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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

MUNICIPAL COUNCIL AGENDA

10:00 a.m. – Tuesday, January 21, 2025

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



PAGE:	1.	ROLL CALL
	2.	PRESENTATION
	2.1	Awards of Recognition
	3.	DISCLOSURE OF INTEREST
	4.	APPROVAL OF THE ORDER OF THE DAY
		APPROVAL of MUNICIPAL COUNCIL MINUTES
4-12	5.	5.1 2024-12-17 Regular Council
	6.	COTW RECOMMENDATIONS
		• January 14, 2025
13	6.1	SR2025-09 Approve Terms of Reference – AC Joint Police Advisory Board
13	6.2	SR2025-01 Repeal of <i>Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw</i>
13	6.3	SR2025-04 Approve <i>Policy 125 Climate Change Action Plan Review Committee</i>
13	6.4	SR2025-05 Approve <i>Policy 116 Council Procedures and Committees</i>
13	6.5	SR2025-06 Appointment of Jherek Hallett as Development Officer
13	6.6	SR2025-07 Appointment of Jeremy Banks as Development Officer
13	6.7	SR2025-08 Approve <i>Policy 128 Travel and Expenses</i>
14	6.8	SR2025-11 Approve Terms of Reference – Glyphosate Ad Hoc Committee
15-18		Revised <i>Policy 116 Council Procedures and Committees</i>
19-22		Revised <i>Policy 128 Travel and Expenses</i>
	7.	NEW BUSINESS
23-30	7.1	SR2025-02 Approve <i>Bylaw 2 Marketing Levy</i> (Second Reading)
31	7.2	2025-01-07 PAC Recommendations
32-33	7.3	SR2025-17 Nominating Committee Report
34-35	7.4	IR2025-12 Low Income Property Tax Exemption Mailout
36-51	7.5	SR2025-13 Request to Deregister Property – William Letteney House
52-56	7.6	SR2025-15 Software Initiative
57-61	7.7	SR2025-16 Approve Policy 114 Council Remuneration
62	7.8	2025-01-14 Audit Recommendations (financial statements to be circulated separately)
63-71	8.	COUNCIL MOTION TRACKING LIST (<i>October, November, December</i>)
	9.	COUNCILLOR COMMENTS



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

MUNICIPAL COUNCIL AGENDA

10:00 a.m. – Tuesday, January 21, 2025

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

- 10. 10.1 IN-CAMERA**
In accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*
- 10.2**
In accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property of the *Municipal Government Act*
- 10.3**
In accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*
- 10.4**
In accordance with Section 22(2)(a) acquisition, sale lease and security of municipal property of the *Municipal Government Act*
- 11. ADJOURNMENT**

2024-12-17 Municipal Council

Summary of Motions

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Motion 241217.05 Approve <i>Policy 105 Low Income Tax Exemption</i>	2
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Minutes of the regular session of Municipal Council held on Tuesday, December 17, 2024, 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; Director of Finance Angela Anderson; Development Officer Katie August; Director of Planning and Inspection Services Linda Bent; Strategic Initiatives Coordinator Alyssa Blais; Manager of Planning Barbara Boateng; Director of Corporate Services / Deputy CAO Dawn Campbell; Communications Coordinator Nadine McCormick; Manager of Information and Technology Ben Olsen; Director of Municipal Operations Jim Young and 5 members of the public.

Disclosure of Interest

None

Order of the Day

Approved as circulated

Minutes

Re: 2024-11-19 Regular Minutes

Approved, no errors or omissions

Re: 2024-11-19 Public Hearing Minutes

Approved, with corrections of typos on page 30

COMMITTEE of the WHOLE RECOMMENDATIONS

Re: SR2024-83 FCM Conference

Motion 241217.01 FCM Conference

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.

Moved: Councillor Longmire

Seconded: Councillor Connell

Motion carried unanimously

Re: SR2024-84 Cost of Living Wage Adjustment

Motion 241217.02 Cost of Living Wage Adjustment

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.

Moved: Deputy Warden Enslow

Seconded: Councillor Cranton

Motion carried unanimously

Re: SR2024-85 Nominating Committee Report

Motion 241217.03 Nominating Committee Report

To appoint Carol Greentree and William Street to the Annapolis County Police Advisory Board effective immediately for a two-year term ending October 31, 2026, pursuant to the recommendation of Committee of the Whole.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Agombar

Motion carried unanimously

Re: SR2024-86 Approve *Bylaw 2 Marketing Levy*

Motion 241217.04 Approve *Bylaw 2 Marketing Levy*

To give first reading to approve *Bylaw 2 Marketing Levy*, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Oxner

Seconded: Councillor Hare

Motion carried (10 in favour; 1 opposed)

Re: SR2024-87 Approve *Policy 105 Low Income Tax Exemption*

Motion 241217.05 Approve *Policy 105 Low Income Tax Exemption*

To approve *Policy 105 Low Income Tax Exemption* as circulated, seven-day notice given on December 10th.

Moved: Deputy Warden Enslow

Seconded: Councillor Cranton

Motion carried unanimously

Re: SR2024-89 Approve *Policy 130 Occupational Health and Safety*

Motion 241217.06 Approve Policy 130 Occupational Health and Safety

To approve *Policy 130 Occupational Health and Safety* as circulated, seven-day notice given on December 10th.

Moved: Councillor Welch

Seconded: Councillor Parsons-Saltzman

Motion carried unanimously

Re: SR2024-90 Approve Policy 127 Emergency Management Comfort Centres and Shelters

Motion 241217.07 Approve Policy 127 Emergency Management Comfort Centres and Shelters

To approve *Policy 127 Emergency Management Comfort Centres and Shelters* as circulated, seven-day notice given on December 10th.

Moved: Councillor Longmire

Seconded: Councillor Oxner

Motion carried unanimously

Re: SR2024-92 Insurance for Heritage Properties

Motion 241217.08 Insurance for Heritage Properties

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 from 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.

Moved: Councillor Welch

Seconded: Councillor Parsons-Saltzman

Motion carried unanimously

Re: SR2024-93 Approve Policy 131 Hospitality

Motion 241217.09 Approve Policy 131 Hospitality

To approve *Policy 131 Hospitality* as circulated, seven-day notice given on December 10th.

Moved: Councillor Parsons-Saltzman

Seconded: Deputy Warden

Motion carried unanimously

Re: SR2024-94 Approve Policy 106 Municipal Traffic Authority

Motion 241217.10 Approve Policy 106 Municipal Traffic Authority

To approve *Policy 106 Municipal Traffic Authority* as circulated, seven-day notice given on December 10th.

Moved: Councillor Harding

Seconded: Councillor Connell

Motion carried unanimously

Re: SR2024-95 Approve Policy 114 Council Remuneration

Motion 241217.11 Approve Policy 114 Council Remuneration

To approve *Policy 114 Council Remuneration* as circulated, seven-day notice given on December 10th.

Moved: Councillor Welch

Seconded: Councillor Hare

Motion carried unanimously

Re: SR2024-96 Growth and Renewal for Infrastructure Development Program

Motion 241217.12 Growth and Renewal for Infrastructure Development Program

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.

Moved: Deputy Warden Enslow

Seconded: Councillor Cranton

Motion carried unanimously

New Business

Re: SR2024-98 Approve Bylaw 1 Heritage (Second Reading)

Motion 241217.13 Approve Bylaw 1 Heritage (Second Reading)

To give second reading to approve *Bylaw 1 Heritage* as circulated.

Moved: Councillor Harding

Seconded: Councillor Cranton

Motion carried unanimously

Re: SR2024-99 Nominating Committee Report

Motion 241217.14 Nominating Committee Report

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.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Agombar

Motion carried unanimously

Re: SR2024-100 Site Plan Approval Appeal

Motion 241217.15 Site Plan Approval Appeal

To schedule an appeal hearing on January 21, 2025, to consider Sylvie & Lance Aikman Green and Bonnie & Randy Shea's appeal of a decision of the Municipal Development Officer to grant Site Plan approval to enable the development of 11 quadplexes, totaling 44 dwelling units located at PIDS 05311493 & 05298070.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion defeated (3 in favour; 8 opposed)

Re: SR2024-100 Site Plan Approval Appeal

Motion 241217.16 Site Plan Approval Appeal

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.

Moved: Deputy Warden Enslow

Seconded: Councillor Agombar

Motion carried (9 in favour; 2 opposed)

Council Motion Tracking List (September, October, November)

Reviewed for information

Councillor Comments

District 1 – Councillor Parsons-Saltzman mentioned that she was invited to participate with the NSCC on November 22 on the initiative challenge that they do. This year the challenge was based on how to attract and retain skilled professionals to the area. She commented that there were 87 teams across the 47 schools and team number 11 placed second place. Councillor Parsons-Saltzman attended the Wilmot Neighbourhood Watch meeting where Sharon Elliott was the guest speaker.

Councillor Parsons-Saltzman expressed her gratitude to the Annapolis Valley Frugal Moms group who do a tremendous amount of volunteering in our communities. If anyone is struggling this group has the resources to help them. She also wanted to give a shout out to 12 Baskets Foodbank in Nictaux which is struggling right now. She encouraged anyone who could help in any way to reach out. Councillor Parsons-Saltzman expressed her thanks to all volunteers in the county. She wished everyone a happy and safe holiday season.

District 2 – Councillor Hare said that it is the time of year when we start to see things slow down for the holidays. He mentioned that he must be mindful of the different holiday hours around the county. Councillor Hare reminded everyone that it is a good time of year to take advantage of what our county has to offer, whether that is a fresh cut of meat from a local farmer, a handmade gift from an artisan in your community, or a skate with friends and family. He expressed how much he enjoyed breakfast at his local hall this month; and is saddened that the next one will not happen again until April. However, he was even sadder that deer season is over for another season. He expressed that he hoped others had had more success than he did. Councillor Hare encouraged everyone to use the amenities available in our rural community that are not possible in the city. He hoped to get out on the trails over the holiday season and wished everyone a Merry Christmas and a Happy New Year.

District 3 – Deputy Warden Enslow wished everyone Happy Holidays. He has attended various meetings and events this month. The highlight for Deputy Warden Enslow was light up the town in Bridgetown which he attended along with the Warden. Deputy Warden Enslow along with Councillor Agombar got to escort Santa in the parade. However, the fireworks were cancelled due to the weather. He stated that on

Friday, December 20 the Legion / Lions club would be hosting a Pub night. This event happens most Friday evenings. He mentioned that on December 25th a free Christmas dinner would be provided to about 120 people at the Bridgetown Fire Hall. He will be volunteering along with his family to help peel vegetables on December 24 for this event. Anyone interested in helping were encouraged to reach out to Maureen Publow. Deputy Warden Enslow mentioned how the *Bridgetown Reader* is a wonderful resource to find out the happening of the community and it is free to everyone. He wished everyone a safe holiday season.

