Community Events	2,500	5,000	3,881	6,000	1,000
Computer Hardware	-	10,000	-	-	(10,000)
Contracts/Agreements	42,368	-	-	-	-
Contribution to Trans County Transportation Society	40,000	60,000	17,500	60,000	-
County Grants - other Municipalities	30,000	120,000	207,865	40,000	(80,000)
Grants to Village of Lawrencetown	30,000	-	30,000	40,000	40,000
Grants/Community Contributions	305,000	330,000	278,537	355,000	25,000
Meeting Expenses	3,000	3,000	1,946	3,000	-
Office Supplies	5,500	-	2,285	1,000	1,000
Postage	2,000	-	-	-	-
Professional Development	37,500	45,500	45,972	41,000	(4,500)
Professional Memberships/Dues	20,000	20,000	22,292	25,000	5,000
Promotion	7,000	3,500	7,597	31,500	28,000
Publications/Subscriptions	-	-	939	1,000	1,000
Salaries/Wages	439,400	449,338	361,853	452,835	3,497
Telecommunication Services	10,000	10,000	6,514	10,000	-
Transfer to Elections Reserve	38,500	85,000	43,586	20,000	(65,000)
Uniforms/Clothing	-	2,000	-	2,500	500
County Grants - Middleton & District Arena	-	-	-	60,000	60,000
<b>2.0 Council Total</b>	<b>1,067,068</b>	<b>1,197,771</b>	<b>1,085,205</b>	<b>1,225,780</b>	<b>28,009</b>
<b>2.1 Boards &amp; Committees</b>					
Advertising	3,600	4,000	738	4,000	-
Building/Facility Rental	2,400	2,500	285	2,500	-
Salaries/Wages	16,900	12,000	2,550	10,000	(2,000)
Travel	3,900	4,000	941	4,000	-
<b>2.1 Boards &amp; Committees Total</b>	<b>26,800</b>	<b>22,500</b>	<b>4,514</b>	<b>20,500</b>	<b>(2,000)</b>
<b>2.2 General Administration</b>					
Advertising	6,000	10,000	-	6,000	(4,000)
Benefits	166,673	91,203	122,198	109,857	18,654

**25-26 Proposed Budget**  
**March 18, 2025**

	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
Community Events	1,200	-	-	2,000	2,000
Computer Software	-	-	-	-	-
Meeting Expenses	2,500	2,500	-	2,500	-
Office Equipment	8,000	-	-	-	-
Office Supplies	5,500	-	1,657	1,500	1,500
Office Supplies	3,000	-	106	-	-
Postage	-	-	154	200	200
Professional Development	44,200	34,600	24,656	40,400	5,800
Professional Memberships/Dues	7,310	3,500	894	4,850	1,350
Professional Memberships/Dues	800	-	203	350	350
Professional Services	-	-	970	1,500	1,500
Retired Clerk Benefits	25,747	25,747	20,796	25,747	-
Salaries/Wages	679,936	504,951	372,675	489,452	(15,499)
Strategic Initiatives	-	5,000	-	10,000	5,000
<b>2.2 General Administration Total</b>	<b>950,866</b>	<b>677,501</b>	<b>544,310</b>	<b>694,356</b>	<b>16,855</b>
<b>2.3 Finance</b>					
Advertising	500	-	-	1,000	1,000
Allowance For Uncollectable Taxes	-	3,000	-	3,000	-
Bank Charges	17,000	17,000	24,652	25,000	8,000
Benefits	152,339	121,233	148,199	167,408	46,175
Computer Hardware	-	-	13	-	-
Contracts/Agreements	428,000	427,823	414,074	422,280	(5,543)
Internal Shared Services	(130,703)	(109,353)	-	(106,062)	3,291
Leases	1,500	5,633	2,805	5,700	67
Office Equipment	3,500	-	235	-	-
Office Supplies	3,500	-	940	-	-
Postage	30,000	35,000	32,623	40,000	5,000
Professional Development	17,300	17,300	2,631	12,500	(4,800)
Professional Memberships/Dues	3,200	3,300	1,758	3,000	(300)
Professional Services	44,000	60,000	130,654	49,500	(10,500)
Salaries/Wages	609,356	609,167	482,328	747,861	138,694
Software Costs	46,000	46,000	50,199	76,000	30,000
Tax Exemptions/Write Offs	205,000	290,000	246,248	290,000	-
<b>2.3 Finance Total</b>	<b>1,430,492</b>	<b>1,526,103</b>	<b>1,537,360</b>	<b>1,737,187</b>	<b>211,084</b>
<b>2.4 Corporate Services</b>					
Annapolis Valley Regional Centre for Education	4,418,238	4,890,000	2,055,090	5,394,247	504,247
Benefits	53,068	79,620	81,088	77,335	(2,285)
Community Events	1,200	7,500	71	8,000	500
Computer Hardware	121,221	12,000	135	1,850	(10,150)
Computer Software	28,452	54,020	36,157	68,631	14,611
Contracts/Agreements	30,000	32,000	21,977	37,762	5,762
Facility Insurance	200	-	-	-	-
Liability Insurance	361,164	305,000	328,560	320,000	15,000
Office Equipment	8,800	5,000	4,157	3,300	(1,700)
Office Equipment	500	-	-	700	700
Office Supplies	1,650	50,000	990	500	(49,500)
Postage	-	45,000	125	15,000	(30,000)
Professional Development	13,100	12,000	1,327	9,650	650
Professional Memberships/Dues	300	3,200	748	775	(2,425)
Professional Services	127,000	99,800	21,475	124,579	24,779
Salaries/Wages	212,772	329,127	266,080	334,571	5,444
Strategic Initiatives	-	8,000	5,280	8,000	-

