

2024-02-20 Council Agenda Package

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

MUNICIPAL COUNCIL AGENDA

10:00 a.m. – Tuesday, February 20, 2024

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



1. **ROLL CALL**
2. **DISCLOSURE OF INTEREST**
3. **APPROVAL OF THE ORDER OF THE DAY**
4. **4.1 APPROVAL of MUNICIPAL COUNCIL MINUTES**
2024-01-16 Regular Council
- 3-7
5. **COTW RECOMENDATIONS**
2024-02-13 Committee of the Whole:
 - 8 **5.1** SR2024-07 Development Officer Appointment Mahsa Koushki
 - 8 **5.2** SR2024-08 Repeal Policies of the Former Town of Bridgetown
 - 9 **5.3** SR2024-09 Water Supply Area Advisory Committee Policies Repeal
 - 9 **5.4** SR2024-10 2024 Election – List of Electors Information Sharing Agreement
 - 9 **5.5** SR2024-11 AM-1.3.1 Presentation of Annual Reports Policy Repeal
 - 9 **5.6** SR2024-12 Release Capital Reserve Funds North Queens Fire Association
 - 9 **5.7** SR2023-04 (2) 2023-24 Community Grants - Grow to Gather Garden Association
 - 9 **5.8** SR2023-04 (2) 2023-24 Community Grants - Bear River Board of Trade
 - 9 **5.9** SR2023-04 (2) 2023-24 Community Grants - Middleton Swimming Pool Society
 - 9 **5.10** SR2023-04 (2) 2023-24 Community Grants - Middleton Railway Museum Society
 - 9 **5.11** SR2023-04 (2) 2023-24 Community Grants - Cottage Cove District Wharf Society
 - 10 **5.12** SR2024-13 Marketing Levy Bylaw New
 - 10 **5.13** Policy 104 Audit Committee Appointments
 - 10 **5.14** Medical Recruitment Financial Assistance Program Grant to Dr. AC Silver - \$10,000
6. **NEW BUSINESS**
 - 11-19 **6.1** FCM 2024 Annual Conference and Trade Show – June 6-9, Calgary AB
7. **COUNCILLOR COMMENTS**
8. **IN-CAMERA**
 - 8.1 In accordance with MGA Section 22(2)(e) contract negotiations
 - 8.2 In accordance with MGA Section 22(2)(e) contract negotiations
- 20-25 9. **Council Motion Tracking List (November, December, January)**
10. **ADJOURNMENT**

**2024-01-16 Municipal Council
Summary of Motions-**

Motion 240116.01 SR2024-01 Policy 107 Source Water Protection Advisory Committee NEW	1
Motion 240116.02 SR2024-03 AM-1.3.8 Letter of Support and Acknowledgement Policy - Repeal	1
Motion 240116.03 SR2024-04 2023/24 Community Grants Applications – Brickton Community Hall	2
Motion 240116.04 SR2024-04 2023/24 Community Grants Applications Fundy Community Recreation Club	2

Minutes of the regular session of Municipal Council held on Tuesday, January 16, 2024, at 10:02a.m., at the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS.

Roll Call

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

Also Present: CAO Chris McNeill, Municipal Clerk Carolyn Young; other staff including L. Bent, D. Campbell, N. McCormick, B. Olsen, N. Whitman, and Jim Young.

Disclosure of Interest

None.

Order of the Day

Approved as circulated.

Minutes

Re: 2023-12-19 Regular Minutes - approved with no errors or omissions.

Committee of the Whole Recommendations 2024-01-09

Re: SR2024-01 Policy 107 – Source Water Protection Advisory Committee NEW

Motion 240116.01 SR2024-01 Policy 107 Source Water Protection Advisory Committee NEW

That Municipal Council approve *Policy 107 Source Water Protection Advisory Committee*, pursuant to seven-day notice given at Committee of the Whole.

Moved: Deputy Warden Redden

Seconded: Councillor Hudson

Motion carried.

Re: SR2024-03 AM-1.3.8 Letters of Support and Acknowledgement Policy – Repeal

Motion 240116.02 SR2024-03 AM-1.3.8 Letter of Support and Acknowledgement Policy - Repeal

That Municipal Council repeal *AM-1.3.8 Letters of Support and Acknowledgement Policy*, in accordance with seven-day notice given at Committee of the Whole.

Moved: Deputy Warden Redden

Seconded: Councillor Prout
Motion carried.