District 4 – Councillor Cranton wished everyone happy holidays. He stated that this is his favourite time of the year. Councillor Cranton recently attended the AGM of the Annapolis Valley Exhibition. He mentioned that they may have struggled a few years ago but seem to be rebounding. He stated that he had also attended many community events, such as craft fairs, breakfasts, and potlucks. He mentioned that while some community halls will close for the winter, some would remain open and encouraged everyone to support those who do. He thanked Councillor Welch for the updates regarding the detour located near Frank and Dora's.

Councillor Cranton expressed some concerns about the voter turnout for the last municipal election. He hoped Council will look at ways to increase this in the next few years. He took a minute to recognize the effects of the Canada Post strike on small businesses in the local area. He thanked community groups such as the Annapolis Royal Fire Department and Lions Club for stepping up with letters to Santa. He also mentioned various community groups such as the Salvation Army with their Angel Tree program, the Fire Department with their toy drive, Cram the Cruiser, Annapolis Valley Frugal Moms, the Lions Club and other churches and halls for their dedication. He wished everyone a happy holiday and expressed his hope that they all take a minute to relax, whether that be taking in a movie or show, which he recently did at the local King's Theatre.

District 5 – Councillor Longmire wished everyone a good morning. She stated that it is an exciting time for sure. She mentioned that schools would soon be adjourned for the holidays. Councillor Longmire reminded all to be watchful of children and seniors coming and going. She also encouraged everyone to get out and be active, whether on the trails or the local rinks.

Councillor Longmire attended the unveiling of the monument at Fort Anne despite challenging weather. This was a highlight for her this month. The parade in Bridgetown was outstanding and Santa and his Reindeer were amazing. She wanted to give a shout out to all the volunteers. Councillor Longmire mentioned that foodbanks and local pantries are all in need. She urged everyone to do what they could for those in need. She mentioned a local fundraiser currently taking place for the Lower Granville Hall. They are selling tickets for pies. There are only 15 left. She expressed the importance of supporting these fundraisers. Councillor Longmire wished everyone a safe and happy holiday season.

Presentation

Re: Annapolis Valley Regional Library

CEO Julia Merritt presented a brief overview of library services in the Valley, library board structure and funding.

Councillor Comments continued

District 6 – Councillor Welch said that he has been busy this past month. There have been a few issues in his district and in Bear River, where he is still the president of the water society under it transitions over to the County. He mentioned the big issue in his district is the detour due to the covert installation near Frank and Dora's. He stated that he has spoken with Tony Harvey at the Department of Transportation regarding a review of the detour to see if it could be changed due to the fact the deadline to finish with project has been extended until mid-February. Councillor Welch mentioned that there have been several accidents.

Councillor Welch attended a couple of breakfasts in Bear River and Cornwallis Park. He stated that he met some excellent people at both locations. He attended a Sparkle Dance performance at King's Theatre as his daughter is involved in the dance program. He wished everyone a happy and safe holiday.

District 7 – Councillor Agombar extended greetings on behalf of District 7 for a happy and safe holiday season. He expressed how it is a busy time of year with lots of community events and good cheer everywhere. Councillor Agombar attended the annual light up the town event in Bridgetown on December 6th. This event featured a grand parade with lots of floats which was officiated by Santa and Mrs. Clause. High winds cancelled the fireworks but did not dampen the enthusiasm of the large crowds in attendance. Councillor Agombar attended the tree lighting countdown and carol sing, along with Warden LeBlanc and Councillor Enslow. He wished to thank the West Dalhousie Community Hall Committee for staffing the Smores booth. He also gave a big shout out to the Bridgetown and Area Chamber of Commerce for organizing this awesome event.

Councillor Agombar mentioned the craft show that was held on December 14 at the Bridgetown Regional Community School. This event was completely organized by the O2 class, and it was a very successful event. He stated that on December 25 at 1:00 p.m. the annual "free Christmas dinner" would be held at the Bridgetown Fire Hall. This event is once again organized by Maureen and Gerry Publow and their generous volunteers. He also wished to thank Janice Lawrence and the Bridgetown Community Fund for the donation to the Centrelea Community Hall Warming Center Fund.

District 8 – Councillor Harding wished a Happy Holiday to everyone. He mentioned that he attended the monthly breakfast at the Bear River Fire Department on December 7, 2024. While there, he viewed their newly acquired rescue boat. He expressed the belief that the new rescue boat will greatly increase the search and rescue capabilities of the department. Councillor Harding offered his thanks to all the community halls within District 8 for contributing to the festive opportunities, along with everything else that they do. He stated that he was thankful to be able to sit down and talk with the Bear River Board of Trade and has gained great insight into all the positive things they are working on. Councillor Harding wished to remind everyone that school will be out for Christmas break at the end of the week. He encouraged all to drive safely during this busy season and keep a watch out for the children.

District 9 – Councillor Oxner extended Holiday greetings to Council, residents and county staff. She hoped that as we move into the final shopping days the residents will support local businesses. Councillor Oxner expressed how fortunate the new councillors have been to receive some valuable training sessions. She mentioned the following sessions specifically, Emergency Management Training for Elected Officials, Education Session with Kings Transit and Valley Waste, Education Session with NS Public Works and Climate Action Training. Councillor Oxner wished to acknowledge some activities from District 9; on December 14 there was the opening of the Accessibility Extension of the Nictaux Park and Playground. She felt this project was an example of the successful collaboration between the community and municipal government. She expressed her congratulations to all on the wonderful addition for the families in Nictaux. On December 16 there was a Christmas Carols sing-along in the Parks held at Nictaux Falls.

District 10 – Councillor Connell expressed Christmas wishes from District 10. He mentioned that he delivers the *Bridgetown Reader* to the store in Springfield each week. This helps to let the citizens of the County know of events happening within the area. Councillor Connell stated that he has had a busy month. He attended breakfast with Santa at the local school with his grandson. He also attended the breakfast and craft sale held at the Inglisville Hall despite the snowy weather. The Christmas concert at the school was well attended with the kids having fun and performing well. Councillor Connell was impressed by the opening of phase 2 of the playground in Nictaux. He felt it showed that community groups have taken an interest in their communities. He encouraged everyone to be kind and have a Merry Christmas.

District 11 – Warden LeBlanc stated that it's that time of year when there are many events in our county. She mentioned that the Three Rivers Community Centre's breakfast with Santa was a great event with many children having a great time. Warden LeBlanc attended the Unveiling of the Monument in Annapolis and had the opportunity to go to the tree lighting in Bridgetown on a cold windy evening. She enjoyed meeting and chatting with the citizens while enjoying the Parade of Lights.

Warden LeBlanc wished the citizens of Annapolis County, staff and colleagues a safe, healthy and happy holiday season filled with fun and laughter. "Joyeuses fêtes et bonne et heureuse année!"

Adjournment

The Warden declared the meeting adjourned at 11:42 a.m.

Warden

Recording Secretary, Administrative Clerk
Municipal Clerk Office



BOARDS and COMMITTEES Recommendations

AdHoc, Standing, and Advisory Committees

To: Municipal Council
Meeting Date: January 21, 2025
Prepared By: Kelly Kempton
Subject: **2025-01-14 Committee of the Whole Recommendations**

RECOMMENDATIONS:

6.1 SR2025-09 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.

6.2 SR2025-01 Repeal of *Bridgetown Skateboarding Bylaw and Bridgetown Smoking Control Bylaw*

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

6.3 SR2025-04 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 14th.

6.4 SR2025-05 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 14th.

6.5 SR2025-06 Appointment of Jherek Hallett as Development Officer

To appoint Jherek (Jay) 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.

6.6 SR2025-07 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.

6.7 SR2025-08 Approve *Policy 128 Travel and Expenses*

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

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

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

Subject

Council Procedures and Committees

GENERAL

1. This policy is referred to as “*Council Procedures and Committees Policy*.”

AUTHORITY FOR POLICY

2. Sections 19-24, *Municipal Government Act*, as amended

DEFINITIONS

3. Except as defined 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 Canadian language.
 - a) “member” means any person appointed to a committee.

RULES OF PROCEDURE

4. This policy shall apply for all council and committee meetings.
5. The rules contained in the current edition of Robert’s Rules of Order Newly Revised, 12th Edition, shall apply in all circumstances except when not inconsistent with provincial legislation or the bylaws, policies or procedures of the municipality.

MEETINGS

6. **COMMITTEE OF THE WHOLE** – regular meetings shall be held on the second Tuesday of each month commencing at 10:00 a.m. in the council chamber of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, N.S.
7. **MUNICIPAL COUNCIL** – regular meetings shall be held on the third Tuesday of each month commencing at 10:00 AM in the council chamber of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, N.S.
8. **COMMITTEES OF COUNCIL** - may meet on an agreed upon regular schedule (posted on the county’s website) or at such time and place as agreed upon by a majority of committee members.
9. Notice is not required for regular council and committee meetings held on the normal date and at the normal time / place.
10. Notice is required for special meetings or regular meetings held on a different date or at a different place / time by providing notice to members and posting three or more days in advance at the municipal office(s) and on the county website.
11. No regular council or committee meetings shall be scheduled during the month of August.
12. All meetings shall be open to the public and no person shall be excluded except for improper conduct at the discretion of the chair.
13. Council and committees may meet in closed session (in camera) to discuss confidential matters as permitted by the *Municipal Government Act* and regulations.

Council Procedures and Committees

VIRTUAL MEETINGS

14. Council and committee meetings may be conducted by electronic means as permitted by the *Municipal Government Act* and regulations. At least two days prior to the meeting, notice must be given to the public respecting the way in which the meeting is to be conducted in accordance with the requirements of the *Municipal Government Act* and regulations.
15. A councillor or committee member may participate in a meeting by electronic means as permitted by the *Municipal Government Act* and regulations. The member shall be deemed to be present and shall be counted for quorum.
16. If unanticipated technological problems prevent a councillor or committee member from participating in a meeting in its entirety, they shall be considered absent from the meeting and shown as absent with permission.
17. If a member becomes disconnected from the meeting due to technical problems, the minutes shall reflect they left the meeting at the time of the disconnection.