## 25-26 Proposed Budget

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	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
Telecommunication Services	70,000	83,000	62,531	102,320	19,320
Transfer to Capital Reserve	-	-	-	101,768	101,768
Uniforms/Clothing	2,280	1,000	-	780	(220)
Village Rates to Lawrencetown	242,508	-	272,736	287,829	287,829
Transfer to Reserve - IT	15,000	15,000	15,000	15,000	-
<b>2.4 Corporate Services Total</b>	<b>5,707,453</b>	<b>6,031,267</b>	<b>3,173,529</b>	<b>6,912,597</b>	<b>884,330</b>
<b>2.5 Administration Facility</b>					
Benefits			9,965		-
Church St. Cemetery	2,300	2,300	2,503	2,300	
Contract/Agreements	50,000	50,000	22,159	26,400	(23,600)
Contracted Services				3,000	
Electrical	26,500	20,000	18,966	22,000	2,000
Facility Insurance					-
Facility Lease			10,950	21,600	
Facility Maintenance	40,538	20,000	13,379	15,000	(5,000)
Heat (oil)	34,300	40,000	15,496	25,000	(15,000)
Insurance				110	
Interest on Debt - Renovations			87	32,000	32,000
Interest on Debt Town Hall - BT	2,366	1,206	1,206		
Office Equipment	-	-	4,469	10,000	10,000
Operational Materials/Supplies	1,750	1,750	3,889	21,000	18,250
Principal on Debt - renovations				20,000	20,000
Principal on Debt Town Hall BT	29,147	30,307	30,307		
Salaries/Wages			31,024		-
Security	300	300	229		(300)
Sewer	900	900	2,044	2,300	1,400
Telecommunications					-
Water	2,250	1,500	716	1,500	-
<b>2.5 Administration Facility Total</b>	<b>190,351</b>	<b>168,263</b>	<b>167,388</b>	<b>202,210</b>	<b>39,750</b>
<b>3.0 Bylaw</b>					
Advertising	800	800	15	800	-
Benefits	36,700	32,039	44,031	25,254	(6,785)
Contracts/Agreements	-	8,000	10,429	15,000	7,000
Dangerous & Unsightly Cleanup	1,000	-	-		-
Office Supplies	600	-	-	200	200
Postage	600	-	12	50	50
Professional Development	6,000	3,500	1,900	2,800	(700)
Professional Memberships/Dues	300	300	100	300	-
Professional Services	25,000	26,000	2,466	26,000	-
Salaries/Wages	146,802	160,196	124,436	109,801	(50,395)
Solid Waste Expense	1,040	1,040	-		(1,040)
Uniforms/Clothing	500	500	-	500	-
<b>3.0 Bylaw Total</b>	<b>219,342</b>	<b>232,375</b>	<b>183,388</b>	<b>180,705</b>	<b>(51,670)</b>
<b>3.1 Animal Control</b>					
Benefits	9,492	9,378	11,506	19,205	9,827
Contracts/Agreements	10,000	5,000	2,786	1,500	(3,500)
Electrical	-	900	1,333	1,800	900
Facility Maintenance	-	700	122	700	-
Office Supplies	100	-	-		-
Operational Materials/Supplies	8,000	1,000	1,605	1,600	600
Postage	50	-	24	50	50
Professional Services	1,000	1,000	1,988	5,000	4,000

