

# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **MUNICIPAL COUNCIL AGENDA**

10:00 a.m. – Tuesday, February 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>3-12</b>	<b>4.1</b>	2025-01-21 Regular Council
	<b>5.</b>	<b>COTW RECOMMENDATIONS</b>
		• <b>February 11, 2025</b>
<b>13</b>	<b>5.1</b>	2025-01-14 Physician Recruitment & Retention Committee Recommendation
<b>13</b>	<b>5.2</b>	SR2025-22 Lawrencetown Investments Policy
<b>13</b>	<b>5.3</b>	2025-01-29 Support Letter for AVRL
<b>13</b>	<b>5.4</b>	SR2025-24 Approve <i>Policy 109 Tax Exemption and Reduction</i>
<b>13</b>	<b>5.5</b>	SR2025-25 Approve <i>Policy 126 Road Naming</i>
<b>13</b>	<b>5.6</b>	SR2025-26 Repeal <i>AM-1.2.5 Declaration of Proclamations Policy</i>
<b>13</b>	<b>5.7</b>	SR2025-27 Approve <i>Bylaw 5 Civic Address</i>
<b>13</b>	<b>5.8</b>	SR2025-28 Capital Grant Request
<b>14</b>	<b>5.9</b>	SR2025-28 Capital Grant Request
<b>14</b>	<b>5.10</b>	SR2025-28 Capital Grant Request
<b>14</b>	<b>5.11</b>	SR2025-28 Capital Grant Request
<b>14</b>	<b>5.12</b>	SR2025-28 Capital Grant Request
<b>14</b>	<b>5.13</b>	SR2025-30 Drinking Water Protection Area Signage
	<b>6.</b>	<b>NEW BUSINESS</b>
<b>15-17</b>	<b>6.1</b>	SR2025-19 <i>Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw</i> (second reading)
<b>18-22</b>	<b>6.2</b>	SR2025-20 <i>Approve Policy 114 Council Remuneration</i> (seven-day notice)
<b>23</b>	<b>6.3</b>	2025-01-29 Email re: Amended Motion
<b>24</b>	<b>6.4</b>	2025-02-03 PAC Recommendation
<b>25-27</b>	<b>6.5</b>	SR2025-31 BCRA Funding Request
<b>28-29</b>	<b>6.6</b>	SR2025-32 Nominating Committee Report
	<b>6.7</b>	Municipal Operations Capital Project Update (verbal)
<b>30-39</b>	<b>7.</b>	<b>COUNCIL MOTION TRACKING LIST</b> ( <i>November,December,January</i> )
	<b>8.</b>	<b>COUNCILLOR COMMENTS</b>

---



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

***MUNICIPAL COUNCIL AGENDA***

10:00 a.m. – Tuesday, February 18, 2025

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

---

- 9.**                    **IN-CAMERA**
- 9.1**                In accordance with Section 22(2)(g) legal advice eligible for solicitor-client privilege of the *Municipal Government Act*
- 10.**                   **ADJOURNMENT**

## 2025-01-21 Municipal Council

### Summary of Motions

Motion 250121.01 Approve Terms of Reference – AC Joint Police Advisory Board.....	2
Motion 250121.02 Repeal of <i>Bridgetown Skateboarding Bylaw</i> and <i>Bridgetown Smoking Control Bylaw</i> .....	2
Motion 250121.03 Approve <i>Policy 125 Climate Change Action Plan Review Committee</i> .....	2
Motion 250121.04 Approve <i>Policy 116 Council Procedures and Committees</i> .....	3
Motion 240121.05 Appointment of Jherek Hallett as Development Officer.....	3
Motion 250121.06 Appointment of Jeremy Banks as Development Officer.....	3
Motion 250121.07 Approve <i>Policy 128 Travel and Expenses</i> .....	3
Motion 250121.08 Approve Terms of Reference - Glyphosate Ad Hoc Committee.....	3
Motion 250121.09 Approve <i>Bylaw 2 Marketing Levy (Second Reading)</i> .....	4
Motion 250121.10 PAC Recommendation .....	4
Motion 250121.11 PAC Recommendation .....	4
Motion 250121.12 Nominating Committee Report .....	4
Motion 250121.13 Request to Deregister Property – William Letteney House.....	5
Motion 250121.14 Software Initiative.....	5
Motion 250121.15 Approve <i>Policy 114 Council Remuneration</i> .....	5
Motion 250121.16 Audit Recommendation.....	5
Motion 250121.17 Audit Recommendation.....	6
Motion 250121.18 BCRA Capital Funding Request.....	6

Minutes of the regular session of Municipal Council held on Tuesday, January 21, 2025, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

**Roll Call**

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

**Also Present:** CAO Chris McNeill; Administrative Clerk – Municipal Clerk Office Kelly Kempton; Policy and Development Coordinator Amy Barr; Director of Finance Angela Bohaker; Director of Planning and Inspection Services Linda Bent; Strategic Initiatives Coordinator Alyssa Blais; Director of Corporate Services / Deputy CAO Dawn Campbell; Communications Coordinator Nadine McCormick; Manager of Information and Technology Ben Olsen; Director of Community Development Debra Ryan; Director of Municipal Operations Jim Young; other staff Amy Brown, Charles Grant, James Jenner, Cheryl Mason and 1 member of the public.

**Presentation**

Warden Diane LeBlanc recognized the following employees and councillors for their years of service with the Municipality of the County of Annapolis:  
Amy Brown – 10 years; Phyllis McLean – 10 years; Andrew Cranton – 25 years; Eric Wiles – 25 years; James Jenner – 25 years; Charles Grant – 45 years; Cheryl Mason – retirement; Tim Durling - retirement and Councillor Brian “Fuzzy” Connell – 20 years.

**Disclosure of Interest**

Deputy Warden Enslow disclosed an interest in item 6.1 Terms of Reference – AC Joint Police Advisory Board as he is an employee of the RCMP.

Deputy Warden Enslow disclosed an interest in item 10.4 In-Camera.

Councillor Parsons- Saltzman disclosed an interest in item 7.3 Nominating Committee Report.

Councillor Parsons-Saltzman disclosed an interest in item 10.4 In-Camera.