COMMITTEES OF COUNCIL

18. Municipal Council may establish committees to perform the duties conferred on them by the *Municipal Government Act*, other provincial statutes, and bylaws or policies of the municipality.
19. **Standing committees** work on a continuous basis and members are appointed for two years commencing in November following each municipal general election or bi-annual election anniversary. These committees include:
 - a) Annapolis County Source Water Protection Advisory Committee - membership and mandate by policy
 - b) Audit Committee – membership and mandate by policy
 - c) Climate Change Action Plan Committee – membership and mandate by policy
 - d) Committee of the Whole – Acts in an advisory capacity to council, and receives reports or recommendations from staff, boards and committees. The chair of the Committee of the Whole is the deputy warden, and the secretary is the clerk (or designate). Committee of the Whole takes action on such matters as are delegated to it including but not restricted to:
 - 1) periodic review of bylaws and policies and such consideration shall be deemed as fulfilling the requirement for seven days' notice to municipal council; and
 - 2) exercising authority pursuant to Part XV-Dangerous or Unsightly Premises of the *Municipal Government Act* that is not delegated to the administrator, as set out in relevant policy.
 - e) Fences Arbitration Committee – Mandate and membership is pursuant to Section 4 of the *Fences and Detention of Stray Livestock Act*. Annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If committee does not meet during the calendar year, appointees shall receive an honorarium of \$50.

Subject

Council Procedures and Committees

- f) Fire Services Committee - Mandate is to advise and make recommendations concerning fire services funding and such other matters as are necessary and expedient for the provision of fire suppression and prevention services in the municipality. Membership consists of two councillors and two or more invited representatives of the Annapolis County Fire Services Executive.
- g) Physician Recruitment & Retention Committee – Mandate includes supporting community recruitment and retention activities for medical personnel: physicians and nurse practitioners. Membership consists of four councillors.
- h) Planning Advisory Committee - membership and mandate by policy
- i) Nominating Committee - Mandate of the committee is to recommend appointments of councillor or citizen members to committees, working groups and boards. Four members form the inaugural Nominating Committee, including the Warden. This committee shall be chaired by the Warden.

20. **Ad Hoc Committees of Council** - may be established by council as deemed necessary and advisable to provide input on matters of timely consideration. Such committees shall be for a limited time period, not exceeding one year, and cease to exist as soon as council receives and accepts a final report.

PROVISIONS FOR COMMITTEES OF COUNCIL

21. The following provisions shall apply to all Committees of Council, except where a policy specifically provides otherwise:

- a) Members appointed to committees serve at the pleasure of council.
- b) Council may, through a recommendation from the Nominating Committee, appoint replacement members should a member resign or become no longer eligible for appointment during the term of their appointment.
- c) Except as otherwise determined by statute, bylaw or policy, every person shall be qualified for appointment as a citizen member who meets the qualifications of the *Citizen Appointments to Committees Policy*.
- d) Unless otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chairperson of a committee, upon recommendation of the Nominating Committee.
- e) If municipal council does not appoint a chairperson, the committee shall elect a chairperson from one of its members.
- f) A quorum for the committee shall consist of a majority of the members appointed to the committee by municipal council at the time of each meeting.

JOINT AND REGIONAL COMMITTEES

22. Municipal Council shall appoint councillors to serve as members on the following joint or regional committees / working groups:

- Annapolis County Inter-municipal Working Group (2 council members)

Subject

Council Procedures and Committees

- Annapolis County Joint Police Advisory Board (2 council members)
- Inter-municipal Working Group for Valley Waste and Kings Transit (1 council member / 1 alternate council member)
- Regional Emergency Management Organization Advisory Committee (2 council members including Warden or designate)

REPEALS

- *AM-1.2.0.1 Council Videoconferencing Policy*, adopted by Municipal Council of the County of Annapolis on April 19, 2022, is hereby repealed.
- *Policy 116 Committees of Council and Council Meetings-Procedures*, adopted by Municipal Council of the County of Annapolis on Sept. 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:

Seven (7) Day Notice..... **January 14, 2025**
Council Approval **January 21, 2025**

Chief Administrative Officer

January 21, 2025

Date

At Annapolis Royal Nova Scotia

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

PURPOSE

1. To establish guidelines to reimburse councillors, appointees and county employees for reasonable expenses incurred while conducting municipal business.

AUTHORITY

2. Section 23 of the Municipal Government Act, as amended

DEFINITIONS

3. Except as defined 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.
 - (a) “councillors” includes warden and deputy warden; and
 - (b) “appointees” means citizens appointed by municipal council to serve as a committee member.

ELIGIBILITY FOR REIMBURSEMENT

4. The municipality will reimburse or pay directly the cost of registration, accommodations, meals (not covered by event registration), and transportation / kilometrage in accordance with current policies, approved budgets and Standard Operating Procedures.
5. Councillors are eligible for reimbursement of travel expenses for attending:
 - council and committee of the whole meetings;
 - meetings of any committee or other organization to which they have been appointed by municipal council;
 - two conferences per year (April 1 – March 31), apart from FCM which is by policy;
 - meetings with other government agencies or representatives (including MLA or MP) scheduled by council, warden, deputy warden or CAO;
 - meetings related to land-use planning including public information meetings, public participation meetings, public hearings and advisory committee meetings;
 - training or orientation meetings;
 - meetings with the CAO;
 - social functions when designated to attend representing the county;
 - Remembrance Day and Canada Day ceremonies; and
 - any other travel specifically authorized by municipal council.
6. Councillors shall not be reimbursed for expenses to meet with individual residents or attend community events in their own electoral district as these expenses are deemed to be incidental to the discharge of their duties.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

7. Councillors shall not be reimbursed for costs related to election or re-election activities.
8. Appointees are eligible for reimbursement of travel expenses for attending:
 - conferences;
 - training / orientation; and
 - meetings of a committee / organization to which they have been appointed.
9. If approved by their service group manager or director, employees are eligible for reimbursement of travel expenses for attending:
 - meetings;
 - conferences;
 - training;
 - social functions (when designated to attend on behalf of the county); and
 - any other travel specifically authorized.
10. When a councillor, an appointee or an employee is chosen by municipal council or the CAO as a representative to any organization, they are entitled to reimbursement of travel expenses by either the organization or by the municipality but not both.
11. The Municipality shall not reimburse any individual for any alcohol or cannabis purchases except in accordance with the county's hospitality policy.
12. The Municipality shall not reimburse any councillor, appointee or employee for:
 - loss of personal property;
 - medical or hospital treatment;
 - purchase of video rentals, luggage, clothing or personal effects; or
 - personal services such as shoe shines, valet services, dry-cleaning, laundry, or haircuts.
13. The municipality does not accept liability for claims arising from the use of privately-owned or leased / rented vehicles for municipal travel. Owners / users must ensure the vehicle is properly insured for business use and complies with all relevant statutory / legal requirements.

EXPENSE CLAIMS

14. For expenses not billed directly to and paid by the municipality, councillors and employees shall be reimbursed upon submission and approval of a travel claim on the prescribed form.
15. Travel claims for councillors and CAO (except the warden) are subject to approval by the warden or designate.
16. Travel claims for the warden, appointees and employees are subject to approval by the CAO or designate.
17. Appointees shall be reimbursed a kilometric rate for attending meetings without submission of a travel claim. Committee chairpersons are required to submit meeting attendance sheets confirming their attendance.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

18. For expenses not billed directly to and paid by the municipality, appointees shall be reimbursed upon submission and approval of a travel claim on the prescribed form for any expenses other than described above.
19. All expenses must be submitted by the claimant.
20. Reimbursement for meals shall follow the below per diems:
 - Breakfast \$20
 - Lunch \$20
 - Dinner \$35
21. Use of personal vehicles shall be reimbursed at the kilometric rate approved by the Province and in effect at the time the travel occurred.
22. If financially advantageous for the municipality, the CAO or designate may approve a short-term rental of a vehicle for persons travelling on municipal business (daily rental, insurance, gasoline, and kilometric charges invoiced by the rental agency).
23. If a councillor, appointee or employee chooses to take their personal vehicle in lieu of airplane travel, reimbursement will be the lesser of the lowest airfare rate which would have been available or the kilometric rate.
24. When a councillor, an appointee or an employee does not attend a booked conference or event, the municipality may recover from them any non-refundable expenses incurred except if attendance was not possible for the following reasons:
 - illness (personal or immediate family);
 - weather conditions;
 - travel emergencies;
 - municipal emergencies / urgencies;
 - other reasons as approved by municipal council.

TRAVEL ADVANCES

25. Subject to approval by the CAO, the municipality may provide a travel advance if submitted at least 14 days in advance.
26. When a councillor, an appointee or an employee does not attend a booked conference or event for which they received a travel advance, an amount equivalent to the advance shall be reimbursed to the municipality.
27. Within 30 days of returning from travel, paid invoices or receipts must be submitted to substantiate expenses other than meals or kilometric allowances.

SUBMISSION OF CLAIMS

28. Employees are expected to submit claims on a regular basis, not less than once every 2 months.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
Section Procedure & Organization of Council	Subject Travel and Expenses	

29. Councillors must submit travel claims for review and approval by the 15th of the month following each quarter:
- January to March claims – due by April 15th
 - April to June claims – due by July 15th
 - July to September claims – due by October 15th
 - October to December claims – due by January 15th
30. Claims shall not be paid for expenditures occurring more than 6 months in the past.

GENERAL POLICY STATEMENTS

31. Travel should be by the most direct route and using the most economical means of transportation, taking into consideration the travel time involved.
32. An employee’s normal place of work shall be considered the starting and return point of any trip, unless the employee leaves from or returns directly home.
33. A councillor’s / appointee’s residence shall be considered the starting and return point of any trip, unless they leave directly from another location.
34. When two or more councillors / appointees / employees are attending the same seminar, convention or meeting, carpooling shall be practised whenever possible.
35. Arrangements to attend out-of-town conferences / events shall be the responsible of the attendee. Assistance may be provided by employees in the Office of the Municipal Clerk.
36. All expenditures and expense claims are subject to review and internal / external audit verification.

REVIEW OF POLICY

37. By the 31st of January immediately following a regular election, Municipal Council shall review this policy as part of the orientation process and, by motion, the Council, shall either re-adopt or replace the policy.