## 25-26 Proposed Budget

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	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
Salaries/Wages	36,370	44,892	29,610	81,761	36,869
Solid Waste Expense	-	400	-	400	-
Uniforms/Clothing	1,000	1,000	250	1,000	-
<b>3.1 Animal Control Total</b>	<b>66,012</b>	<b>64,270</b>	<b>49,225</b>	<b>113,016</b>	<b>48,746</b>
<b>3.2 Regional Emergency Management</b>					
Advertising	300	600	-	1,000	400
Benefits	14,368	13,416	22,541	15,660	2,244
Contracts/Agreements	5,000	5,000	-	5,500	500
FOIPOP Professional Services	300	-	-	-	-
Licenses/Permits	270	300	-	400	100
Meeting Expenses	150	-	-	-	-
Office Supplies	100	-	-	100	100
Operational Materials/Supplies	3,000	2,500	983	2,500	-
Professional Development	6,240	5,500	4,258	6,000	500
Promotion	1,000	3,000	2,855	3,000	-
Salaries/Wages	57,473	67,080	54,230	78,084	11,004
Telecommunication Services	4,329	7,000	5,011	6,000	(1,000)
Vehicle/Equipment Maintenance	2,000	1,000	25	1,000	-
<b>3.2 Regional Emergency Management Total</b>	<b>94,530</b>	<b>105,396</b>	<b>89,903</b>	<b>119,244</b>	<b>13,848</b>
<b>3.3 Building/Fire Inspection</b>					
Benefits	80,733	66,461	30,476	81,537	15,076
Meeting Expenses	300	-	-	1,500	1,500
Office Equipment	2,500	-	-	1,000	1,000
Office Supplies	1,500	-	103	-	-
Postage	1,500	-	18	2,000	2,000
Professional Development	15,000	15,000	3,329	16,000	1,000
Professional Memberships/Dues	6,050	3,200	1,294	4,000	800
Salaries/Wages	322,932	332,304	87,323	354,507	22,203
Uniforms/Clothing	2,000	-	271	2,000	2,000
<b>3.3 Building/Fire Inspection Total</b>	<b>432,515</b>	<b>416,965</b>	<b>122,814</b>	<b>462,544</b>	<b>45,579</b>
<b>3.4 Fire Services</b>					
Awards Of Recognition	1,100	1,500	-	2,070	570
Benefits	14,908	12,808	10,064	29,615	(2,608)
Contracts/Agreements	802,063	947,063	843,790	943,126	(3,937)
Grants/Subsidies To Organizations	6,000	6,000	-	6,000	-
Interest On Bridgetown Debt	44,100	2,557	1,334	1,085	(1,472)
Interest On Bridgetown Fire Truck Debt	5,854	2,116	2,116	2,333	217
Kingston Fire Rates Remittance	116,906	124,066	-	130,448	6,382
Principal On Bridgetown Debt	-	6,600	6,600	6,600	-
Principal On Bridgetown Fire Truck Debt	-	37,500	-	37,500	-
Professional Development	-	-	-	3,300	3,300
Regulatory Fees	13,546	14,142	-	14,764	622
Salaries/Wages				84,412	
Transfer to Fire Capital Reserve	808,261	888,523	712,375	953,559	65,036
Water Supply & Hydrants	400,704	443,243	440,413	480,646	37,403
<b>3.4 Fire Services Total</b>	<b>2,213,442</b>	<b>2,486,118</b>	<b>2,016,692</b>	<b>2,695,457</b>	<b>105,513</b>
<b>3.5 Police Services</b>					
Contracts/Agreements	3,004,291	3,886,495	3,189,410	4,375,648	489,153
Professional Services	18,600	19,350	13,577	16,000	(3,350)
Provincial Corrections Contributions	262,939	-	-	-	-
Salaries/Wages	600	600	-	-	(600)
Travel	500	500	39	-	(500)

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	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
<b>3.5 Police Services Total</b>	<b>3,286,930</b>	<b>3,906,945</b>	<b>3,203,026</b>	<b>4,391,648</b>	<b>484,703</b>
<b>4.0 Roads/Traffic Control</b>					
Benefits	-	-	4,130		-
Contracts/Agreements	166,278	180,000	182,690	182,700	2,700
Contracts/Agreements - Local Roads	175,000	140,000	113,250	142,100	2,100
Operational Materials/Supplies	30,000	-	18,398	30,000	30,000
Paving Loan - Repay Capital Reserve	-	9,753	-	10,625	872
Salaries/Wages	-	-	9,536		-
<b>4.0 Roads/Traffic Control Total</b>	<b>371,278</b>	<b>329,753</b>	<b>328,004</b>	<b>365,425</b>	<b>35,672</b>
<b>4.1 Streetlights</b>					
Electrical	60,000	65,000	50,715	66,000	1,000
Interest on Debt	6,455	4,433	4,433	2,274	(2,159)
Principal on Debt	78,562	78,562	78,562	78,561	(1)
Repairs/Maintenance	10,000	7,500	5,137	7,500	-
Transfer to Reserve - capital replacement	68,478	65,496	-	60,000	(5,496)
<b>4.1 Streetlights Total</b>	<b>223,495</b>	<b>220,991</b>	<b>138,847</b>	<b>214,335</b>	<b>(6,656)</b>
<b>4.2 Public Transit</b>					
Contracts/Agreements - Kings Transit Authority	656,003	856,745	814,536	824,927	(31,818)
<b>4.2 Public Transit Total</b>	<b>656,003</b>	<b>856,745</b>	<b>814,536</b>	<b>824,927</b>	<b>(31,818)</b>
<b>4.3 Public Works Administration</b>					
Benefits	144,722	142,552	224,672	146,580	4,028
Computer Software	2,600	-	-		-
Equipment Maintenance	-	-	94		-
Office Equipment	5,000	-	-		-
Office Supplies	1,500	-	1,008		-
Postage	-	750	580	750	-
Professional Development	16,000	11,950	20,768	15,000	3,050
Professional Memberships/Dues	1,500	1,500	588	1,000	(500)
Salaries/Wages	581,601	712,758	676,825	645,914	(66,844)
Uniforms/Clothing	7,500	6,000	6,431	7,500	1,500
<b>4.3 Public Works Administration Total</b>	<b>760,423</b>	<b>875,510</b>	<b>930,965</b>	<b>816,744</b>	<b>(58,766)</b>
<b>4.35 Public Works Facilities</b>					
Electrical		4,500	5,209	5,500	1,000
Facility Insurance					-
Facility Maintenance		6,000	2,528	10,000	4,000
Heat		12,000	9,216	13,000	1,000
Interest - Compost Carts Debt	9,650	8,345	8,345	7,680	(665)
Maintenance Tools/Equipment	-	10,000	16,126	15,000	5,000
Operational Materials/Supplies	30,000	10,000	7,280	10,000	-
Principal - Compost Carts Debt	60,000	60,000	60,000	60,000	-
Principal - West Paradise Debt	75,000	71,500	75,000	50,000	(21,500)
Security		500		-	(500)
Sewer			609		-
Solid Waste Expense		3,500	3,141	3,500	-
Telecommunications Services	1,000	1,000	1,130	3,500	2,500
Water		900	1,756	2,000	1,100
<b>4.35 Public Works Facilities Total</b>	<b>175,650</b>	<b>188,245</b>	<b>190,340</b>	<b>180,180</b>	<b>(8,065)</b>
<b>4.4 Fleet</b>					
Fuel		105,000	77,199	105,000	-
Insurance		50,000	50,431	50,000	-
Licencing				2,000	2,000
Repairs/Maintenance		120,000	114,137	120,000	-