**Order of the Day**

To add under New Business 7.9 SR2025-18 BCRA Capital Funding Request  
Moved: Deputy Warden Enslow

Seconded: Councillor Agombar  
Motion carried unanimously

To approve the Order of the Day as amended  
Moved: Councillor Longmire  
Seconded: Councillor Agombar  
Motion carried unanimously

**Minutes**

Re: 2024-12-17 Regular Minutes  
Approved, no errors or omissions

**COMMITTEE of the WHOLE RECOMMENDATIONS**

Having previously declared an interest in this item, Deputy Warden Enslow left the meeting at 10:19 a.m. and did not participate in any discussion or subsequent decision.

Re: SR2025-09 Approve Terms of Reference – AC Joint Police Advisory Board

**Motion 250121.01 Approve Terms of Reference – AC Joint Police Advisory Board**

To approve the Terms of Reference for the Annapolis County Joint Police Advisory Board, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Parsons-Saltzman  
Seconded: Councillor Harding  
Motion carried

Deputy Warden Enslow returned to the meeting at 10:20 a.m.

Re: SR2025-01 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw

**Motion 250121.02 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw**

To give first reading to *Bylaw 3 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw*, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Agombar  
Seconded: Deputy Warden Enslow  
Motion carried unanimously

Re: SR2025-04 Approve Policy 125 Climate Change Action Plan Review Committee

**Motion 250121.03 Approve Policy 125 Climate Change Action Plan Review Committee**

To approve *Policy 125 Climate Change Action Plan Review Committee* as circulated, seven-day notice given on January 14<sup>th</sup>.

Moved: Councillor Welch  
Seconded: Councillor Cranton  
Motion carried unanimously

Re: SR2025-05 Approve Policy 116 Council Procedures and Committees

**Motion 250121.04 Approve Policy 116 Council Procedures and Committees**

To approve *Policy 116 Council Procedures and Committees* with revisions as circulated, seven-day notice given on January 14<sup>th</sup>.

Moved: Councillor Hare

Seconded: Councillor Harding

Motion carried unanimously

Re: SR2025-06 Appointment of Jherek Hallett as Development Officer

**Motion 240121.05 Appointment of Jherek Hallett as Development Officer**

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.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Longmire

Motion carried unanimously

Re: SR2025-07 Appointment of Jeremy Banks as Development Officer

**Motion 250121.06 Appointment of Jeremy Banks as Development Officer**

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.

Moved: Councillor Welch

Seconded: Deputy Warden Enslow

Motion carried unanimously

Re: SR2025-08 Approve Policy 128 Travel and Expenses

**Motion 250121.07 Approve Policy 128 Travel and Expenses**

To approve *Policy 128 Travel and Expenses* with revisions as circulated, seven-day notice given on January 14<sup>th</sup>.

Moved: Councillor Oxner

Seconded: Councillor Connell

Motion carried unanimously

Re: SR2025-11 Approve Terms of Reference – Glyphosate Ad Hoc Committee

**Motion 250121.08 Approve Terms of Reference - Glyphosate Ad Hoc Committee**

To approve the Terms of Reference - Glyphosate Ad Hoc Committee, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Longmire

Seconded: Councillor Welch

Motion carried unanimously

**New Business**

Re: SR2025-02 Approve *Bylaw 2 Marketing Levy* (Second Reading)

**Motion 250121.09 Approve *Bylaw 2 Marketing Levy* (Second Reading)**

To give second reading to approve *Bylaw 2 marketing Levy* as circulated.

Moved: Councillor Longmire

Seconded: Deputy Warden Enslow

Motion carried unanimously

Re: 2025-01-07 PAC Recommendations

**Motion 250121.10 PAC Recommendation**

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.

Moved: Councillor Longmire

Seconded: Deputy Warden Enslow

Motion carried unanimously

Re: 2025-01-07 PAC Recommendation

**Motion 250121.11 PAC Recommendation**

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.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Harding

Motion carried unanimously

Having previously declared an interest in this item, Councillor Parsons-Saltzman left the meeting at 10:41 a.m. and did not participate in any discussion or subsequent decision.

Re: SR2025-17 Nominating Committee Report

**Motion 250121.12 Nominating Committee Report**

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.

Moved: Councillor Harding

Seconded: Councillor Agombar

Motion carried

Parsons-Saltzman returned to the meeting at 10:42 a.m.

Re: IR2025-12 Low Income Property Tax Exemption Mailout

Council unanimously agreed to not include low-income property tax exemption applications with every tax bill. They agreed that educational sessions in the communities would be more beneficial.

Re: SR2025-13 Request to Deregister Property – William Letteney House

**Motion 250121.13 Request to Deregister Property – William Letteney House**

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.

Moved: Deputy Warden Enslow

Seconded: Councillor Welch

Motion carried, 1 opposed

Re: SR2025-15 Software Initiative

**Motion 250121.14 Software Initiative**

That Council authorize staff to proceed with a Request for Proposal (RFP) for the procurement of municipal software services.

Moved: Councillor Cranton

Seconded: Deputy Warden Enslow

Motion carried unanimously

Re: SR2025-16 Approve Policy 114 Council Remuneration

**Motion 250121.15 Approve Policy 114 Council Remuneration**

That Municipal Council give seven-day notice to approve *Policy 114 Council Remuneration* as circulated.

Moved: Councillor Parsons-Saltzman

Seconded: Deputy Warden Enslow

Motion carried unanimously

Re: 2025-01-14 Audit Recommendation

**Motion 250121.16 Audit Recommendation**

That Municipal Council adopt the audited financial statements for the year ended March 31, 2024, in accordance with the recommendation of Audit Committee.

Moved: Deputy Warden Enslow

Seconded: Councillor Cranton

Motion carried unanimously

Director of Finance Angela Bohaker presented an overview of the financial statements and answered questions.



Re: 2025-01-14 Audit Recommendation

**Motion 250121.17 Audit Recommendation**

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.

Moved: Deputy Warden Enslow

Seconded: Councillor Welch

Motion carried unanimously

Re: SR2025-18 BCRA Capital Funding Request

**Motion 250121.18 BCRA Capital Funding Request**

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.

Moved: Deputy Warden Enslow

Seconded: Councillor Agombar

Motion carried unanimously

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

Reviewed for information

**Councillor Comments**

*District 1* – Councillor Parsons-Saltzman extended greetings from District 1. She mentioned that she had participated in a financial management for elected officials’ workshop. She also attended an East End Area Advisory Committee meeting where work is being done on the secondary plan. Councillor Parsons-Saltzman also attended a library board meeting.