REEAL

38. *Policy 128 Travel and Expenses*, approved on September 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> January 14, 2025 <i>Council Approval</i> January 21, 2025	
_____ Chief Administrative Officer At Annapolis Royal Nova Scotia	<u>January 21, 2025</u> Date

Bylaw 2 Marketing Levy

(SR2025-02) Approve *Bylaw 2 Marketing Levy (Second Reading Jan 2025)*

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

Bylaw 2 Marketing Levy

Title

1. This Bylaw may be cited as the "Marketing Levy Bylaw".

Definitions

2. In this Bylaw:
 - (1) "accommodation" means the provision of one or more rental units or rooms as lodging in hotels and motels and in any other facility required to be registered under the *Tourist Accommodations Registration Act, S.N.S. 2022, c.29* and in a building owned or operated by a post-secondary educational institution.
 - (2) "inspector" means a person appointed by the Municipality to investigate whether this Bylaw is being complied with.
 - (3) "marketing levy" means a levy imposed pursuant to this Bylaw.
 - (4) "operator" means a person who, in the normal course of the person's business, sells, offers to sell, provides, and offers to provide accommodation in the Municipality.
 - (5) "platform operator" means a person who facilitates or brokers reservations for the short-term rental of roofed accommodations via the Internet and who receives payment, compensation or any other financial benefit in connection with a person making or completing reservations of such short-term rentals.
 - (6) "purchase price" means the price for which accommodation is purchased including the price in money, the value of the services rendered, and other consideration accepted by the operator in return for the accommodation provided but does not include the goods and services tax.
 - (7) "remittance" means the remittance of levies collected by an operator to the Municipality.
 - (8) "remittance period" means end of each monthly period.
 - (9) "Municipality" means Municipality of the County of Annapolis.

Notice Effective

3. A person shall be deemed to have received written notice when the written notice is hand-delivered to the person, sent to the person by email or other electronic communication at the address and/or number registered with the Municipality for electronic communication, or posted on the person's place of business. A person shall be deemed to have received written notice 5 days after the notice is sent to the person by regular mail.

Application of Levy

4. (1) A marketing levy is hereby imposed upon every person who, for a daily charge, fee or remuneration purchases accommodation in the Municipality. The marketing levy is set at the rate of 3% of the purchase price of the accommodation.
- (2) The marketing levy, whether the price is stipulated to be payable in cash, on terms, by installments or otherwise, must be collected at the time of the purchase on the total amount of the purchase price and must be remitted to the Municipality at the times and in the manner set out in this Bylaw.
- (3) Subject to subsection (3A), an operator is deemed to be an agent of the Municipality for the purpose of collecting the marketing levy and remitting it to the Municipality and as such shall collect the levy from the purchaser and remit it to the Municipality.
- (3A) A platform operator shall collect the marketing levy and remit it directly to the Municipality.
- (4) If a person collects an amount as if it were a levy imposed under this By-law, the person must remit the amount collected to the Municipality at the same time in the same manner as the levy collected under this By-law.

Exemption From Levy

5. (1) The marketing levy shall not apply to:
 - (a) a person who pays for accommodation for which the daily purchase price is no more than twenty dollars (\$20.00).
 - (b) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending a post-secondary educational institution.
 - (c) a person who is accommodated in a room for more than thirty consecutive days: or
 - (d) a person and the person's family accommodated while the person or a member of the person's family is receiving medical treatment at a hospital or provincial healthcare center or seeking specialist medical advice, provided the person provides to the operator a statement from a hospital or provincial healthcare center stating that:
 - (i) the person or a member of the person's family is receiving medical treatment at the hospital or center or from a physician licensed to practice medicine in the Province of Nova Scotia.

- (ii) as a result, thereof the person or member of the person's family is in need of the accommodation; and
- (iii) the duration that the accommodation will be required.

Registration of Operator

- 6. (1) Every operator must apply for and obtain a certificate of registration under this Bylaw for each place of business providing accommodations.
- (2) An operator applying for a certificate of registration must submit an application to the Municipality on a form provided by the Municipality.
- (3) Every operator and platform operator to which this By-law applies shall register with the Province of Nova Scotia in accordance with applicable legislation, including the Tourist Accommodations Registration Act, S.N.S. 2022, c. 29, as amended.
- (4) The registration certificate shall be displayed in a prominent place at the facility.
- (5) Where an operator changes their address, the name of their business, or the nature of the accommodation offered, they shall forthwith apply to the Municipality to amend their certificate of registration accordingly.
- (6) Where an operator ceases to carry on or sells a business in respect of which a registration certificate has been issued, the certificate shall immediately be void, and the operator shall return the certificate to the Municipality within 15 days of the date of discontinuance or sale of the business.
- (7) Where a registration certificate is lost or destroyed, the operator shall apply to the Municipality for a copy of the original.
- (8) A registration certificate granted under this Bylaw is not transferable.

Remittance of Levy

- 7. (1) All operators shall make remittances to the Municipality or its delegate within thirty days following the end of each remittance period.
- (2) Each remittance shall be accompanied by a completed remittance return in the form provided by the Municipality.
- (3) If an operator during the preceding period has collected no levy, they shall nevertheless make a report to that effect on the prescribed remittance form.
- (4) Where an operator ceases to carry on or disposes of their business, they shall make the return and remit the levy collected with 15 days of the date of discontinuance or disposal.

Records

8. (1) Every operator and platform operator shall keep books of account, records, and documents sufficient to furnish the Municipality with the necessary particulars of:
 - (a) sales of accommodation;
 - (b) amount of levies collected; and
 - (c) payment of levies to the Municipality.
- (2) All entries concerning the levy in such books of account, records, and documents shall be separate and distinguishable from other entries made therein.
- (3) Every operator and platform operator shall retain any book of account, record, or other document referred to in this section for a period of five years, unless under audit.
- (4) Where a receipt, bill, invoice, or other document is issued by a person selling accommodation, the levy shall be shown as a separate item thereon.

Calculation of Levy

9. Where an operator or platform operator sells accommodation in combination with meals and other specialized services for an all-inclusive package price, the purchase price of the accommodations within the all-inclusive package shall be deemed to be the purchase price of the accommodations when offered for sale in the same facility without the addition of meals and other specialized services.

Refund of Levy Collected in Error

10. (1) If the Municipality is satisfied that a levy or a portion of a levy has been paid in error, the Municipality shall refund the amount of the overpayment to the person entitled, which shall not include interest.
- (2) If the Municipality is satisfied that an operator or platform operator has remitted to the Municipality an amount as collected levy that the operator neither collected nor was required to collect under this Bylaw, the Municipality shall refund the amount to the operator or platform operator, which shall not include interest.

Claim for Refund

11. (1) In order to claim a refund under this Bylaw, a person must:
 - (a) submit to the Municipality an application in writing signed by the person who paid the amount claimed; and
 - (b) provide sufficient evidence to satisfy the Municipality that the

person who paid the amount is entitled to the refund.

- (2) For the purposes of subsection (1)(a), if the person who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.

Interest

12. Interest on overdue levies shall be paid at the rate of 12 % per annum.

Inspection, Audit, and Assessment

13. An inspector appointed by the Municipality may enter at any reasonable time the business premises occupied by a person, or the premises where the person's records are kept:
 - (1) to determine whether:
 - (a) the person is an operator, or platform operator, or the premises are accommodations are within the meaning of this Bylaw;
 - (b) this Bylaw is being and has been complied with.
 - (2) to inspect, audit, and examine books of account, records, or documents.
14. The person shall provide all reasonable assistance to the inspector to enable the inspector to confirm whether the person has been collecting and remitting the levy in accordance with this Bylaw and shall furnish the inspector with such information as the inspector may reasonably require to carry out their inspection.
15. Where the inspection, audit or examination reveals that an operator or platform operator has not complied with this Bylaw, a person appointed by the Municipality shall calculate the amount of levy and any interest due in such a manner and form as the Municipality deems adequate.
16. When an operator fails to provide reasonable assistance in accordance with section 14, a person appointed by the Municipality may estimate the levy amount that should have been collected and remitted to the Municipality by the operator.
17. Upon calculating or estimating that a levy amount is due, the Municipality shall provide written notice to the operator that a levy amount is payable.
18. Regardless of whether the operator submits an application under section 19 objecting to the amount payable, the operator shall remit the levy amount plus applicable interest to the Municipality within 30 days of receiving notice that the levy amount is due.
19. If an operator or platform operator objects to the amount payable to the Municipality, the operator must, within 15 days of receiving written notice of the amount due:
 - (a) submit to the Municipality an application in writing signed by the

operator or a representative of the operator; and

(b) provide sufficient evidence to satisfy the Municipality that the operator has complied with this Bylaw.

20. Upon receiving an application by the operator, or from time to time, the Municipality may assess or reassess any amounts payable under this Bylaw and may vacate or vary any assessment or reassessment and thereupon, the amount so determined shall be payable to the Municipality by the operator.

Offence

21. A person who contravenes any provision of the Bylaw is guilty of offence punishable by summary conviction and on conviction is liable:

(a) for a first conviction, to a fine of not less than \$500 and not more than \$1,000.

(b) for a subsequent conviction, to a fine of not less than \$1,500 and not more than \$5,000.

Administration of Bylaw

This Bylaw shall be administered on behalf of the Municipality by the Chief Administrative Officer and any persons designated by the Chief Administrative Officer.

Repeal

M8 Marketing Levy Bylaw, adopted by Municipal Council of the County of Annapolis on the 19th day of March 2024, is hereby repealed.

<u>Clerk's Annotation for Official Bylaw Book</u>	
Date of first reading:	December 17, 2024
Date of advertisement of Notice of Intent to Consider:	December 17, 2024
Date of final reading:	PENDING January 21, 2025
Date of advertisement of Passage of Bylaw:	PENDING
I certify that this bylaw was adopted / amended by Municipal Council and published as indicated above.	
<hr/> Municipal Clerk	<u>PENDING</u> Date



COUNTY of ANNAPOLIS
NATURALLY ROOTED

BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Municipal Council

Meeting Date: January 21, 2025

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

Subject: **2025-01-07 Planning Advisory Committee Recommendation**

RECOMMENDATION(S):

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 am at the Municipal Administration Building.

That the planning advisory committee recommend to Municipal Council consider a representative portion of this property, 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 am at the Municipal Administration Building.



COUNTY of ANNAPOLIS
NATURALLY BOUND

STAFF REPORT

Report To: Council
Meeting Date: January 21, 2025
Prepared By: Chris McNeill, Chief Administrative Officer
Report Number: SR2025-17 NOMINATING COMMITTEE REPORT
Subject: RECOMMENDATION FOR PUBLIC APPOINTMENT TO AREA PLANNING ADVISORY COMMITTEES

RECOMMENDATION

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.

BACKGROUND

The Municipality has established five planning area advisory committees and recently advertised for public applications to be appointed to each of the committees. Some members have now been appointed and those committees with further vacancies saw additional advertisements carried out.

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 East End Planning Advisory Committees.

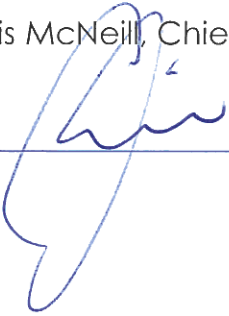
The Nominating Committee has now met and reviewed the application and are satisfied that they meet the requirements to be appointed to this committee. The appointments would be a for two-year term ending on October 31, 2026.