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	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
<b>4.4 Fleet Total</b>		<b>275,000</b>	<b>241,767</b>	<b>277,000</b>	<b>2,000</b>
<b>5.0 County Sewer Administration</b>					
Benefits	-	-	-	13,885	13,885
Contracts/Agreements			3,485	3,500	
Office Supplies		-	1,461		-
Postage	2,000	-	2,058	2,500	2,500
Professional Development	8,500	4,250	2,785	4,000	(250)
Professional Memberships/Dues	-	175	-		(175)
Professional Services	-	1,000	-	-	(1,000)
Salaries/Wages	-	-	-	60,370	60,370
Solid Waste Expense	-	100	-		(100)
Telecommunications Services	500	500	-		(500)
Transfer to Reserve - capital replacement	320,313	678,894	228,350	545,716	(133,178)
Uniforms/Clothing	3,000	1,000	75	1,000	-
<b>5.0 County Sewer Administration Total</b>	<b>334,313</b>	<b>685,919</b>	<b>238,213</b>	<b>630,972</b>	<b>(58,447)</b>
<b>5.1 County Sewer Treatment</b>					
Benefits	29,013	14,861	37,416	13,591	(1,270)
Chemicals	35,000	37,000	43,375	45,000	8,000
Contracts/Agreements	110,000	110,000	100,175	110,000	-
Electrical	65,000	65,000	57,156	70,000	5,000
Facility Insurance	10,000	-	-		-
Facility Maintenance	8,000	8,000	15,450	15,000	7,000
Heat	4,000	4,000	2,970	4,000	-
Leases	100	100	-		(100)
Licenses/Permits	500	-	-		-
Maintenance Tools/Equipment	2,000	1,000	3,742	3,000	2,000
Operational Materials/Supplies	120,000	115,000	101,639	115,000	-
Professional Development			2,694		-
Professional Services	1,000	-	683		-
Salaries/Wages	71,693	74,307	128,130	59,090	(15,217)
Sewer	750	750	609	750	-
Telecommunications Services	1,100	1,500	1,601	2,000	500
Testing	7,000	6,000	4,515	6,000	-
Uniforms/Clothing	-	-	486		-
Water	35,000	7,000	3,362	6,000	(1,000)
<b>5.1 County Sewer Treatment Total</b>	<b>500,156</b>	<b>444,518</b>	<b>504,003</b>	<b>449,431</b>	<b>4,913</b>
<b>5.2 County Sewer Collection</b>					
Benefits	53,882	27,600	13,681	13,144	(14,456)
Contracts/Agreements	11,000	30,000	1,037	-	(30,000)
Electrical	25,000	25,000	24,580	30,000	5,000
Facility Insurance	6,949	-	-		-
Leases	100	-	-		-
Licenses/Permits	500	-	-		-
Maintenance Tools/Equipment	1,000	-	-		-
Operational Materials/Supplies	65,000	50,000	125,684	65,000	15,000
Postage	-	-	203		-
Professional Development	-	-	113		-
Professional Services	-	-	683		-
Salaries/Wages	133,143	137,998	60,433	65,549	(72,449)
Telecommunications Services	-	-	682		-
<b>5.2 County Sewer Collection Total</b>	<b>296,574</b>	<b>270,598</b>	<b>227,096</b>	<b>173,693</b>	<b>(96,905)</b>
<b>5.5 Bridgetown Sewer Administration</b>					