*District 2* – Councillor Hare expressed that he hoped everyone was rejuvenated from the holidays and ready to take on the new year. He commented on the cold weather. He mentioned that he believed the Middleton Baptist Church Outreach Program will have its doors opened at night for those who need shelter. Councillor Hare encouraged groups from the communities who may need funding to attend an upcoming community grant information session. He noted that one of these sessions would be held on January 28, 2025, from 6:30 – 7:30 p.m. at the Lawrencetown Legion.

*District 3* – Deputy Warden Enslow wished everyone a Happy New Year, acknowledging that we are into the third week. He expressed that he hoped everyone had a great holiday season. He explained that his family enjoyed the break. Deputy Warden Enslow offered his thanks to the many community volunteers. He believed that without their selfless acts of volunteerism many of our communities would not be thriving as they are. He also acknowledged the county staff, giving a shout out to the public works department who work non-stop to fix our aging infrastructure throughout the county. Deputy Warden Enslow encouraged citizens to have a look at the Bridgetown Reader, as there are many community events mentioned. He highlighted the following events from District 3; the Bridgetown and Area Community Fund AGM is being held on January 28, 2025, at 10:00 a.m. The Bridgetown and Area Lions

Club community breakfast continues to be held on the first Saturday of each month. Also, the Clarence 4-H club meet the second Thursday of each month. He expressed his wish for everyone to have a great month and to stay warm during this cold winter weather.

*District 4* – Councillor Cranton congratulated the staff who received awards at the beginning of the Council meeting. He expressed his thanks to the public works department who spend a lot of time working outside in this cold weather. Councillor Cranton mentioned that while community events have slowed down for the winter the Granville Ferry Community Hall is open; he encouraged everyone to check out their events and support them when possible. He expressed his gratitude for the upcoming community grant information sessions. Councillor Cranton with the CAO, and another councillor met with a small group of operators to discuss some concerns regarding the Marketing Levy. He commented that he has received many emails on a wide variety of subjects. He also received a phone call in regard to property assessments. He expressed the need to be mindful of decisions made when setting the upcoming budget as lots of folks do not have extra money. He expressed that he is looking forward to 2025.

*District 5* – Councillor Longmire expressed greetings from District 5. She welcomed everyone to winter of 2025. She reminded everyone who has not done so yet to sign up for Alertable if able to do so. Councillor Longmire mentioned that with colder temperatures arriving we will likely see warming stations start to open. She mentioned that food banks are always in need and every little bit of help is appreciated.

Councillor Longmire listed the following upcoming events for District 5:

- New Horizon Community Hall located at 1771 Granville Road is closed for the winter; however, they are eager to open again in April.
- Lower Granville Hall located at 3551 Granville Road has a Facebook page and an outdoor sign listing their events. On Saturday, January 25, 2025, from 1:00 – 3:00 p.m. there will be a bonfire with smores and hot dogs. Community Coffee is held each Friday from 10:00 – 11:30 a.m. On January 28, 2025, they will host the Port Royal Lighthouse Association AGM at 7:00 p.m. They also hold a craft club, book club and walking fitness weekly. Councillor Longmire mentioned their fundraiser of selling tortieres sold out again this year!
- Young's Cove Community Hall located at 5407 Shore Road West has a Coffee Morning every Monday at 10:00 a.m. and Crafty Chicks crafting group meet Mondays at 6:30 p.m. On Friday evenings at 7:00 p.m. you can enjoy a Jam session with great music. Valentine's Day boxes of treats (cupcakes, cookies, candy) will be offered for \$12 pre-ordered or \$15 pick-up. Please follow them on Facebook.
- Parker's Cove Thread and Thimble Club located at 4462 Shore Road West can be followed on Facebook. No current upcoming events.
- Phinney's Cove Legacy Pollution Cleanup will take place at 6911 Shore Road West on January 25, 2025, from 11:00 a.m. – 3:00 p.m. This event is hosted by Scotian Shores Clean Up Project and sponsored by Annapolis County and divert NS Nothing Wasted.

Councillor Longmire stated that she is thankful for our many volunteers and the work they do. They work tirelessly to make our communities great. She is excited to see our halls active! She felt community halls are the center of community spirit.

*District 6* – Councillor Welch realized that we are close to the end of January; but hoped everyone had a wonderful holiday season enjoying time with family and friends. He felt the break was a great opportunity to recharge and said that he is looking forward to diving back into the important work that lies ahead for our community. Councillor Welch reported that the culvert work at Ditmars Brook in Cornwallis Park continues to be on schedule. He mentioned that over the past month he was able to connect with residents at community breakfasts. He commented that he looks forward to attending the Community Grant information session at Upper Clements Hall on Thursday, January 23, 2025. Councillor Welch stated that he has been talking with individuals about the upcoming auction of the Basin Centre building. He felt that this is a valuable asset for the community and hopes that the sale results in a positive outcome for all. He commented that it is great to see the Upper Clements Trail systems getting so much use. He believed we are fortunate to have such amenities in our region that are backed by volunteers working to improve our communities. He looked forward to a productive and positive year ahead.

*District 7* – Councillor Agombar extended greetings from District 7. He shared for information purposes of the unfortunate upcoming closure of the Paradise Post Office on January 31, 2025. He explained that community mailboxes (CMBs) would replace this office. He also noted that during the transition period local recipients will have their mail forwarded to the Bridgetown Post Office. Councillor Agombar stated that he had the opportunity to visit the Middleton Railway Museum. He urged everyone to go see this amazing facility. It expressed that it was like taking a trip back in time to the glorious Age of Rail where you could witness the historical development of industry, travel, and transportation in another era. Councillor Agombar mentioned that the Bridgetown Legion has revitalized itself as a vibrant community center. He noted a number of weekly activities from Seniors Fitness Sessions every Tuesday from 12:30 – 1:30 p.m., Fun Cribbage every Wednesday from 7:00 – 9:00 p.m. and the fabulous Lions Breakfast held the first Saturday of each month. He said that it is a great venue for meetings or functions of any size. Councillor Agombar also mentioned the open mic event to be held on February 8, 2025, from 1:00 – 3:00 p.m. at the West Dalhousie Community Hall.