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





INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Angela Anderson, Director of Finance
Shelly Hudson, Manager of Accounts Receivable
Report Number: IR2025-12 Low Income Property Tax Exemption Mailout
Subject: **Low Income Property Tax Exemption Mailout**

ORIGIN

This report was prepared to advise Council of the cost of including a low-income property tax exemption application with annual tax bills.

LEGISLATIVE AUTHORITY

NA

BACKGROUND

At the December 10, 2024, Committee of the Whole Meeting it was requested that staff report back regarding the cost of including the low-income property tax exemption application with all tax bills.

The Municipality issues approximately 20,000 tax bills once annually at a cost of roughly \$26,000. Bills are sent to residents locally, across Canada, US, and internationally.

Currently staff keep a running list of the residents who qualified the prior year and already prepare and mail out a package annually. Through the collections process, to assist those struggling with their bills, residents are made aware of this exemption and applications are mailed out if/when requested. Other advertising and access include:

- Newspaper ad reminding residents of the existence of the policy and advising applications can be picked up at the Municipal office
- Staff mail out packages in the event residents request one
- Council members have requested and delivered various applications to residents
- Staff will host information sessions at various Community Halls throughout the County, per the Strategic Plan

DISCUSSION

In 2023/24 there were 232 applications received, which was an increase resulting from the removal of the deadline. Currently 2024/25 has seen 263 applications to date which has increased the cost from the \$50,000 range to \$98,000.

Tax Bill Insert

This would be a 1-page, double-sided insert with the tax bills. The cost is approximately \$4,000 and would send the full application to all property owners.

FINANCIAL IMPLICATIONS

The cost for mailouts is estimated to be \$4,000. This would result in an increase to the 25/26 operating budget for consideration.

It is anticipated that resulting from all property owners receiving the low-income tax exemption application, staff will receive a large number of applicants that do not qualify. A significant increase in customer service phone calls is anticipated during a time in which staff struggle to keep up with the current demand following issuance of tax bills.

Often the voicemail is full, with the front-line staff working continuously returning phone calls, emails, and serving the public that come to the administration building. Staff take the time during collections processes and other points of contact with the public to promote this program. In the past members of Council have also supported and promoted the program with their constituents.

POLICY IMPLICATIONS

NA

ATTACHMENTS

NA

Prepared by:

Angela Anderson, CPA, Director of Finance
Shelly Hudson, Manager of Accounts Receivable

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

JANUARY 6, 2025
(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Linda Bent, Director of Planning & Inspection Services
Report Number: SR2025-13 Request to Deregister Property – William Letteney House
Subject: William Letteney House - Request to Deregister Property

RECOMMENDATION(S)

That Municipal Council hold a public hearing at 11:00 am 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.

LEGISLATIVE AUTHORITY

Heritage Property Act Section 16

BACKGROUND

A request to deregister an existing registered municipal heritage property was received from the current owners of the William Letteney House dated December 6, 2024. The property specifics are as follows:

- a. Civic Number: 5365 Granville Road, Granville Ferry
- b. Present Use: Residential Single-Family Dwelling
- c. Municipal Heritage Registration Date: June 1991

DISCUSSION

The current property owners, Michael Lewin & Allison Griffin, have had their home on the market since September 2024 and have had much interest. Unfortunately, they have made a request to deregister the property due to great difficulty selling their family home because it is a municipally registered heritage home and when potential purchasers have investigated the cost of home insurance, they have discovered it would be more than they are willing to pay.

Section 16(1) of the *Heritage Property Act* states "on the application of an owner of a municipal heritage property or on its own motion, the council may deregister a municipal property where

- (a) *The property has been destroyed or damaged by any cause; or*
- (b) *The continued registration of the property appears to the council to be inappropriate as a result of the loss of the property's heritage value, as identified in the property's heritage file or notice of recommendation, unless the loss of the heritage value was caused by neglect, abandonment or **other action or inaction of the owner,**"*

The property originally scored well in 1991 by staff for being of 'Modified Vernacular' architecture with 'Italianate' influence. The building was built in 1830 and has been used as a residential/commercial mixed-use property for many years.

Due to unforeseen circumstances, the current owners must sell their home and return to Ontario. They were well aware that the property was a municipal heritage property when they purchased it and found a company that would take on their account at a reasonable rate. Unfortunately, when they put their house for sale they found out that the rate was an error, and their rate increased 300% more than the original quote. Mr. Lewin and Ms. Griffin have called several companies and found the rates just as expensive as their current provider. The heritage designation under the current conditions has proven financially burdensome for the current owner and potential buyers. The inability to secure adequate insurance has made it difficult for prospective owners to assume responsibility for the property's upkeep. This situation also places the property at risk of prolonged neglect, which could undermine the heritage value.

FINANCIAL IMPLICATIONS

The property is in the land registration system and the Notice of Deregistration would be required to be filed by our municipal lawyer. This would be covered in the operating budget.

POLICY IMPLICATIONS

None known

ALTERNATIVES / OPTIONS

The option available to Municipal Council is to not consider deregistration of the William Letteney House.

NEXT STEPS

Should Municipal Council decide to consider the deregistration, a public hearing must be held. A public hearing shall be held not less than thirty days after a notice of the hearing is served on the registered owner of the municipal heritage property and published in a newspaper circulating in the area.

Where a municipal heritage property is deregistered, council shall send notice of the deregistration to the registered owner of the property and a copy is to be deposited in the Registry of Deeds.

ATTACHMENTS

- Letter from Owner
- Municipal Heritage Registration dated June 1991
- Heritage Inventory Site Form
- Staff Report dated January 1991
- Site Map of Property Location

Prepared by:

Linda Bent, Director of Planning & Inspection Services

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

JANUARY 6, 2025

(Date)

Personal petition:

I am writing and also semi imploring you to help in de registering this beautiful house as a heritage / plaque home.

Obviously, I and many others have had an affinity with this lovely abode, but due to the insurance side of things. Circumstances have had the business side of insurance to recognize the financial side of this house consequentially, rather than human appreciation unfortunately.

If fact we never would have purchased this place if there was not an insurance error rendering a fair rate. As historic as this wonderful home is, I believe that it's true value is exactly that. A home for a family, retired couple or anyone who needs the intimate shelter this place provides. It is entirely set up, renovated and designed for semi-modern living with 0 pretense.

Currently my son and wife got sick around the same time. My wife was toiling with her treatments (9 hour days- aka bus rides to Kentville) and son has been misdiagnosed and received wrong medications with no functioning support aside from us. It was only until I paid out of pocket and drove to Halifax to receive proper assessment.

Naturally they moved back to Ontario for appropriate care and are doing better immediately. I am stuck here to deal with that sale of the house and arrange for all our belongings to return alone. I have had to quit my job to do this as well.

During the sale of the house, we have received keen interest, one in particular was eager to buy. The only thing that deterred her was the unsustainable insurance which was quoted at \$5000.00 annually!! They backed out of the sale. We were so close to selling the house. I could've returned to my family. I was frustrated and disheartened.

Apparently, I am not alone, I have heard of a few sales of homes failing due to unsustainable insurance costs attached to the heritage phenomena.

I and my real estate agent believe that this registration will further cripple the sale my house and cause more distress on me and my family. Please help remove it, it is meant to be lived in, it is not a museum. Its historic status is already appreciated by anyone (including myself) interested in occupying it.

I really liked Flora (a lot) and know that she had good intentions. She was a good friend and neighbor to us, but I truly believe that if she could foresee the tangible consequences by registering the home down

the line would have. I severely doubt that she would go through with the romantic notion of registering it.

Yours Truly

Michael Lewin and family

Insurance side. Primary reason for application:

When we were interested in buying, we were told by Paul Weir real estate agent that it was a heritage property and in our innocence, did not know what that would entail insurance wise. I called around and nobody would insure us. I called my old broker 1st from AVIVA and was turned down due to the heritage/historic status. I googled every insurance place near Annapolis Valley and King's County. It was quite frustrating at 1st as we were turned down with every phone call. Only from calling one company in Greenwood did they refer us to Huestis right by the house we were purchasing. We did not know the area yet so that was a nice bonus if they agreed.

I spoke with Annette the primary broker there and she said that she could insure us but could only go with Intact as they are the only ones who would insure heritage home

We followed all her instructions based on the assessment. We spent \$5000 on a new oil tank and upgraded the roof also expensive - \$3000. Upgraded the electrical and plumbing averaging out \$1500.

In the end we found the rate reasonable. Around \$1200 annually.

It was only when we were selling this house, that the reasonable rate was a false number because there was a clerical error and our rate is actually 300% more than what we were paying. We cannot afford this house insurance. We cannot sell this house at the rates presented, as buyers cannot also afford this rate.

When we had 2 prospective buyers who asked us who the insurance company was. We gave them her contact, before the reveal of the exorbitant insurance cost.

Annette quoted one buyer \$5000 annually and that one backed out immediately.

Summary:

No one will work with us to insure this house excluding Intact and at an unsustainable rate that does not reflect the value of the house, which is assessed at 2022 \$224,500. We tried to shop around and so did the buyers. We did get TD to quote us \$3000.00, for the buyer that backed out. But again, this is too high for the average home owner and too late for the buyer. TD was the only other source that would consider it. When we found out the receptive potential of TD we immediately told the other buyers who also could not commit but they were turned down for some reason.

Companies we called all insurance companies including:

- Sonnet online
- Caldwell Roach
- AA Munroe (was actually quoted "good luck")
- Aviva
- TD
- Bauld

Reference contact for our current insurance:

HUESTIS INSURANCE GROUP (ANNAPOLIS)

284 ST GEORGE ST

ANNAPOLIS NS BOS 1A0

Phone No: (902) 532-7788

42143

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NOTICE OF REGISTRATION

MUNICIPAL HERITAGE PROPERTY

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Pursuant to Section 14 of the Heritage Property Act, R.S.N.S. 1989, c. 199, the MUNICIPALITY OF THE COUNTY OF ANNAPOLIS hereby gives notice that the property of Bradley Clifton Hall and Flora Marie Hall, comprising .065 acre land and building located in Granville Ferry on the north side of Granville Road and east of the intersection of Letteney's Lane, Fieldcard Number 10486000, described in Schedule "A" hereto annexed, and in a deed recorded in Book 444 at Page 699-701 in the Registry of Deeds for the County of Annapolis, has been registered in the registry of heritage property for the Municipality of the County of Annapolis.

The Heritage Property Act provides that where a property is registered is a municipal heritage property:

- 1) The property shall not be substantially altered in exterior appearance or be demolished without the approval of the Municipality;
- 2) An application for permission to substantially alter the exterior appearance or to demolish the property may be made to the Municipality;
- 3) The Heritage Advisory Committee shall be given an opportunity to comment on any application;
- 4) The Municipality may grant or refuse permission or attach conditions;
- 5) If the application is not approved the alteration or demolition may take place at least one year but not more than two years after the date of the application;
- 6) Penalties for violation of the Act are a maximum fine of \$10,000.00 for individuals and \$100,000.00 for corporations, with the further right for the Municipality to apply for an order directing the restoration of the property.