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	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
Benefits				13,885	13,885
Postage	-	-	67	2,500	2,500
Professional Development	6,000	3,000	100	3,000	-
Professional Memberships/Dues	-	100	141	200	100
Salaries/Wages				60,370	60,370
Transfer to Reserve - capital replacement	149,607	109,947	109,947	43,104	(66,843)
Uniforms/Clothing	2,000	-	-		-
<b>5.5 Bridgetown Sewer Administration Total</b>	<b>157,607</b>	<b>113,047</b>	<b>110,255</b>	<b>123,060</b>	<b>10,013</b>
<b>5.6 Bridgetown Sewer Treatment</b>					
Advertising	-	600	-		(600)
Benefits	4,847	8,603	329	2,765	(5,838)
Chemicals	26,000	27,000	32,049	30,000	3,000
Contracts/Agreements	10,000	-	-		-
Electrical	2,000	2,500	1,781	3,000	500
Facility Insurance	622	-	-		-
Facility Maintenance	-	2,000	1,002	2,000	-
Operational Materials/Supplies	22,000	13,000	13,309	13,000	-
Postage	-	-	287		-
Salaries/Wages	21,312	43,016	1,651	12,023	(30,993)
Testing	2,100	1,500	1,531	1,800	300
<b>5.6 Bridgetown Sewer Treatment Total</b>	<b>88,881</b>	<b>98,219</b>	<b>51,939</b>	<b>64,589</b>	<b>(33,630)</b>
<b>5.7 Bridgetown Sewer Collection</b>					
Benefits	9,002	15,977	325	30,223	14,246
Contracts/Agreements	4,800	-	-		-
Electrical	8,000	9,000	6,795	9,000	-
Facility Insurance	799	-	-		-
Operational Materials/Supplies	5,000	26,000	9,682	20,000	(6,000)
Salaries/Wages	39,577	79,887	742	139,806	59,919
<b>5.7 Bridgetown Sewer Collection Total</b>	<b>67,178</b>	<b>130,864</b>	<b>17,544</b>	<b>199,028</b>	<b>68,164</b>
<b>5.8 Solid Waste Services</b>					
Advertising	5,000	-	-	-	-
Contracts/Agreements	883,600	2,320,000	1,563,820	1,984,748	(335,252)
Contracts/Agreements - curbside collection	835,000	-	150,879	-	-
Operational Materials/Supplies	-	4,000	37,360	4,000	-
<b>5.8 Solid Waste Services Total</b>	<b>1,723,600</b>	<b>2,324,000</b>	<b>1,752,059</b>	<b>1,988,748</b>	<b>(335,252)</b>
<b>6.0 Planning and Development</b>					
Advertising	10,000	-	412	2,000	2,000
Benefits	83,541	87,901	108,531	109,594	21,693
Computer Software	5,000	5,000	-	7,000	2,000
Contracts/Agreements	-	160,000	34,634	107,000	(53,000)
Contracts/Agreements - County Wide Plan	81,000	-	-	-	-
Office Equipment	1,200	-	1,433		-
Office Supplies	3,500	-	1,333	3,500	3,500
Operational Materials/Supplies	7,233	-	119	6,100	6,100
Postage	1,000	-	170		-
Professional Development	14,000	9,000	3,092	9,000	-
Professional Membership/Dues	3,500	5,000	1,095	2,000	(3,000)
Regulatory Fees	6,000	6,000	4,600	6,000	-
Salaries/Wages	334,165	439,503	350,733	476,497	36,994
<b>6.0 Planning and Development Total</b>	<b>550,139</b>	<b>712,404</b>	<b>506,152</b>	<b>728,692</b>	<b>16,288</b>
<b>7.0 Community Development</b>					
Active Living Program Expenses	400	6,500	5	7,000	500

**25-26 Proposed Budget  
March 18, 2025**

	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
Advertising	200	35,000	3,016		(35,000)
Benefits	40,494	89,177	99,536	118,069	28,892
Community Events	17,000	42,600	15,111	74,500	31,900
Computer Software	-	15,000	151	1,200	(13,800)
Contracts/Agreements		85,000	-	85,000	-
Maintenance Equipment	500			5,000	5,000
Meeting Expenses	6,500		549		-
Office Equipment	400				-
Office Supplies	450		438		-
Operational Materials/Supplies	15,100	11,000		7,400	(3,600)
Professional Memberships/Dues	620	2,300	340	2,600	300
Professional Services	8,000	3,000		-	(3,000)
Promotion	8,000		3,513	35,000	35,000
Salaries/Wages	131,887	406,787	331,871	489,977	83,190
Scholarships/Grants To Individuals	3,582		499	3,582	3,582
Strategic Initiatives	-	50,800	11,935	38,500	(12,300)
Transfer to Reserve - land acquisition	55,000	55,000	61,000	55,000	-
<b>7.0 Community Development Total</b>	<b>288,133</b>	<b>802,164</b>	<b>527,963</b>	<b>922,828</b>	<b>120,664</b>
<b>7.1 Raven Haven</b>					
Advertising	600	-	-		-
Benefits	4,805	3,500	2,811	3,399	(101)
Cost Of Sales	3,200	5,490	4,450	4,600	(890)
Electrical	1,600	-	2,210	2,500	2,500
Facility Insurance	8,212	-	-		-
Facility Maintenance	6,000	3,000	4,185	5,000	2,000
Licenses/Permits	440	-	-		-
Maintenance Tools/Equipment	600	-	-		-
Office Supplies	300	-	335		-
Operational Materials/Supplies	8,540	6,600	2,425	7,490	890
Professional Development	1,500	-	594		-
Professional Memberships/Dues	100	-	-		-
Professional Services	-	850	-		(850)
Promotion	1,000	-	-		-
Salaries/Wages	32,037	33,500	32,130	33,994	494
Solid Waste Expense	600	-	57		-
Telecommunication Services	300	-	-		-
Testing	600	-	248	500	500
Uniforms/Clothing	300	-	-		-
<b>7.1 Raven Haven Total</b>	<b>70,734</b>	<b>52,940</b>	<b>49,445</b>	<b>57,484</b>	<b>4,544</b>
<b>7.2 Sports Hub</b>					
Contracts/Agreements - ACOSS	-	50,000	50,000	50,000	-
Electrical	4,000				-
Operational Materials/Supplies	20,000	2,500	2,709	2,500	-
Repairs/Maintenance				14,000	14,000
Water	5,000				-
<b>7.2 Sports Hub Total</b>	<b>29,000</b>	<b>52,500</b>	<b>52,709</b>	<b>66,500</b>	<b>14,000</b>
<b>7.3 Bridgetown Arena</b>					
Arena Operating Expenses	19,076	10,500	12,999	5,000	
Benefits				7,338	7,338
Contracts/Agreements	7,500	7,500	22,837	7,500	-
Contracts/Agreements - BCRA		12,000	12,000	12,000	-
Facility Insurance					-