Re: SR2024-04 2023-24 Community Grants Applications – Brickton Community Hall

Motion 240116.03 SR2024-04 2023/24 Community Grants Applications – Brickton Community Hall

That Municipal Council approve a grant to the Brickton Community Hall in the amount of \$1,200 to support Chimney repair and kitchen upgrades to the hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*, pursuant to the recommendation of Committee of the Whole.

Moved: Deputy Warden Redden
Seconded: Councillor LeBlanc
Motion carried.

Re: SR2024-04 2023-24 Community Grants Applications – Fundy Community Recreation Club

Motion 240116.04 SR2024-04 2023/24 Community Grants Applications Fundy Community Recreation Club

That Municipal Council approve a grant to the Fundy Community Recreation Club in the amount of \$1,200 to support the installation of a heat pump and a generator for the community hall in accordance with *AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program*, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Longmire
Seconded: Councillor Gunn
Motion carried.

Councillor Comments

District 1 – Councillor Prout (as submitted)

Happy New Year from District 1. We have been experiencing a number of winter storms recently with another one due later this week. I would like to extend my thanks to all Transportation & Infrastructure Renewal, Nova Scotia Power, and County Public Works employees for their efforts to keep the roadways safe and the power on during these times of inclement weather.

On another topic, I would like to express my gratitude to all of the service clubs, businesses, restaurants, churches and individual citizens who took part in the many initiatives to help provide food, along with other needed commodities, to many of the citizens of Annapolis County who were in need of assistance over the Holidays. I believe that it is this caring spirit which is found throughout the communities of our county that helps to show that we do indeed live in a wonderful place. I am sure that we will be mindful that the need for continued support of our service clubs, small businesses, and Food Banks will remain with us in the coming days.

District 2 – Councillor Connell noted that groups have been quiet over Christmas. The Port George Community Hall is nearing readiness with the generator to be a comfort centre and they have a new website: portgeorge.com. Margaretsville Fire Hall has acted as a comfort centre in the past and will continue. Communities working on new projects. Hopes for a good year.

District 3 – Councillor Enslow wished Happy New Year to everyone. Hard to believe a year ago he was on the campaign trail. Nice holiday break, he had a chance to reflect and be thankful for what we have –

that is the focus for his family. Some go without, they support the community financially and through volunteering.

Attended and served at the Bridgetown Lion's Breakfast. ACOSS group looking after the Sports HUB and members are very excited to move forward. He looks forward to a report from them. Acknowledges community spirit, which continues to grow post-COVID. He saw that during recent power outages and watched communities pull together, as well as with recent fire in Paradise over the holidays. Looks forward to challenges of 2024.

District 4 – Councillor Barteaux last year was a good year, with good turnout at seasonal events and markets. COVID restrictions are not so great now. Attended New Year's Levee at Port Royal Legion Branch 21, good turnout, great to see. Hopes this new year we can attend more public meetings and events. Wished a happy, healthy, prosperous, year for everyone.

District 5 – Councillor Longmire (as submitted)

Happy New Year!

Your health matters: Services are changing all the time. If you have an electronic device, please be sure to download the YourHealthNS app. This app offers lots of options such as Primary Health Clinics, Urgent Treatment Centers 9-4 pm M-W-F Annapolis Community Health Center, mobile clinics, lab and diagnostic bookings, and much, much more to meet your health needs all of which are non-emergency support. If searching for what emergency rooms/services are open please go to Temporary Closures NS Health in your search bar on your computer. If you do not have access to a computer or smartphone for the above information, please call 811 and request Nova Scotia support and 911 as always for emergencies. Please don't forget to look out for your neighbors as they may need your support. My advice to the citizens of Annapolis County is to look at the temporary closures daily so you are one step ahead.

Zoning- A hot topic: In 2023 the County was very busy holding meetings with several options of daytime and evening meetings regarding the County's Land Use Bylaw and Municipal Planning Strategy.

On Dec 14/2023 an evening PAC public meeting was held at the Annapolis Royal Fire Hall and there were many in attendance. We heard from several citizens and took those concerns back to be considered at our regular PAC meeting (open to the public) held last week Jan 10 /2024 10-3 pm at the Baptist Church Hall in Annapolis Royal. PAC had excellent discussions. We worked very hard to address the needs and concerns raised at the Dec PAC. This Thursday, Jan 18/2024 10 am will be the next opportunity to hear the plan as amended. I encourage the citizens of Annapolis County to come out and take part in this Hearing. If you cannot arrange to attend for whatever reason please email your questions and concerns to county email and/or cmcneill@annapoliscounty.ca before Thursday. (written submissions are to go to the Clerk cyoung@annapoliscounty.ca). The work around zoning is not an easy task. We are so grateful for all those who attended the meetings and for those who shared their concerns either in writing or presentation.