For further information refer to the Heritage Property Act.

A copy of this notice has been recorded at the Registry of Deeds for the County of Annapolis pursuant to s. 15(3) of the Act.

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DATED at Annapolis Royal, Nova Scotia, this 20th day of June, 1991.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Per: Ronald J. Brown
Municipal Clerk



SCHEDULE "A"

BEGINNING on the northern side of the Main Post Road, commencing on the said Road at the corner of Letteney's Lane so-called;

THENCE running northerly along the eastern side of said Lane seventy (70') feet more or less until it comes to the western corner of land formerly owned by the late Jeremiah Gilliatt;

THENCE running easterly along said Gilliatt's South line forty (40') feet more or less until it strikes the western line of said Gilliatt's property;

THENCE southerly along the western line of said Gilliatt's property seventy (70') feet more or less to the Main Post Road aforesaid;

THENCE westerly along said road forty (40') feet more or less to the place of beginning.



Annapolis County Built Heritage Inventory

PID: 05110010
Provincial ID: OIBNS00289
AAN: 01933388
MFN: 43-02-00120
Civic Address: 5365 Granville Road
Community: Granville Ferry
Postal Code: B0S 1K0
Location: Northeast corner of Granville Ferry main street and Letteney Lane
Municipality: Municipality of the County of Annapolis
County: Annapolis



Municipally Registered?

When?: 19-Apr-91

Year Built: 1830 to 1841 **Builder:** William Letteney (1)
Original Use: Residential **Current Use:** Residential
Current Ownership: Private

Architectural Comment: Modified Vernacular style. Steeply pitched end gable roof with return eaves. One and one half storey wood construction with façade extending downwards utilizing the basement as a garage and shop. Five bay façade with central and off-center entrances in the basement level. Quarter inset chimneys. Pilasters. Italianate influence in the bracketed cornices and bracketed pent roof at the floorline in the façade. Flat hoods over the windows are also bracketed.

Historical Comment: This house was built by William Letteney (1). His grandson, Edward Neville, believed that his grandfather tore down a house he had built on the hill behind this house and used the material in this house. (1) He deeded the house to his son, Israel who later sold it to Robert Mills who ran a store in the building. Dr. Frederick F. Smith purchased the building in 1907 and had his office on the lower floor for many years.

Contextual Comment: This house is located very close to the street. On the corner of the main street through the village and Letteney Lane.

Owners

<u>Last Name</u>	<u>First Name</u>	<u>From</u>	<u>To</u>	<u>Occupation</u>	<u>Book/Page</u>
Letteney, Jr.	William	1812	1841	Trader(2)	14/494
Letteney	Israel	1841	1881	Ship owner & Merchant(3)	34/312 & 38/74

ProvincialID: OIBNS00289

Page 61 of 202



Annapolis County Built Heritage Inventory

Mills	Robert	1881	1902	Ship owner and merchant	99/152
Bank of Nova Scotia		1902	1907		119/580
Smith	Frederick F.	1907	1950	Medical doctor	135/338
Fox	John S. H.	1950	1951		212/394
Hatfield	Blair D.	1951	1984		212/396
Hatfield	Elsie G.	1984	1987		365/22
Hall	Bradley and Flora				
Hopper	Christine R.	1987	1989		414/165
Hall	Flora Marie and Bradley Clifton	1989	1991		444/699
Vanderweit	Christine J. Robart-Vanderweit and John R.	1991	1996		478/13
Marcus	Leslie Bennett	1996			547/914

Historical Associations: Israel was the son of William Letteney.
Elsie G. was the wife of Blair Hatfield (4)

Sources:
(1) Annapolis Spectator - February 3 1927
(2) 1838 Census, Granville Ferry
(3) 1864 Hutchinson's Directory
(4) Registry of Deeds

Site Form Created By:	Wendy MacDonald	Data Entered By:	Connie Jones
Site Form Date:	05-Nov-87	Entered Date:	18-May-07



File # 2020-30-150

REPORT TO: Municipality of Annapolis County
 Town of Annapolis Royal
 Town of Bridgetown
 Town of Middleton

FAC
 HAC
 COUNCIL
 OTHER _____

DATE: January 28, 1990

FROM: Peter C. Davies, B.Arch. M.C.D. Senior Planner

SUBJECT: Request for Designation of Granville Ferry property
 Flora and Brad Hall

BACKGROUND:

At its meeting in November, 1990, the Heritage Advisory Committee authorized DPC staff to staff a number of property owners seeking expressions of interest for heritage property designation. The property owners so identified have been contacted and supplied with background information packages. One response has been received so far, that being Flora and Brad Hall, respecting the Market Gallery in Granville Ferry.

DISCUSSION:

Attached is a copy of their letter of application

Since the Committee had indicated its interest in pursuing possible designation with this property, a review of the property has been undertaken and a photographic reconnaissance completed. Attached is a copy of the review and evaluation of the property of Flora and Brad Hall in Granville Ferry.

The essence of the review is that it is a relatively early building in the context of Granville Ferry, and on this basis it is reasonable to consider it for registration. It is in reasonably good condition and has not had much in the way of modifications

take place to it, with exception the changes to the lower ground floor and the front facade.

The house was built between 1830 and 1841 by William Letteney, Jr., and is a good example of the local Vernacular style, in that it shows an Italianate influence in the bracketed cornices, eaves and roof projections on the gable walls. The corners and each side of the window openings on the lower front facade are pilastered.

The building has a five bay window arrangement across the front facade with two chimneys inset at the quarter points. The building is essentially a storey and a half house form structure, but by virtue of the severe grade change from front to back, advantage has been taken to provide a full two-storey front facade. It is all wood construction and finished with painted shingles.

CONCLUSION:

Because of the age, condition and architectural detailing, this building warrants designation under the Heritage Property Act.

RECOMMENDATIONS:

That the property owned by Flora and Brad Hall of Granville Ferry, Nova Scotia, known as the Market Gallery, field card #10486000 and property assessment account #01933388, be registered by the Municipality of Annapolis County as a heritage property, pursuant to the Heritage Property Act, 1980.

ATTACHMENTS:

- Appendix 1 - Request
- Appendix 2 - Photo of house
- Appendix 3 - Inventory Site form
- Appendix 4 - Heritage Property Evaluation Form

hac-hall.191
01/28/91/1

William Letteney House- 13

JAN 2 1991 12:27

The Municipality of Annapolis County
P. O. Box 100
Annapolis Royal, N.S.
B0S 1A0

The Warden and Members of Council:

I/We... John and Bred Hallbeing
the owners of the property located in Marville Ferry on the
Marville Road and known as the William Letteney House
do hereby request that the property be Registered by the
Municipality of Annapolis County as a heritage property, pursuant
to the Heritage Property Act, 1980.

Signed [Signature] Date Jan 21/91
and [Signature]

Mailing: Box 100
Address Marville Ferry
B0S 1A0

Phone Number: Business 5327881 (copy to def.)
Home 5322272

William Letteney House- 14

ANNAPOLIS COUNTY

HERITAGE PROPERTY EVALUATION FORM

Owner's Name Flora and Bradley Hall
 Mailing Address Granville Ferry, N.S. BOS 160
 General Location of Property Granville Ferry
 Present Use of Property Commercial
 Assessment Property I.D. # 01933388
 Owner's Telephone # _____
 Assessed By Peter C. Davies Date 22 January, 1991

BASIC CRITERIA
EVALUATION DECISIONS

REASONS FOR GRADES

SCORING

I. Development Era, Age

E VG G F/P

A. Era

(Maximum 25)

35

Nomads (pre-1604)
 Acadians (1605-1755)
 Planters (1755-1800)
 General Growth (1800-1840)
 Industrial Growth (1840-1890)
 Decentralization (1890-1930)

"Automatic Designation"
 "Automatic Designation"
 25 (15) 8 2

B. Age

Pre-1812
 1812-1840
 1840-1890
 1890-1914

"Automatic Designation"
 (20) 10 3

II. Architectural

(Maximum 35)

26

C. Construction consistent with current practices 10 6 (3) 0
 D. Design Vernacular with Italianate influences, good use of site and grade change 10 (6) 3 0
 E. Site occupies original site, close to street 10 (5) 2 0

BASIC CRITERIA
EVALUATION DIVISIONS REASONS FOR GRADES SCORING

Annapolis County Heritage Property Evaluation Form (Page 2)

F. Alterations <u>minor changes to front, dormer added at rear</u>	5	(3)	2	0
G. Condition <u>generally good, but some detailing needs replacement</u>	5	(3)	2	0
H. Style <u>consistent with vernacular of period</u>	10	(6)	3	0

II. <u>Historical Association</u>				(Maximum 40)	15
I. Individual <u>an early store owner</u>	25	(10)	5	0	
J. Event _____	25	10	5	0	
K. Landmark _____	20	10	5	0	
L. Environment <u>significant contribution to ambience of village</u>	10	(5)	2	0	

TOTAL SCORE 76

Total Score Category: (1) 2 3

Recommendations by Assessor: Recommend designation

Reviewed by: Peter C. Davies

Comments: This building shows how a vernacular/italianate, one and one-half storey design, can be successfully adapted to a steeply sloping site. The result is a building having a generous facade to the street. Its early use as a commercial building marks it as having some importance in the evolution of Granville Ferry. The building has a five bay facade, tall vertically proportioned windows, Italianate bracketing to the cornice, eaves, gables and rainhoods. Two chimneys are inset at the 1/4 points.



William Letteney House
 PID 05110010
 AAN 01933388
 5365 Granville Road
 Granville Ferry
 2648.81 Sq Ft

1:1,000

0 12.5 25 50
 Meters



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: January 14, 2025
Prepared By: Angela Anderson, CPA, Director of Finance
Report Number: SR2025-15 Software Initiative
Subject: **Municipal Software Initiative**

RECOMMENDATION(S):

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

BACKGROUND

The Municipality currently uses SAP software for financial services and includes the following functions:

- General Ledger (GL)
- Cash Receipting
- Accounts Payable
- Accounts Receivable

This software was procured under a promise from the Province to streamline software for all provincial and municipal entities. In 1999, the system was designed and setup, which has predated numerous accounting standard changes and changes in the operation of municipalities as well as functional changes in the reporting structure.

The original database was setup as a copy from Cape Breton Regional Municipality (CBRM), which operates differently than a non-regional municipality. Many updates and changes were not performed over the years due to available resources both human and financial.