**25-26 Proposed Budget  
March 18, 2025**

	23/24 Budget	24/25 Budget	24/25 Actual	25/26 Budget	Increase (Decrease)
Facility Maintenance					-
Heat					-
Salaries/Wages				31,176	31,176
<b>7.3 Bridgetown Arena Total</b>	<b>26,576</b>	<b>30,000</b>	<b>47,836</b>	<b>63,014</b>	<b>38,514</b>
<b>7.4 Bridgetown Pool</b>					
Contracts/Agreements - BCRA	-	4,500	4,500	5,000	500
Operational Materials/Supplies	3,000	10,500	8,022	3,000	(7,500)
<b>7.4 Bridgetown Pool Total</b>	<b>3,000</b>	<b>15,000</b>	<b>12,522</b>	<b>8,000</b>	<b>(7,000)</b>
<b>7.5 Parks/Trails</b>					
Ball Field/Soccer Field	2,800	2,500	5,374	2,500	-
Benefits		14,546	9,815	31,351	16,805
Jubilee Park	5,000	5,000	3,796	5,000	-
Lake Pleasant Boat Launch Upgrades	-	-	-	50,000	50,000
Maintenance Tools/Equipment		350	-	5,000	4,650
Operational Materials/Supplies	15,100	20,000	20,948	10,000	(10,000)
Salaries/Wages		118,241	63,399	136,307	18,066
Tennis Court	2,165	-	-	-	-
Upper Clements Picnic Park	3,500	5,000		-	(5,000)
<b>7.5 Parks/Trails Total</b>	<b>28,565</b>	<b>165,637</b>	<b>103,332</b>	<b>240,157</b>	<b>74,520</b>
<b>8.0 Library Services</b>					
Contracts/Agreements		9,000	8,509	8,256	(744)
Electrical				1,000	1,000
Library Contribution	130,700	130,700	130,700	143,770	13,070
Operational Materials/Supplies		1,000	919	1,000	-
Water/Sewer				500	500
<b>8.0 Library Services Total</b>	<b>130,700</b>	<b>140,700</b>	<b>140,129</b>	<b>154,526</b>	<b>13,826</b>
<b>2.0 Expenses Total</b>	<b>22,167,806</b>	<b>25,620,228</b>	<b>19,163,011</b>	<b>27,304,576</b>	<b>1,591,324</b>

**Municipality of the County of Annapolis  
2025/26 Property Tax and Area Rates**

<b>Property Taxes</b>	<b>District #</b>	<b>Rate</b>
Residential		1.025
Resource		1.025
Commercial		1.80
Commercial Forest (per acre)		0.40
Forest (per acre)		0.25
Farm		Exempt
Recreation (per acre)		52.03

<b>Fire Hydrants</b>	<b>District #</b>	<b>Rate</b>
Margaretsville	2	0.1869
Inglewood	3	0.1890
Granville Ferry	4, 5	0.1705
Carleton Corner	7	0.1540
Church Street, Bridgetown N	3	0.1443
Middleton	2, 10	0.1934
Cornwallis Park	6	0.2282
Bridgetown	3, 7	0.3068

<b>Paving Rates</b>	<b>District #</b>	<b>Rate</b>
Chipman/Baxter	9	0.0507
Cameron Dr.	1	0.0207
Brookside/Pine Grove	1	0.0530
Bradley St.	1	0.0344
Ward Estates	11 lots	\$ 269.11 (per lot)

<b>Fire Services</b>	<b>District #</b>	<b>Rate</b>
Kingston Fire Protection	1, 11	TBD
Fire Capital	remaining	0.0611

<b>Community Rates</b>	<b>District #</b>	<b>Rate</b>
Village of Lawrencetown	10	TBD
Bridgetown - Residential		0.3407
Bridgetown - Commercial		0.5581

<b>Other Area Rates</b>	<b>District #</b>	<b>Rate</b>
Streetlighting	all	0.0341

*Note: all rates are expressed as a \$ value per \$100 of assessed value of the property, with the exception of the Ward Estates rate which is an annual lump sum payment*