*District 8* – Councillor Harding hoped everyone enjoyed a joyful holiday season surrounded by family and friends. He stated that it is a wonderful time to reflect and recharge for the year ahead. Councillor Harding noted that due to the recent property assessments being sent out he has been fielding many questions from residents. He noted that he is happy to assist and address any concerns or confusion. He encouraged residents to reach out. Councillor Harding announced a new initiative called “Coffee with Your Councillor” which aims to provide an informal and welcoming opportunity for residents to meet with him to ask questions and discuss community issues. He has scheduled his first session for March 22, 2025, from 11:00 a.m. – 1:00 p.m. at the Maitland Bridge Community Hall. He mentioned that he plans to continue this series at other community halls in District 8. Councillor Harding mentioned that he has been working with municipal staff to address safety concerns regarding the intersection of Fed Road and Greenland Road. He noted that there are plans underway to install a streetlight at this corner which will greatly improve visibility and enhance safety for everyone.

*District 9* – Councillor Oxner mentioned that it has been quiet since the holidays. She noted that she had attended a couple of events in District 9. Councillor Oxner attended some education opportunities for councillors. She noted that the Code of Conduct training brought up many questions that will be addressed in time. Councillor Oxner noted that she hopes to start something similar in District 9 to

Councillor Harding’s “Coffee with Your Councillor.” She noted that the food banks are needed more than ever this time of year.

*District 10* – Councillor Connell extended greeting from District 10. He noted that Christmas had been a busy time at his household with three days of celebrations. Councillor Connell stated that he delivers copies of the Bridgetown Reader to the store in Springfield each week. He noted that he needs to increase the number of copies he takes. He mentioned that he often meets residents at the Springfield store. Councillor Connell expressed the need for a community center in Springfield; he stated that he is working on this matter. Councillor Connell went skating at the arena in Lawrencetown with his grandson. He was pleased to note that at one point there were 80 people on the ice. He mentioned he is glad to see a Community Grant information session is being held at the Legion in Lawrencetown. He noted that as there is no community hall in the Village, the Lions Club works out of either the Legion or COGS. Councillor Connell expressed his pleasure in seeing how much the trails are being used by both snowmobiles and ATVs. He has been in contact with the Department of Transportation regarding some plowing issues. Councillor Connell wished everyone a Happy New Year.

*District 11* – Warden LeBlanc attended and enjoyed the fireworks in Bridgetown on December 31, 2024, to celebrate the start of a New Year. On January 1, 2025, Warden LeBlanc went to cheer on the brave participants at the annual Polar Dip in Cornwallis Park. She was pleased to see Councillor Welch and his son participate in this event. She noted that the top prize was awarded to “The Trumps”. Warden LeBlanc attended a Meet and Greet your neighbors at the Three Rivers Community Center on Saturday, January 18, 2025. She encouraged everyone to check out their Facebook page to see upcoming events.

A recess was called at 12:35 p.m. The meeting resumed at 3:13 p.m. with all councillors present as prior to the recess.

**In-Camera (3:14 p.m.)**

To meet in-camera for two items in accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property of the *Municipal Government Act* and two items in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*.

Moved: Councillor Oxner

Seconded: Councillor Longmire

Motion carried unanimously

The meeting resumed at 4:06 p.m. with all councillors present as prior to the in-camera session except Deputy Warden Enslow.

**Adjournment**

The Warden declared the meeting adjourned at 4:06 p.m.

---

Warden

---

Recording Secretary, Administrative Clerk  
Municipal Clerk Office



# BOARDS and COMMITTEES Recommendations

## AdHoc, Standing, and Advisory Committees

---

**To:** Municipal Council  
**Meeting Date:** February 18, 2025  
**Prepared By:** Kelly Kempton  
**Subject:** **2025-02-11 Committee of the Whole Recommendations**

---

### RECOMMENDATIONS:

#### **5.1 2025-01-14 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.

#### **5.2 SR2025-22 Lawrencetown Investments Policy**

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

#### **5.3 2025-01-29 Support Letter for AVRL**

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

#### **5.4 SR2025-24 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>.

#### **5.5 SR2025-25 Approve *Policy 126 Road Naming***

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

#### **5.6 SR2025-26 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>.

#### **5.7 SR2025-27 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.

#### **5.8 SR2025-28 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.

**5.9 SR2025-28 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.

**5.10 SR2025-28 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.

**5.11 SR2025-28 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.

**5.12 SR2025-28 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.

**5.13 SR2025-30 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.



## STAFF REPORT

---

**Report To:** Municipal Council  
**Meeting Date:** February 18, 2025  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Report Number:** SR2025-19 Repeal of *Bridgetown Skateboarding Bylaw* and *Bridgetown Smoking Control Bylaw*  
**Subject:** Repeal of *Bridgetown Skateboarding Bylaw* and *Bridgetown Smoking Control Bylaw*

---

### RECOMMENDATION

To recommend that Municipal Council give 2nd reading to *Bylaw 3 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw*.

### LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:  
*The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.*

*Municipal Government Act* Sub-section 400(4):

*When a town is dissolved, the policies and by-laws in effect continue in force in the area of the former town until repealed by the council of the municipality to which the dissolved town has been annexed.*

### STATUTORY REQUIREMENTS (Part VII, Sections 168 and 169 MGA)

- Bylaw must be read (approved) twice;
- Following first reading and at least 14 days before the bylaw is read for 2nd time, 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. 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;
- Bylaw read (approved) 2<sup>nd</sup> time;
- 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.

**BACKGROUND**

These two bylaws recommended for repeal were in effect at the dissolution of the Town of Bridgetown in 2015. They were to be enforced by the RCMP. Staff have previously consulted with the RCMP and evaluated their effectiveness / enforceability. There have been no charges under these bylaws in the past nine years.

**DISCUSSION**

A bylaw may be repealed by enacting a bylaw to repeal it. When giving first reading to a bylaw, no discussion normally takes place other than to clarify procedural issues. When considered for second reading, debate can occur and amendments suggested. Then the bylaw may be deferred, defeated or approved.

**BUDGET IMPACTS**

Repeal of these bylaw will not reduce fine revenue or have budget impact

**ALTERNATIVES / OPTIONS**

Council may approve the bylaw as circulated.  
Council could consider further changes.