The most recent inquiries with SAP were to setup purchase orders, and bank reconciliation modules. Due to the newest updates and design of the new Provincial SAP platform, staff were told this would not be possible at this time.

The municipality is looking for additional functionalities and cannot receive these from SAP. These include:

- Work order software that integrates with the GL
- Purchase Orders that integrate with Accounts Payable
- Cash receipting that links all accounts together as one customer account – this would significantly enhance the customer experience at the front counter
- E-commerce functions such as streamlined complaints linked to our asset database, customer accounts online (saves staff time re-printing bills and inquiries), e-billing options to save on postage, etc.

- Permitting functionality that integrates with property tax accounts – this speeds up permitting, especially for builders or investors, and coordinates the building and tax departments to increase efficiency and accuracy
- Tangible capital asset database – currently the Municipality manages it's \$42M of assets in an excel spreadsheet which does not support asset management planning processes
- Customized reporting will increase the efficiency and accuracy – currently everything is manual
- Online payment options integrated with the software and bank; and
- Inventory management integrated with capital asset management and the GL modules.

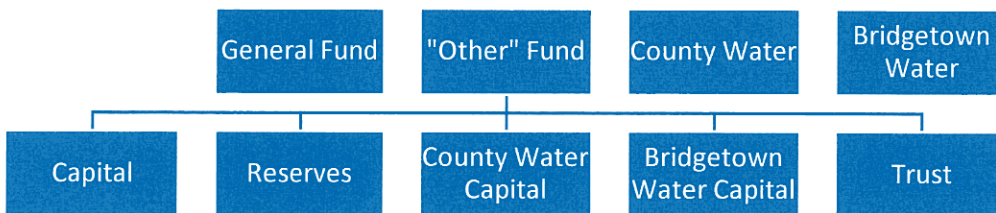
A large challenge was the dissolution of Bridgetown in which an additional fund was added and setup very differently than the other funds.

DISCUSSION

There has been a significant amount of time invested speaking with SAP and its representatives regarding a restructuring of our software. Municipalities use fund accounting and the Financial Accounting and Reporting Manual (FRAM) dictates that the structure for Municipal funds must be as follows:



The Municipality's current fund structure, which is critical for budgeting, financial analysis, and reporting is as follows:



The "other" fund is a fund consisting of approximately 20 individual funds, which means there is no way for the software to "close the accounts" automatically. Annually, staff have to reconcile and prepare a journal entry to close the books. A structural mapping to get from the current structure to the optimal structure has been completed and discussed with SAP. The result is that there cannot be a "restructure," but new cost areas and funds can be created. It is important to note that each of these headings includes numerous cost centres as well.

Upon re-classifying our chart of accounts and structure, there is no way to bring the historical data and map it forward to the new areas.

In addition to these inefficiencies, we are unable to increase functionality for staff and the public. There is no ability to increase the online presence, understanding that this is for a portion of the public that is unable to get to the office or in touch with the office during business hours.

Annually SAP requires staff time sporadically for about two months in order to perform the necessary updates. This requires that staff come in on weekends to test before the update, and after the update, sign off that everything is OK. The level of responsibility and time commitment takes more than one staff away from their regular duties. The update process for most software providers is done quarterly and pushed out automatically, with no responsibility of staff, no additional cost, and no additional staff time.

Staff are proposing that due to the cost-prohibitive nature of restructuring and rebuilding SAP that Council consider proceeding with a municipal software initiative to have organization-wide integration to increase efficiencies, flow of information, increase customer service for our residents and increase the ability, accuracy and timeliness of financial reporting.

SAP is a very robust software that is built for complex businesses and offers a wide range of capabilities, and the setup in Annapolis is the issue, not the software itself which works seamlessly for other levels of government. Those levels of government are much larger than the Municipality and pay a substantial fee for the software. In the interest of a municipality serving just under 20,000 residents at this time, there are options available that will not only increase internal efficiencies but result in either financial savings (for the same current functionality) or increase services for residents for a comparable fee to what we currently pay for SAP.

Methods and timelines for implementation:

Implementation Method	Description	Timeline	Advantages/Disadvantages
Direct cutover	Fiscal year (April 1) cutover to the new software, no parallel (testing before live date)	6-8 months	This will require looking up history in a different system but will clean up the data and customer database going forward. Reduces implementation costs substantially and lead time to have the system ready to go live.
Parallel Implementation	Run both systems parallel for a couple of months	12 months +	SAP is too robust for a direct mapping; chart of accounts will substantially change making this method VERY challenging.
Phased Implementation	Go live on different components at different times	12 months +	The structure change is critical and will result in this not being successful. It would be phased in the sense that the financial component is first, and we add modules after.

In summary it would be most cost effective and timely, due to the magnitude of changes required to the structure, to undertake a direct cutover implementation strategy. This would entail leaving the historical data in the old software for viewing purposes and a clean start in new software. This will optimize the ability to integrate other functions that will support the organization, not just the finance department.

Municipal software is critical in the sustained success of the Municipality going forward. The software houses all the transactional data that is used for reporting, legislative compliance, strategic financial planning, forecasting, decision making, and more. Currently, the Municipality is losing efficiency everyday, and staff are struggling to meet deadlines due to inability to extract the data needed effectively and efficiently. The manual nature of the software has staff working for it, instead of our software working for the Municipality. Manual transactions often result in human error, missed transactions or allocations, and when behind, outdated information. It is critical that processes be automated with built in checks and balances to ensure quality information in results in quality information out.

FINANCIAL IMPLICATIONS

The current cost of SAP consists of the following:

Licensing	\$40,000
Support Package (# of hours)	\$12,500
Total Annual Cost	\$52,500

An RFP will result in detailed proposals with timelines and costing that includes the following:

- Software Purchase (one-time fee)
- Implementation (one-time fee)
- Annual licensing
- Annual Support costs (if applicable, most are included in the licensing cost)

Features and benefits that can be purchased from new software:

- Increase efficiency and ability to meet reporting requirements
- Increased customer service for residents including self-service to support those unable to come to the office or call the office during office hours. We will still provide traditional support enhanced by better information available at the front counter
- Work order system streamlined and integrated organization wide
- Purchase order system (as above)
- Electronic permitting to speed up the permitting process and increase accessibility for out of area investors/builders as well as increase flow of information related to properties
- Ability to undertake asset management strategies to optimize the life cycle cost of our assets
- Online payment options
- Inventory management

POLICY IMPLICATIONS

NA

Prepared by:

Angela Anderson, CPA, Director of Finance

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

JANUARY 6, 2025



STAFF REPORT

Report To: Municipal Council
Prepared By: Dawn Campbell, Director of Corporate Services
Date: January 21, 2025
Report Number: SR2025-16 Approve *Policy 114 Council Remuneration*
Subject: Approve *Policy 114 Council Remuneration*

RECOMMENDATION

That Municipal Council give 7-day notice to approve *Policy 114 Council Remuneration* as circulated.

(Note: As this item was moved from January Committee of the Whole Agenda it requires notice of at least 7 days before being approved by council.)

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

The Committee of the Whole may recommend council approve the policy as circulated.
The Committee of the Whole could recommend further changes to Municipal Council.

COMMUNICATION

Normal statutory requirements:

- 7-day notice to approve policy (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:

Approval Date:



Chris McNeill
Chief Administrative Officer

JANUARY 19 2025

(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		POLICY 114
ADMINISTRATION	Council Remuneration	

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.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		POLICY 114
ADMINISTRATION	Council Remuneration	

(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.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		POLICY 114
ADMINISTRATION	Council Remuneration	

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>	<i>January 21, 2025</i>
<i>Council Approval</i>	<i>February 18, 2025</i>
.....	<u><i>February 18, 2025</i></u>
CAO	Date
<i>At <u>Annapolis Royal</u> Nova Scotia</i>	



COUNTY of ANNAPOLIS
NATURALLY ROOTED

BOARDS and COMMITTEES

Recommendations

AdHoc, Standing, and Advisory Committees

To: Municipal Council

Meeting Date: January 21, 2025

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

Subject: **2025-01-14 Audit Committee Recommendations**

RECOMMENDATION(S):

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

That Municipal Council authorize staff to enter into a 3-year contract with MNP LLP for the provision of audit services in accordance with the recommendation of Audit Committee.

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

OUTSTANDING ITEMS				
Month Requested	Staff Report Number	Description	Council Approval	Follow-up Expected
May 2024		<p>MTRI Woodlands for Wildlife Program PID05101480 Hollow Mountain Road</p> <p>That Municipal Council enter into an agreement with Mersey 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>Ecological Forestry - Graywood</p> <p>That Municipal Council recommend further develop the ecological forestry initiative on the Graywood location and neighbouring lots owned by the County, pursuant to the recommendation of Committee of the Whole.</p>	Motion 240521.14	In progress
July 2024	SR2024-56	<p>Intermunicipal Inclusion, Diversity, Equity and Accessibility Plan (IDEA)</p> <p>That Municipal Council endorse the concept of a joint county-wide Inclusion, Diversity, Equity and Accessibility structure with a proposed committee terms of reference and specific details of the workplan to be brought forward to council in the fall for final review and potential adoption.</p>	Motion 240716.16	In progress
September 2024	SR2024-61	<p>ACOSS Request to Establish a Pavilion at the Sport Hub</p> <p>That Municipal Council approve the establishment of a new pavilion structure up to 30' x 50' and no greater than the height of 15' at the Annapolis County Regional Outdoor Sports Hub that will be purchased and funded by the Annapolis County Outdoor Sports Hub Society on lands located north of the artificial track provided they meet all the regulations associated with building permits and development permits that are required and subject to the approval of the Director of Municipal Operations as to the exact location and installation requirements, in accordance with the recommendation of Committee of the Whole.</p>	Motion 240917.09	In progress
September 2024		<p>Proposal to the Town of Annapolis Royal and the County of Annapolis</p>	Motion 240917.12	In progress

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		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.		
September 2024		Develop Terms of Reference for Glyphosate Ad Hoc Committee That staff prepare a new terms of reference for council’s review to establish a Glyphosate Ad Hoc Committee.	Motion 240917.14	In progress
October 2024		2024-10-01 Email re: Signage for Lake Cady 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	In progress
October 2024	SR2024-67	IDEA Strategy That Municipal Council approve the October 2024 Inter-municipal joint Inclusion, Diversity, Equity and Accessibility Strategy.	Motion 241015.05	In progress
October 2024	SR2024-68	Annapolis County Anti-Poverty and Inclusion Initiative That Municipal Council endorses the concept paper for the development of an Anti-Poverty and Inclusion Working Group as part of the County of Annapolis’ 2023-2027 Strategic Plan. This initiative falls under Strategic Priority 4 – Investing in Our People, Priority No. 4.	Motion 241015.06	In progress
December 2024	SR2024-96	Growth and Renewal for Infrastructure Development Program 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.	Motion241217.12	In progress