# 5 Year Capital Investment Plan 2025-2030

Fiscal Year	Project Name	Capital Cost	Municipal	Provincial	CCBF	Federal	Water Reserves	Other Sources	Debt Financing
Work in Progress	Hillside Drive Water System	250,000						250,000	
	Snow Plow	350,000	350,000						
	Administration Renovations - Accessible Washroom	30,000							30,000
	Bear River Water System	300,000		300,000					
	Bear River Comfort Station	35,000				35,000			
	Water Utility Rates & Merger Study	51,150					51,150		
2025-2026	IT System Replacements - annual	50,000	50,000	-	-				-
	Municipal Roads Rehabilitation	375,000	-	150,000	225,000				-
	Tidal Beach Parking Lot Expansion	100,000	100,000	-	-				-
	Delaps Cove Land Acquisition	100,000	50,000					50,000	
	Multi-Purpose Recreation Complex	40,000,000	4,000,000	15,000,000		15,000,000			6,000,000
	Hollow Mountain Rd. Park upgrades	100,000	100,000						
	Infrastructure Emergency Generators	250,000	-	-	250,000				-
	Bridgetown Water / Sewer - Granville Street - Design	200,000	-	-	200,000	-			-
	East End Infrastructure Upgrades	500,000			500,000				
	Water System Upgrades - County-wide	100,000	50,000				50,000		
	Bridgetown Sewage Lagoon Upgrade	2,504,532	250,000	1,252,266	250,000	-			752,266
	Electric Vehicle Charging Stations	100,000	100,000						-
	Software - Financial & Permitting	400,000	400,000						
	Tennis Court Fencing - Bridgetown	75,000	75,000						
	West Paradise Public Works Facility	400,000							400,000
	Vehicle Replacement	125,000	125,000						
	<b>Total 2025-2026 Capital Plan</b>	<b>46,395,682</b>	<b>5,650,000</b>	<b>16,702,266</b>	<b>1,425,000</b>	<b>15,035,000</b>	<b>101,150</b>	<b>300,000</b>	<b>7,182,266</b>
2026-2027	IT System Replacements	50,000	50,000	-	-				
	Municipal Roads Rehabilitation	375,000	-	-	375,000				
	Bridgetown Sports Hub Building	400,000	200,000	-	-			200,000	-

**5 Year Capital Investment Plan  
2025-2030**

Fiscal Year	Project Name	Capital Cost	Funding Sources						
			Municipal	Provincial	CCBF	Federal	Water Reserves	Other Sources	Debt Financing
	Recreation Infrastructure Upgrades	200,000	100,000	100,000	-				
	Cornwallis Park Gazebo	250,000	250,000						
	Sidewalks - Bear River	250,000			250,000				
	Granville Street Bridgetown Water / Sewer - Ph. 1	3,500,000	1,100,000	1,400,000	1,000,000				
	East End Water / Sewer Extensions - Ph. 1	2,000,000	-	500,000	1,000,000				500,000
	Replacement Half Ton Truck (2); animal control/PW	100,000	100,000	-	-				
	<b>Total 2026-2027 Capital Plan</b>	<b>7,125,000</b>	<b>1,800,000</b>	<b>2,000,000</b>	<b>2,625,000</b>	-		<b>200,000</b>	<b>500,000</b>
<b>2027-2028</b>	IT System Replacements	50,000	50,000	-	-				-
	Municipal Roads Rehabilitation	400,000	-	-	400,000				-
	Bear River Playground/Family Area	200,000	200,000						
	Granville Street Bridgetown Water / Sewer - Ph. 2	2,500,000	666,750	833,250	1,000,000				-
	East End Water / Sewer Extensions - Ph. 2	2,000,000	1,000,000		1,000,000				
	<b>Total 2027-2028 Capital Plan</b>	<b>5,150,000</b>	<b>1,916,750</b>	<b>833,250</b>	<b>2,400,000</b>	-		-	-
<b>2028-2029</b>	IT System Replacements	50,000	50,000	-	-				-
	Municipal Roads Rehabilitation	400,000	-	-	400,000			-	-
	Granville Street Bridgetown Water / Sewer - Ph. 3	2,500,000	666,750	833,250	1,000,000			-	-
	Bridgetown Pool Replacement	4,000,000							4,000,000
	<b>Total 2028-2029 Capital Plan</b>	<b>6,950,000</b>	<b>716,750</b>	<b>833,250</b>	<b>1,400,000</b>	-		-	<b>4,000,000</b>
<b>2029-2030</b>	IT System Replacements	50,000	50,000	-	-				-
	Municipal Roads Rehabilitation	400,000	-	-	400,000			-	-
	Recreation Infrastructure Upgrades	100,000	50,000	50,000	-			-	-
	Granville Ferry Water Tower	4,000,000		500,000		500,000	1,000,000		2,000,000
	<b>Total 2029-2030 Capital Plan</b>	<b>4,550,000</b>	<b>100,000</b>	<b>550,000</b>	<b>400,000</b>	<b>500,000</b>		-	<b>2,000,000</b>
	<b>5-Year Capital Investment Plan</b>	<b>70,170,682</b>	<b>10,183,500</b>	<b>20,918,766</b>	<b>8,250,000</b>	<b>15,535,000</b>	<b>101,150</b>	<b>500,000</b>	<b>13,682,266</b>

# 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	SR2025-13	<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	In Progress To be completed March 18/25

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

January 2025	<b>SR2025-15</b>	<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	<b>SR2025-18</b>	<b>BCRA Capital Funding Request</b> 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.	Motion 250121.18	In Progress
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