I ran in 2020 and my slogan was 'Your voice matters' and it still does. Looking forward to seeing you Jan 18/2024 @ 10 am here in Chambers.

Happy new year, all the best to everyone for 2024. Attended New Year's Levee at Port Royal Legion Branch 21 and shared greetings from the county.

District 6 – Warden Morrison

It is now 2024 – and I am in my twelfth year of service to District 6 residents and all citizens of Annapolis County. I have learned a lot and will continue to use those lessons as we care for the well-being of all Annapolis County folks.

The Clementsport branch of the Royal Canadian Legion continues to attract a wider participation of area residents to its Wednesday morning coffee gathering, its Friday suppers, and special occasion events. This is encouraging to the Legion volunteers who strive to produce excellent service to our communities. Jackie Holborn of Cornwallis Park is the Secretary of the Annapolis Community Health Centre Auxiliary. She was happy to report, and I am sure we are all happy to hear, that the Christmas Angel initiative achieved a total of \$2,700 in donations. The money will be used to improve the physiotherapy and rehabilitation centre.

The closing of the grocery store and restaurant at Basin Center is a sad occasion. Let us pledge to do all we can to restore these and other essential community services.

District 7 – Councillor Hudson wished all a Happy New Year and echoed comments about winter storms and the great work by Nova Scotia Power and Highways crews looking after that. There is a public meeting on January 28th at the Bridgetown Legion from 1:30 – 3:30 posted by Save Our Old Forests group, in response to an announcement that 23,000 acres have been identified as potential sites for spraying and clear cutting on crown lands in Annapolis County. This is not a way forward, we need to look at other ways to manage forests and harvest timber. 10 years ago, a friend said ‘the race is on to cut the last tree’. That seems to be becoming reality. Check out the maps of what has already been cut in Annapolis County. We are getting down to the home stretch.

District 8 – Councillor Gunn wished all a Happy New Year and thanked all volunteers who ran successful events over the past few months. He has had a range of comments from constituents, with concerns about federal government, water and sidewalks in Bear River, and fill required in the downtown Bear River parking area. Since the Annapolis Royal pool won't be opening, maybe lessons could resume at Raven Haven – he has passed this on to the recreation department. Looks forward to the Source Water meetings. He thanked those who stand up for important issues and come to meetings, those who protect forests and stand on street corners protesting. Diversity was once cherished in our thought process.

District 9 – Councillor Sheridan wished all a Happy New Year. Foodbanks are hurting, please help them out. Nictaux Fire Department bingo is held every second Saturday, and next one is this Saturday.

District 10 – Deputy Warden Redden wished all a Happy New Year. Lawrencetown District Lions is hosting a spaghetti dinner on January 25th at the NSCC Lawrencetown campus.

District 11 – Councillor LeBlanc wished all a Happy New Year and great 2024. Volunteers have been busy helping over the holidays with events, we need more people to volunteer and/or donate to foodbanks. Has had a lot of questions about the zoning process and looks forward to people asking their questions. Three Rivers Community Centre is now opening the centre for walking, because the weather is getting bad. They have lots of activities, check their Facebook page regularly to see what is happening.

Adjournment

The Warden declared the meeting adjourned at 10:29 a.m.

Warden

Municipal Clerk

**Recommendations from
2024-02-13 Committee of the Whole to
2024-02-20 Municipal Council**

5.1 SR2024-07 Development Officer Appointment Mahsa Koushki

That Municipal Council appoint Mahsa Koushki as a Development Officer for the Municipality of the County of Annapolis to administer the Municipality's Land Use Bylaws and Subdivision Bylaw.

5.2 SR2024-08 Repeal Policies of the Former Town of Bridgetown

That Municipal Council repeal the following policies of the former Town of Bridgetown [7-day notice]:

Policy #1 Complaints (January 6, 1969)

Policy #2 Culverts (January 18, 2012)

Policy #3 Equipment Rental (January 18, 2012)

Policy #4 Accessibility Rebate Policy (April 15, 2009)

Policy #5 Code of Conduct (April 15, 2009)

Policy #6 Fire Call Public Works Employees (January 18, 2012)

Policy #7 Special Council Meeting Minutes (January 18, 2012)

Policy #9 Proclamations (August 24, 2011)

Policy #12 Suspension of Driving Privileges (January 18, 2012)

Policy #13 Tangible Capital Assets (August 24, 2011)

Policy #15 Tariff of Fees and Expenses for Election Officials (August 25, 2008)

Policy #16 Contractors on Town Property Not Hired by Town (January 18, 2012)