**ATTACHMENTS**

*Bylaw 2 Repeal of Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw (proposed)*

**Approved by:**

**Approval Date:**

  
\_\_\_\_\_  
Chris McNeill  
Chief Administrative Officer

FEBRUARY 10, 2025  
(Date)



**BYLAW 3**  
**Repeal of Bridgetown Skateboarding Bylaw and**  
**Bridgetown Smoking Control Bylaw**

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

1. Bridgetown Skateboarding Bylaw, adopted by Council of the Town of Bridgetown on the 12<sup>th</sup> day of August, 2003, and thereafter published as being in effect on August 27, 2003, is hereby repealed.
2. Bridgetown Smoking Control Bylaw, adopted by Council of the Town of Bridgetown on the 12<sup>th</sup> day of December, 2005, and thereafter published as being in effect on January 4, 2006, is hereby repealed.

Bylaw Adoption	
First Reading:	January 21, 2025
Notice of Consideration:	January 22, 2025
Second Reading:	February 18, 2025
Final Publication and Effective Date:	PENDING February 27, 2025

SIGNATURE

Chris McNeill, Chief Administrative Officer



## STAFF REPORT

**Report To:** Municipal Council  
**Prepared By:** Dawn Campbell, Director of Corporate Services  
**Date:** February 18, 2025  
**Report Number:** SR2025-20 Approve *Policy 114 Council Remuneration*  
**Subject:** Approve *Policy 114 Council Remuneration*

### RECOMMENDATION

That Municipal Council approve *Policy 114 Council Remuneration* as circulated.  
(7-day notice on January 21, 2025)

### LEGISLATIVE AUTHORITY

Section 23(1)(d) of the *Municipal Government Act* states that the council may make policies providing for and fixing:

- (i) *the annual remuneration to be paid to the mayor or warden,*
- (ii) *the annual remuneration to be paid to the deputy mayor or deputy warden,*
- (iii) *the annual remuneration to be paid to councillors,*
- (iv) *that part of the salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the municipality,*
- (v) *the deduction to be made from the remuneration of such persons, other than persons on parental accommodation, for missing more than three council or committee meetings in a year, and*
- (vi) *the rate per kilometre as a travelling allowance for such persons for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.*

### BACKGROUND

The County of Annapolis has maintained a council remuneration policy since 1999. It provides transparency and public disclosure of remuneration for elected officials.

### DISCUSSION

The current policy was approved in December 2024. However, it was suggested at that time that future increases coincide with the fiscal year rather than the calendar year. The proposed change will permit discretion for council to consider increases according to their preference. The specific change recommended will change Subsection 4(d) as follows:

**~~On January 1, 2025, and on every January 1st anniversary date thereafter, The Warden, Deputy Warden, and Councillor remuneration amounts will increase by the same percentage increase provided to all non-union staff on the same day.~~**

**FINANCIAL IMPLICATIONS**

The change will permit consideration of annual increases as part of annual budgets.

**POLICY IMPLICATIONS**

No change shall be required to *Policy 102 Personnel* as Subsection 55 states only:  
*The municipality shall annually consider an increase to all non-union employee salary scales in consideration of cost of living changes.*

**ALTERNATIVES / OPTIONS**

Council may approve the policy as circulated.  
Council could require further changes.

**COMMUNICATION**

Normal statutory requirements:

- 7-day notice to approve policy (normally Committee of the Whole)
- Approval by Municipal Council 7 days or more after notice is provided

**ATTACHMENTS**

*Policy 114 Council Remuneration (with changes from previous policy as marked)*


**Approved by:**




---

Chris McNeill  
Chief Administrative Officer

**Approval Date:**




---

(Date)

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>	<b>POLICY 114</b>
<b>ADMINISTRATION</b>	<b>Council Remuneration</b>

**1. GENERAL**

This policy is referred to as the “Council Remuneration Policy.”

**2. AUTHORITY FOR POLICY**

Section 23(1)(d) of the *Municipal Government Act* states that the council may make policies providing for and fixing:

- (i) *the annual remuneration to be paid to the mayor or warden,*
- (ii) *the annual remuneration to be paid to the deputy mayor or deputy warden,*
- (iii) *the annual remuneration to be paid to councillors,*
- (iv) *that part of the salary or remuneration that is an allowance for expenses incidental to the discharge of the duties of such persons as elected officers of the municipality,*
- (v) *the deduction to be made from the remuneration of such persons, other than persons on parental accommodation, for missing more than three council or committee meetings in a year, and*
- (vi) *the rate per kilometre as a travelling allowance for such persons for actual distance travelled once each day to go to, and return from, every daily session of a meeting of the council or of a committee.*

**3. DEFINITIONS**

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 Canadian language.

**4. REMUNERATION**

**(a) Warden**

Effective January 1, 2025, the position of Warden shall be compensated at a rate of \$72,412.13 per annum or part thereof, payable in bi-weekly installments.

**(b) Deputy Warden**


Effective January 1, 2025, the position of Deputy Warden shall be compensated at a rate of \$48,029.36 per annum or part thereof, payable in bi-weekly installments.

**(c) Councillor**

Effective January 1, 2025, the position of Councillor shall be compensated at a rate of \$36,206.60 per annum or part thereof, payable in bi-weekly installments.

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>	<b>POLICY 114</b>
<b>ADMINISTRATION</b>	<b>Council Remuneration</b>

**(d) Annual Increases**

~~On January 1, 2025, and on every January 1st anniversary date thereafter,~~ The Warden, Deputy Warden, and Councillor remuneration amounts will increase by the same percentage increase provided to all non-union staff on the same day. 

**(e) Pension Equivalent**

Upon election of a new council every four years, each member of council may elect to immediately enter the Municipality's Public Sector Superannuation Pension Plan through the Province of Nova Scotia by making equal contributions according to the terms and conditions of the Plan. Should a council member be ineligible for entry into the Plan for any reason, the council member shall be compensated with an additional 8.4% of taxable salary.

**(f) Health Care Benefits**

Upon election of a new council every four years, each member of council may elect to immediately enter the Municipality's medical, dental, and life insurance program according to the terms and conditions of the program.

**5. ABSENCES**

- (a) Members of council who are absent from more than three Council, Committee of the Whole, or other meetings of committees in any one year to which they have been appointed by council, shall have their remuneration reduced by \$75.00 for each such absence over three absences, with the dates running from November 1st in any year to October 31st in the following year.
- (b) A member of council who is not provided at least five (5) business days' notice of a meeting date shall not be deemed to be absent and shall not accrue any missed meeting time.
- (c) Absence from multiple meetings on the same day shall only be deemed to be one absence.
- (d) Where a member of council is required to attend an event or function at the request of council at the same time as a formal council or committee meeting, the council member shall not be considered absent and shall not accrue any missed meeting time.