## 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
October 2024		<b>2024-10-01 Email re: Signage for Lake Cady</b> That Municipal Council refer the matter of the watershed posting to staff for a recommendation report, in accordance with the recommendations of Committee of the Whole.	Motion 241015.02	Complete
December 2024	SR2024-84	<b>Cost of Living Wage Adjustment</b> To approve an increase to all non-union rates of compensation in the amount of 1.5%, per the Nova Scotia consumer price index (CPI) effective January 1, 2025, in accordance with the recommendation of Committee of the Whole.	Motion 241217.02	Complete
December 2024	SR2024-87	<b>Approve Policy 105 Low Income Tax Exemption</b> To approve <i>Policy 105 Low Income Tax Exemption</i> as circulated, seven-day notice given on December 10 <sup>th</sup> .	Motion 241217.05	Complete
December 2024	SR2024-89	<b>Approve Policy 130 Occupational Health and Safety</b> To approve <i>Policy 130 Occupational Health and Safety</i> as circulated, seven-day notice given on December 10 <sup>th</sup> .	Motion 241217.06	Complete
December 2024	SR2024-90	<b>Approve Policy 127 Emergency Management Comfort Centres and Shelters</b> To approve <i>Policy 127 Emergency Management Comfort Centres and Shelters</i> as circulated, seven-day notice given on December 10 <sup>th</sup> .	Motion 241217.07	Complete
December 2024	SR2024-93	<b>Approve Policy 131 Hospitality</b> To approve <i>Policy 131 Hospitality</i> as circulated, seven-day notice given on December 10 <sup>th</sup> .	Motion 241217.09	Complete
December 2024	SR2024-94	<b>Approve Policy 106 Municipal Traffic Authority</b> To approve <i>Policy 106 Municipal Traffic Authority</i> as circulated, seven-day notice given on December 10 <sup>th</sup> .	Motion 241217.10	Complete
December 2024	SR2024-95	<b>Approve Policy 114 Council Remuneration</b> To approve <i>Policy 114 Council Remuneration</i> as circulated, seven-day notice given on December 10 <sup>th</sup> .	Motion 241217.11	Complete

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

December 2024	<b>SR2024-96</b>	<b>Growth and Renewal for Infrastructure Development Program</b> To support the submission of an application to the Growth and Renewal for Infrastructure Development Program for upgrades and climate adaptation work on the Bridgetown Wastewater Treatment Plant in the amount of \$1,252,266.29 for 50% of the total project cost.	Motion 241217.12	Complete
December 2024	<b>SR2024-98</b>	<b>Approve <i>Bylaw 1 Heritage</i> (Second Reading)</b> To give second reading to approve <i>Bylaw 1 Heritage</i> as circulated.	Motion 241217.13	Complete
December 2024	<b>SR2024-99</b>	<b>Nominating Committee Report</b> To approve appointment of Steve Raftery to Bridgetown Planning Area Advisory Committee and Derik DeWolfe and Wendy Sheridan to East End Planning Advisory Committee effective immediately for a two-year term ending on October 31, 2026.	Motion 241217.14	Complete
December 2024	<b>SR2024-100</b>	<b>Site Plan Approval Appeal</b> To moved that Municipal Council dismiss the appeal of Sylvie & Lance Aikman Green and Bonnie & Randy Shea for the site plan approval of the development of PIDS 05311493 & 05298070.	Motion 241217.16	Complete
December 2024	<b>SR2024-92</b>	<b>Insurance for Heritage Properties</b> To recommend that the Municipality of the County of Annapolis send a letter to the Nova Scotia Minister of Communities, Culture and Heritage, requesting that they immediately review and implement legislation changes to support the designation and continuation of current heritage properties across the Nova Scotia and protect them form insurance increases directly related only to their heritage designation; And that the letter be copied to Annapolis' two MLA's and President of NSFM, pursuant to the recommendation of Committee of the Whole.	Motion 241217.08	Complete
January 2025	<b>SR2025-09</b>	<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

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

January 2025	<b>SR2025-01</b>	<b>Repeal of <i>Bridgetown Skateboard Bylaw</i> and <i>Bridgetown Smoking Control Bylaw</i></b> To give first reading to <i>Bylaw 3 Repeal of Bridgetown Skateboarding Bylaw</i> and <i>Bridgetown Smoking Control Bylaw</i> , in accordance with the recommendation of Committee of the Whole.	Motion 250121.02	Complete
January 2025	<b>SR2025-04</b>	<b>Approve <i>Policy 125 Climate Change Action Plan Review Committee</i></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	<b>SR2025-05</b>	<b>Approve <i>Policy 116 Council Procedures and Committees</i></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	<b>SR2025-06</b>	<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	<b>SR2025-07</b>	<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	<b>SR2025-08</b>	<b>Approve <i>Policy 128 Travel and Expenses</i></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	<b>SR2025-11</b>	<b>Approve Terms of Reference – <i>Glyphosate Ad Hoc Committee</i></b> To approve the Terms of Reference - <i>Glyphosate Ad Hoc Committee</i> , in accordance with the recommendation of Committee of the Whole.	Motion 250121.08	Complete
January 2025	<b>SR2025-02</b>	<b>Approve <i>Bylaw 2 Marketing Levy (Second Reading)</i></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>	Motion 250121.10	Complete

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

		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.		
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>SR2025-16</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
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

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

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> 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.	Motion 250219.10	Complete
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 Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw</b>	Motion 250219.14	Complete

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

		To give second reading to <i>Bylaw 3 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw</i> .		
February 2025	SR2025-20	<b>Approve Policy 114 Council Remuneration</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 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.	Motion 250219.17	Complete
February 2025	SR2025-32	<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	Motion 250219.20	Complete

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

		a Public Hearing thereon, that second and final reading be given to adopt the Cornwallis Park Secondary Planning Strategy and Land Use Bylaw.		