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COMPLETED ITEMS				
Month Requested	Staff Report #	Description		Date Complete
October 2024	SR2024-63	Emergency Grant Funding RCL Lawrencetown That Municipal Council approve a grant of \$14,237.00 to Royal Canadian Legion Branch 112, Lawrencetown to assist with emergency roof replacement for the hall; and that this funding be approved as an over expenditure in the Community Grants budget in 2024-2025, pursuant to the recommendation of Committee of the Whole.	Motion 241015.01	Complete
October 2024		175th Anniversary of the Pony Express Proclamation That Municipal Council approve the proclamation for the 175 th Anniversary celebration in commemorating a historic milestone in Annapolis County for the Pony Express 1849-2024.	Motion 241015.03	Complete
October 2024	SR2024-69	SR2024-69 J-Class Roads That Council of Municipality of the County of Annapolis notify Nova Scotia Public Works that it does not wish to participate in the J-Class Road re-paving of subdivision streets program in 2025-2026.	Motion 241015.07	Complete
October 2024	SR2024-66	Joint Police Board That Municipal Council endorse the concept of a joint police advisory board structure with Town of Middleton and that a proposed committee terms of reference be brought forward to council for final review and potential adoption.	Motion 241015.04	Complete
October 2024	SR2024-71	Authorization required for Bear River Water Project Easement That Municipal Council authorize the Warden and the Municipal Clerk to Sign an easement agreement with the Bear River Agricultural Society on behalf of the Municipality for the Bear River Water Project.	Motion 241015.08	Complete
October 2024	SR2024-70	Offer to Partner on Housing Developments That Municipal Council authorize entering into a Memorandum of Understanding with Rooted: Community Development Partner, to seek ways to advance affordable housing projects together in Annapolis County.	Motion 241015.09	Complete
November 2024	SR2024-72	Appointment of Dana Olmstead To appoint Dana Olmstead as Building Official and Fire Inspector for the Municipality of the County of Annapolis, pursuant to the recommendation of Committee of the Whole.	Motion 241119.01	Complete

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November 2024	SR2024-73	ACMHC Appointments To appoint the following board members to the Annapolis County Municipal Housing Corporation: Paula Bilz for an additional 2 years to November 2026; Ann Burns for an additional 2 years to November 2026 Carol Ward for an additional 2 years to November 2026; Terry Silver for a 2 year term to November 2026, pursuant to the recommendation of Committee of the Whole.	Motion 241119.02	Complete
November 2024	SR2024-74	Approve Policy 102 - Personnel To approve <i>Policy 102 Personnel</i> as circulated, seven-day notice given on November 12 th .	Motion 241119.03	Complete
November 2024	SR2024-75	Repeal AM-1.2.2 Indemnification of Elected Officials Policy To repeal <i>AM-1.2.2 Indemnification of Elected Officials Policy</i> as circulated, seven-day notice given on November 12 th .	Motion 241119.04	Complete
November 2024	SR2024-76	Approve Policy 120 – Code of Conduct for Elected Officials To approve <i>Policy 120 Code of Conduct for Elected Officials</i> as circulated, seven-day notice given on November 12 th .	Motion 241119.05	Complete
November 2024	SR2024-77	Approve Policy 112 Area Advisory Planning Committee Policy To approve <i>Policy 112 Area Advisory Planning Committee Policy</i> as circulated, seven-day notice given on November 12 th .	Motion 241119.06	Complete
November 2024	SR2024-78	Approve Policy 122 - Ad Hoc Citizen Advisory Committees To approve <i>Policy 122 Ad Hoc Citizen Advisory Committees</i> as circulated, seven-day notice given on November 12 th .	Motion 241119.07	Complete
November 2024	SR2024-79	Approve Policy 111 Annapolis County Planning Advisory Committee Policy To approve <i>Policy 111 Annapolis County Planning Advisory Committee Policy</i> as circulated, seven-day notice given on November 12 th .	Motion 241119.08	Complete
November 2024	SR2024-80	Approve Bylaw 1 Heritage To give first reading to approve <i>Bylaw 1 Heritage</i> , in accordance with the recommendation of Committee of the Whole.	Motion 241119.09	Complete
November 2024	SR2024-81	Approve Policy 121 Citizen Appointments to Committees To approve <i>Policy 121 Citizen Appointments to Committees</i> as circulated, seven-day notice given on November 12 th .	Motion 241119.10	Complete

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<p>November 2024</p>	<p>SR2024-82</p>	<p>Nominating Committee Report That Council of Municipality of the County of Annapolis approve the following appointments to committees along with their respective dates of appointment as follows: Audit Committee for term ending on October 31, 2025 Deputy Warden Dustin Enslow as Chairperson Councillor Charles Cranton Councillor Gidget Oxner Melony Robinson Erich Beifuss Climate Change Action Plan Review Committee for a term ending on October 31, 2026 Councillor Jonathan Welch as Chairperson Councillor Lynn Longmire Councillor Jesse Hare Clifford Drysdale Jim Crossley Niki Clark Fences and Arbitration Committee for a term ending on October 31, 2026 Councillor Brian Connell as Chairperson Councillor Jesse Hare as Alternate Fire Services Committee for a term ending on October 31, 2026 Councillor Brian Connell as Chairperson Councillor Nile Harding Physician Recruitment and Retention Strategy Committee for a term ending on October 31, 2026 Councillor Karie-Ann Parsons-Saltzman as Chairperson Councillor Lynn Longmire Councillor Charles Cranton Councillor Nile Harding Police Advisory Board for a term ending on October 31, 2026 Warden Diane LeBlanc Councillor Nile Harding Public members to be recommended after personal interviews held.</p>	<p>Motion 241119.11</p>	<p>Complete</p>
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		<p>Planning Advisory Committee for a term ending on October 31, 2026 Councillor Lynn Longmire as Chairperson Councillor Ted Agombar Councillor Jonathan Welch Councillor Jesse Hare John Chuck Ryan Naomi Blanchard Alison Warwick Brad Redden</p> <p>Planning Area Advisory Committee - Bridgetown and Area for a term ending on the submission of their draft Special Planning Area MPS and LUB Councillor Ted Agombar as Chairperson Deputy Warden Dustin Enslow Carolyn Hubble William Grant Wright</p> <p>Planning Area Advisory Committee – East End Area for a term ending on the submission of their draft Special Planning Area MPS and LUB Councillor Gidget Oxner as Chairperson Councillor Jesse Hare Warden Diane LeBlanc Councillor Karie-Ann Parsons-Saltzman Mark Kinsman Calvin Gough</p> <p>Inter-Municipal Working Group for Valley Waste and Kings Transit for a term ending on October 31, 2026 Warden Diane LeBlanc Alternate Deputy Warden Dustin Enslow</p> <p>Annapolis County Inter-Municipal Working Group for a term ending on October 31, 2026 Warden Diane LeBlanc Deputy Warden Dustin Enslow</p> <p>Annapolis Valley Exhibition for a term ending on October 31, 2026 Councillor Charles Cranton</p>		
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		<p>Annapolis Valley Regional Library for a term ending on October 31, 2026 Councillor Karie-Ann Parsons-Saltzman</p> <p>CAO Review Committee for a term ending on October 31, 2026 Warden Diane LeBlanc as Chairperson Deputy Warden Dustin Enslow Councillor Karie-Ann Parsons-Saltzman Councillor Ted Agombar</p> <p>Lawrencetown Source Water Protection Advisory Committee for a term ending on October 31, 2026 Councillor Brian Connell</p> <p>Middleton Source Water Protection Advisory Committee for a term ending on October 31, 2026 Councillor Gidget Oxner</p> <p>Annapolis County Source Water Protection Advisory Committee for a term ending on October 31, 2026 Robert Feagan as Chairperson Harold Baker</p> <p>Regional Emergency Management Organization Advisory Committee for a term ending on October 31, 2026 Councillor Lynn Longmire Councillor Brian Connell</p> <p>Southwest Nova Biosphere Reserve Association for a term ending on October 31, 2026 Councillor Jonathan Welch</p> <p>Trans County Transportation Society for a term ending on October 31, 2026 Councillor Ted Agombar</p>		
November 2024		<p>Deregistration of Heritage Property 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

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December 2024	SR2024-83	<p>FCM Conference</p> <p>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;</p> <p>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	SR2024-84	<p>Cost of Living Wage Adjustment</p> <p>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	SR2024-86	<p>Approve <i>Bylaw 2 Marketing Levy</i></p> <p>To give first reading to approve <i>Bylaw 2 Marketing Levy</i>, in accordance with the recommendation of Committee of the Whole.</p>	Motion 241217.04	Complete
December 2024	SR2024-87	<p>Approve <i>Policy 105 Low Income Tax Exemption</i></p> <p>To approve <i>Policy 105 Low Income Tax Exemption</i> as circulated, seven-day notice given on December 10th.</p>	Motion 241217.05	Complete
December 2024	SR2024-89	<p>Approve <i>Policy 130 Occupational Health and Safety</i></p> <p>To approve <i>Policy 130 Occupational Health and Safety</i> as circulated, seven-day notice given on December 10th.</p>	Motion 241217.06	Complete
December 2024	SR2024-90	<p>Approve <i>Policy 127 Emergency Management Comfort Centres and Shelters</i></p> <p>To approve <i>Policy 127 Emergency Management Comfort Centres and Shelters</i> as circulated, seven-day notice given on December 10th.</p>	Motion 241217.07	Complete
December 2024	SR2024-92	<p>Insurance for Heritage Properties</p> <p>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</p>	Motion 241217.08	Complete

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		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 NSFM, pursuant to the recommendation of Committee of the Whole.		
December 2024	SR2024-93	Approve Policy 131 Hospitality To approve <i>Policy 131 Hospitality</i> as circulated, seven-day notice given on December 10 th .	Motion 241217.09	Complete
December 2024	SR2024-94	Approve Policy 106 Municipal Traffic Authority To approve <i>Policy 106 Municipal Traffic Authority</i> as circulated, seven-day notice given on December 10 th .	Motion 241217.10	Complete
December 2024	SR2024-95	Approve Policy 114 Council Remuneration To approve <i>Policy 114 Council Remuneration</i> as circulated, seven-day notice given on December 10 th .	Motion 241217.11	Complete
December 2024	SR2024-98	Approve Bylaw 1 Heritage (Second Reading) To give second reading to approve <i>Bylaw 1 Heritage</i> as circulated.	Motion 241217.13	Complete
December 2024	SR2024-99	Nominating Committee Report 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	Site Plan Approval Appeal 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