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>	<b>POLICY 114</b>
<b>ADMINISTRATION</b>	<b>Council Remuneration</b>

**6. MILEAGE**

Members of council shall be reimbursed for mileage expenses in order to attend Council and Committee meetings at the rate contained within the Municipality's Travel and Expenses Policy.

**7. REPEAL**

***Policy 114 Council Remuneration, adopted by Municipal Council of the County of Annapolis on December 17, 2024, is hereby repealed.***



Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i> .....	<b><i>January 21, 2025</i></b>
<i>Council Approval</i> .....	<b><i>February 18, 2025</i></b>
_____	<b><u>February 18, 2025</u></b>
CAO	Date
<b>At <u>Annapolis Royal</u> Nova Scotia</b>	

---

## Amended Motion Request for Municipal Heritage Registration

---

**From** Linda Bent <LBent@annapoliscounty.ca>  
**Date** Wed 2025-01-29 11:11 AM  
**To** Kelly Kempton <kkempton@annapoliscounty.ca>

Due to a scheduling conflict with the property owner, the original public hearing date of March 18<sup>th</sup> will not work for them and they request the public hearing be rescheduled to May 20<sup>th</sup> at 11 AM.

**Amended Motion:**

That Municipal Council amend motion to 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 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.

**Linda A. Bent**  
Director of Planning & Inspection  
Services

Telephone: (902) 840-0579

Fax: (902) 532-2096

Email: [lbent@annapoliscounty.ca](mailto:lbent@annapoliscounty.ca)

Website: [AnnapolisCounty.ca](http://AnnapolisCounty.ca)



COUNTY of ANNAPOLIS  
NATURALLE ROULETTE

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





COUNTY of ANNAPOLIS  
NATURALLY ROOTED

# BOARDS and COMMITTEES

## Recommendations

### AdHoc, Standing, and Advisory Committees

---

**To:** Municipal Council

**Meeting Date:** February 18, 2025

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

**Subject:** **2025-02-03 Planning Advisory Committee Recommendation**

---

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

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 Use (MX). The map amendments will permit the reuse of the property as a repair shop.





# STAFF REPORT

**Report To:** Municipal Council  
**Meeting Date:** February 18, 2025  
**Prepared By:** Jim Young, Director of Municipal Operations  
**Report Number:** SRS2025-31 BCRA Funding Request  
**Subject:** **BCRA Funding Request- Equipment Repairs**

## RECOMMENDATION

That Municipal Council authorize the withdrawal of \$40,299 from the Max Young Fund to the Bridgetown Community Recreation Association for equipment repairs

## LEGISLATIVE AUTHORITY

*Municipal Government Act – Section 65 A(4)*

## BACKGROUND

The Max Young Fund is a trust fund controlled by the Municipality. It was established in 1974 by a Bridgetown local who donated the remainder of his estate to be used for maintenance of the Bridgetown Arena. The fund has supported both operations as well as major upgrades and capital purchases at the arena since that time.

## DISCUSSION

The BCRA is responsible for identifying necessary equipment repairs and has brought forward several required repairs and associated quotes around equipment.

- Brine Pump (Purchased in 2024)
- Safety Relief Valves (Must be replaced before April 1 as per guidelines)
- Compressor #2 Overhaul (Must be done every 8000 hours)
- Drive Shafts and Joints for Zamboni

## FINANCIAL IMPLICATIONS

1. New brine pump & motor **\$15000**
2. Safety relief valves **\$5880.45**
3. Overhaul #2 compressor **\$15986.88**
4. Left and Right drive shafts & joints **\$3430.97**

**Total: \$40,298.30**

Staff recommend the expense is withdrawn from the Max Young Trust Fund.  
Max Young Trust Fund

Total value as of January 8, 2025:	\$837,524
------------------------------------	-----------

**POLICY IMPLICATIONS**

None known.

**ALTERNATIVES / OPTIONS**

- Do not authorize the withdrawal from the Max Young Fund in support of the equipment purchase.
- Authorize the withdrawal from another capital reserve account.

**ATTACHMENTS**

- E-mail from BCRA

**Prepared by:**

Jim Young, Director of Operations

**Approved by:**

**Approval Date:**




---

Chris McNeill, Chief Administrative Officer  
(Date)




---

(Date)

---

**From:** Steve Clayton [<mailto:sclayton1@ns.sympatico.ca>]  
**Sent:** Tuesday, February 04, 2025 11:08 AM  
**To:** 'Jim'; 'alewis@annapoliscounty.ca'  
**Cc:** 'davidenosHUDSON@gmail.com'; 'osbornej@live.com'  
**Subject:** FW: Request for Funding - Arena

Jim  
Let me know that you got this please

Steve

---

**From:** Angela Clark [<mailto:clark.angela82@gmail.com>]  
**Sent:** Tuesday, February 04, 2025 10:45 AM  
**To:** Steve Clayton  
**Subject:** Request for Funding - Arena

You can send this along to Jim, cc John and David

Good morning,

The BCRA would like to request funding from the Max Young fund for the following items:

1. New brine pump & motor this was already purchased in 2024 from CMICO last year **\$15000** (Charles Grant has it stored)
2. Safety relief valves **\$5880.45** must be replaced before April 1 as per government guidelines.
3. Overhaul #2 compressor **\$15986.88** - This must be done every 8000 hours which will be before the start of next season.
4. New Zamboni Left and Right drive shafts & joints **\$3430.97** - purchased but not installed yet.

Thank you,  
Steve Clayton, BCRA



# STAFF REPORT

---

**Report To:** Council  
**Meeting Date:** February 18, 2025  
**Prepared By:** Chris McNeill, Chief Administrative Officer  
**Report Number:** SR2025-32 NOMINATING COMMITTEE REPORT  
**Subject:** RECOMMENDATION FOR PUBLIC APPOINTMENT TO ANNAPOLIS COUNTY SOURCE WATER PROTECTION ADVISORY COMMITTEE

---

## RECOMMENDATION

**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.**

## BACKGROUND

The Municipality has established a joint source water protection advisory committee for its five watershed areas in Margaretsville, Bridgetown, Cornwallis Park, Granville Ferry, and Bear River. Two people have previously been appointed to this committee and advertising has continued to fill the remaining vacant positions.

## DISCUSSION

During the past several weeks, the Municipality has advertised for citizens to apply for available positions on various municipal committees. During the most recent advertisement campaign, one potential applicant has come forward to fill a vacant position on the Annapolis County Source Water Protection Advisory Committee.

The Nominating Committee has now met and reviewed the application and are satisfied that they meet the requirements to be appointed to this committee, including living within one of the source water protection areas. The appointments would be a for two-year term ending on October 31, 2026.

## LEGISLATIVE AUTHORITY

Section 24 (1) of the *Municipal Government Act* states that council may establish standing, special and advisory committees.

### Prepared by:

Chris McNeill, Chief Administrative Officer



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

<b>OUTSTANDING ITEMS</b>				
<b>Month Requested</b>	<b>Staff Report Number</b>	<b>Description</b>	<b>Council Approval</b>	<b>Follow-up Expected</b>
May 2024		<p><b>MTRI Woodlands for Wildlife Program PID05101480 Hollow Mountain Road</b></p> <p>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.</p>	Motion 240521.12	In progress
May 2024		<p><b>Ecological Forestry - Graywood</b></p> <p>That Municipal Council recommend further develop the ecological forestry initiative on the Graywood location and neighbouring lots owned by the County, pursuant to the recommendation of Committee of the Whole.</p>	Motion 240521.14	In progress
September 2024	SR2024-61	<p><b>ACOSS Request to Establish a Pavilion at the Sport Hub</b></p> <p>That Municipal Council approve the establishment of a new pavilion structure up to 30' x 50' and no greater than the height of 15' at the Annapolis County Regional Outdoor Sports Hub that will be purchased and funded by the Annapolis County Outdoor Sports Hub Society on lands located north of the artificial track provided they meet all the regulations associated with building permits and development permits that are required and subject to the approval of the Director of Municipal Operations as to the exact location and installation requirements, in accordance with the recommendation of Committee of the Whole.</p>	Motion 240917.09	In progress
September 2024		<p><b>Proposal to the Town of Annapolis Royal and the County of Annapolis</b></p> <p>That Municipal Council request staff to collaborate with Annapolis Royal to develop a plan for moving forward with the engagement of the international Acadian community for the development of an Acadian research / tourist / cultural center, in accordance with the recommendation of Committee of the Whole.</p>	Motion 240917.12	In progress
October 2024		<p><b>2024-10-01 Email re: Signage for Lake Cady</b></p>	Motion 241015.02	In progress

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

		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.		
January 2025		<b>2025-01-07 PAC Recommendations</b> To recommend that Municipal Council give first reading of their intention to adopt the Cornwallis Park Secondary Planning Strategy and Land Use Bylaw and to set a public hearing date of Tuesday, February 18, 2025, at 11:00 a.m. at the Municipal Administration Building.	Motion 250121.10	In Progress To be completed February 18/25
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	<b>SR2025-13</b>	<b>Request to Deregister Property – William Letteney House</b> That Municipal Council hold a public hearing at 11:00 a.m. on March 18, 2025, to consider the deregistration of the William Letteney House, a municipal registered heritage property located at 5365 Granville Road, Granville Ferry.	Motion 250121.13	In Progress To be completed March 18/25
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

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
July 2024	SR2024-56	<b>Intermunicipal Inclusion, Diversity, Equity and Accessibility Plan (IDEA)</b> That Municipal Council endorse the concept of a joint county-wide Inclusion, Diversity, Equity and Accessibility structure with a proposed committee terms of reference and specific details of the workplan to be brought forward to council in the fall for final review and potential adoption.	Motion 240716.16	Complete
September 2024		<b>Develop Terms of Reference for Glyphosate Ad Hoc Committee</b> That staff prepare a new terms of reference for council's review to establish a Glyphosate Ad Hoc Committee.	Motion 240917.14	Complete
October 2024	<b>SR2024-67</b>	<b>IDEA Strategy</b> That Municipal Council approve the October 2024 Inter-municipal joint Inclusion, Diversity, Equity and Accessibility Strategy.	Motion 241015.05	Complete
October 2024	<b>SR2024-68</b>	<b>Annapolis County Anti-Poverty and Inclusion Initiative</b> That Municipal Council endorses the concept paper for the development an Anti-Poverty and Inclusion Working Group as part of the County of Annapolis' 2023-2027 Strategic Plan. This initiative falls under Strategic Priority 4 – Investing in Our People, Priority No. 4.	Motion 241015.06	Complete
November 2024	<b>SR2024-76</b>	<b>Approve Policy 120 – Code of Conduct for Elected Officials</b> To approve <i>Policy 120 Code of Conduct for Elected Officials</i> as circulated, seven-day notice given on November 12 <sup>th</sup> .	Motion 241119.05	Complete
November 2024	<b>SR2024-77</b>	<b>Approve Policy 112 Area Advisory Planning Committee Policy</b> To approve <i>Policy 112 Area Advisory Planning Committee Policy</i> as circulated, seven-day notice given on November 12 <sup>th</sup> .	Motion 241119.06	Complete
November 2024	<b>SR2024-78</b>	<b>Approve Policy 122 - Ad Hoc Citizen Advisory Committees</b> To approve <i>Policy 122 Ad Hoc Citizen Advisory Committees</i> as circulated, seven-day notice given on November 12 <sup>th</sup> .	Motion 241119.07	Complete



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

November 2024	SR2024-79	<p><b>Approve Policy 111 Annapolis County Planning Advisory Committee Policy</b>                      To approve <i>Policy 111 Annapolis County Planning Advisory Committee Policy</i> as circulated, seven-day notice given on November 12<sup>th</sup>.</p>	Motion 241119.08	Complete
November 2024	SR2024-80	<p><b>Approve Bylaw 1 Heritage</b>                      To give first reading to approve <i>Bylaw 1 Heritage</i>, in accordance with the recommendation of Committee of the Whole.</p>	Motion 241119.09	Complete
November 2024	SR2024-81	<p><b>Approve Policy 121 Citizen Appointments to Committees</b>                      To approve <i>Policy 121 Citizen Appointments to Committees</i> as circulated, seven-day notice given on November 12<sup>th</sup>.</p>	Motion 241119.10	Complete
November 2024	SR2024-82	<p><b>Nominating Committee Report</b>                      That Council of Municipality of the County of Annapolis approve the following appointments to committees along with their respective dates of appointment as follows:  <b>Audit Committee for term ending on October 31, 2025</b>                      Deputy Warden Dustin Enslow as Chairperson                      Councillor Charles Cranton                      Councillor Gidget Oxner                      Melony Robinson                      Erich Beifuss  <b>Climate Change Action Plan Review Committee for a term ending on October 31, 2026</b>                      Councillor Jonathan Welch as Chairperson                      Councillor Lynn Longmire                      Councillor Jesse Hare                      Clifford Drysdale                      Jim Crossley                      Niki Clark  <b>Fences and Arbitration Committee for a term ending on October 31, 2026</b>                      Councillor Brian Connell as Chairperson                      Councillor Jesse Hare as Alternate  <b>Fire Services Committee for a term ending on October 31, 2026</b></p>	Motion 241119.11	Complete

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

		<p>Councillor Brian Connell as Chairperson  Councillor Nile Harding  <b>Physician Recruitment and Retention Strategy Committee for a term ending on October 31, 2026</b>  Councillor Karie-Ann Parsons-Saltzman as Chairperson  Councillor Lynn Longmire  Councillor Charles Cranton  Councillor Nile Harding  <b>Police Advisory Board for a term ending on October 31, 2026</b>  Warden Diane LeBlanc  Councillor Nile Harding  Public members to be recommended after personal interviews held.  <b>Planning Advisory Committee for a term ending on October 31, 2026</b>  Councillor Lynn Longmire as Chairperson  Councillor Ted Agombar  Councillor Jonathan Welch  Councillor Jesse Hare  John Chuck Ryan  Naomi Blanchard  Alison Warwick  Brad Redden  <b>Planning Area Advisory Committee - Bridgetown and Area for a term ending on the submission of their draft Special Planning Area MPS and LUB</b>  Councillor Ted Agombar as Chairperson  Deputy Warden Dustin Enslow  Carolyn Hubble  William Grant Wright  <b>Planning Area Advisory Committee – East End Area for a term ending on the submission of their draft Special Planning Area MPS and LUB</b>  Councillor Gidget Oxner as Chairperson  Councillor Jesse Hare  Warden Diane LeBlanc  Councillor Karie-Ann Parsons-Saltzman</p>		
--	--	--	--	--

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

		<p>Mark Kinsman Calvin Gough <b>Inter-Municipal Working Group for Valley Waste and Kings Transit for a term ending on October 31, 2026</b> Warden Diane LeBlanc Alternate Deputy Warden Dustin Enslow <b>Annapolis County Inter-Municipal Working Group for a term ending on October 31, 2026</b> Warden Diane LeBlanc Deputy Warden Dustin Enslow <b>Annapolis Valley Exhibition for a term ending on October 31, 2026</b> Councillor Charles Cranton <b>Annapolis Valley Regional Library for a term ending on October 31, 2026</b> Councillor Karie-Ann Parsons-Saltzman <b>CAO Review Committee for a term ending on October 31, 2026</b> Warden Diane LeBlanc as Chairperson Deputy Warden Dustin Enslow Councillor Karie-Ann Parsons-Saltzman Councillor Ted Agombar <b>Lawrencetown Source Water Protection Advisory Committee for a term ending on October 31, 2026</b> Councillor Brian Connell <b>Middleton Source Water Protection Advisory Committee for a term ending on October 31, 2026</b> Councillor Gidget Oxner <b>Annapolis County Source Water Protection Advisory Committee for a term ending on October 31, 2026</b> Robert Feagan as Chairperson Harold Baker <b>Regional Emergency Management Organization Advisory Committee for a term ending on October 31, 2026</b> Councillor Lynn Longmire Councillor Brian Connell</p>		
--	--	--	--	--

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

		<p><b>Southwest Nova Biosphere Reserve Association for a term ending on October 31, 2026</b> Councillor Jonathan Welch</p> <p><b>Trans County Transportation Society for a term ending on October 31, 2026</b> Councillor Ted Agombar</p>		
November 2024		<p><b>Deregistration of Heritage Property</b> To move that Municipal Council deregister the property located at 1625 Granville Road, Port Wade, known as the Captain James Anthony House and remove it from the Annapolis County Municipal Registry of Heritage Properties.</p>	Motion 241119.12	Complete
December 2024	<b>SR2024-83</b>	<p><b>FCM Conference</b> To approve the travel and attendance cost of Councillor Longmire, Deputy Warden Enslow, and Councillor Parsons-Saltzman, to attend the 2025 Federation of Canadian Municipalities Conference and Trade Show in Ottawa; And that Councillor Agombar and Councillor Oxner be designated as alternates in this order, pursuant to the recommendation of Committee of the Whole.</p>	Motion 241217.01	Complete
December 2024	<b>SR2024-84</b>	<p><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.</p>	Motion 241217.02	Complete
December 2024	<b>SR2024-87</b>	<p><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>.</p>	Motion 241217.05	Complete
December 2024	<b>SR2024-89</b>	<p><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>.</p>	Motion 241217.06	Complete

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

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
December 2024	SR2024-96	<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	SR2024-98	<b>Approve Bylaw 1 Heritage (Second Reading)</b> To give second reading to approve <i>Bylaw 1 Heritage</i> as circulated.	Motion 241217.13	Complete
December 2024	SR2024-99	<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	SR2024-100	<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	SR2024-92	<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	Motion 241217.08	Complete

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

		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 from insurance increases directly related only to their heritage designation; And that the letter be copied to Annapolis' two MLA's and President of NSFAM, pursuant to the recommendation of Committee of the Whole.		
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
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

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

January 2025	<b>SR2025-08</b>	<b>Approve Policy 128 Travel and Expenses</b> To approve <i>Policy 128 Travel and Expenses</i> with revisions as circulated, seven-day notice given on January 14 <sup>th</sup> .	Motion 250121.07	Complete
January 2025	<b>SR2025-11</b>	<b>Approve Terms of Reference – Glyphosate Ad Hoc Committee</b> To approve the Terms of Reference - Glyphosate Ad Hoc Committee, in accordance with the recommendation of Committee of the Whole.	Motion 250121.08	Complete
January 2025	<b>SR2025-02</b>	<b>Approve Bylaw 2 Marketing Levy (Second Reading)</b> To give second reading to approve <i>Bylaw 2 marketing Levy</i> as circulated.	Motion 250121.09	Complete
January 2025	<b>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