Policy #17 Tree Committee Enforcement Resolution (January 18, 2012)

Policy #19 Council Remuneration and Expense (January 22, 2013)

Policy #20 Disclosure Minutes of Council and Committees (January 18, 2012)

Policy #21 Naming of Streets (January 18, 2012)

Policy #22 Hiring of Contractors Pursuant to WCA (January 18, 2012)

Policy #23 Safety and Health (OH&S) (December 11, 2012)

Policy #24 Council Meetings and Procedures (December 11, 2012)

Policy #25 Conducting Meetings by Electronic Facilities (January 18, 2012)

Policy #25 (2) Tax Exemption for Charitable and Non-Profit Organizations (October 17, 2012)

Policy #26 User Fees [MPS / LUB] (May 12, 2008)

Policy # 27 Human Resources (October 17, 2012)

Policy #28 Committee of the Whole (March 26, 2013)

Policy #29 Wearing of Scents (April 8, 2003)

Policy #32 Dog Registration Fees (April 11, 2005)

Policy #33 Agents of the Town (May 9, 2005)

Policy #34 Tax Collection (July 12, 2010)

Policy #35 Deputy Mayor (December 11, 2012)

Policy #36 Procurement (January 28, 2014)

Policy #37 Documentation of Accounting Policies and Procedures (January 28, 2014)

Policy #38 Debt Management (February 25, 2014)

**Recommendations from
2024-02-13 Committee of the Whole to
2024-02-20 Municipal Council**

5.3 SR2024-09 Water Supply Area Advisory Committee Policies Repeal

That municipal council repeal AM-1.3.6.12 *Lake Cady Water Supply Area Advisory Committee Policy*, AM-1.3.6.13 *Lawrencetown Water Supply Area Advisory Committee Policy*, and AM-1.3.6.15 *Margaretville Water Supply Area Advisory Committee Policy*, seven-day notice.

5.4 SR2024-10 2024 Election – List of Electors Information Sharing Agreement

That municipal council use the provincial electors list as maintained by the Province of Nova Scotia, and authorize the CAO to sign the 2024 Information Sharing Agreement between His Majesty the King in the Right of the Province of Nova Scotia (Chief Electoral Officer) and the County of Annapolis (Chief Administrative Officer).

5.5 SR2024-11 AM-1.3.1 Presentation of Annual Reports Policy Repeal

That municipal council repeal AM-1.3.1 *Presentation of Annual Reports Policy*, seven-day notice

5.6 SR2024-12 Release Capital Reserve Funds North Queens Fire Association

That Municipal Council authorize the withdrawal of \$80,000 from the Capital Fire Services Reserve Fund to the North Queens Fire Association in the 2023-24 fiscal year.

5.7 SR2023-04 (2) 2023-24 Community Grants Application - Grow to Gather Garden Association

That Municipal Council approve a grant to the Grow to Gather Garden Association in the amount of \$1,950 to support their “Renewing the Gardens” program in accordance with AM 1.4.9 *Community Grants, Community Programs Assistance Fund*.

5.8 SR2023-04 (2) 2023-24 Community Grants Application - Bear River Board of Trade

That Municipal Council approve a grant to the Bear River Board of Trade in the amount of \$3,000 to support waterfront park landscaping in accordance with AM 1.4.9 *Community Grants, Large Capital Pledge Grant*.

5.9 SR2023-04 (2) 2023-24 Community Grants Application - Middleton Swimming Pool Society

That Municipal Council approve a grant to the Middleton Swimming Pool Society in the amount of \$1,225 to support expansion and revitalization of aqua fitness classes in accordance with AM 1.4.9 *Community Grants, Community Programs Assistance Fund*.

5.10 SR2023-04 (2) 2023-24 Community Grants Application - Middleton Railway Museum Society

That Municipal Council approve a grant to the Middleton Railway Museum Society in the amount of \$5,000 to support a new 1950’s transport trailer exhibit in accordance with AM 1.4.9 *Community Grants, Small Project Matching Grants*.

5.11 SR2023-04 (2) 2023-24 Community Grants Application - Cottage Cove District Wharf Society

That Municipal Council approve a grant to the Cottage Cove District Wharf Society in the amount of \$10,000 to support upgrades and repairs to the Cottage Cove Wharf in accordance with AM-1.4.3 *Harbour Authorities & Societies Capital Assistance Program, Large Project Capital Investment Grant*.

**Recommendations from
2024-02-13 Committee of the Whole to
2024-02-20 Municipal Council**

5.12 SR2024-13 Marketing Levy Bylaw New

That Municipal Council give First Reading to approve the new *Marketing Levy Bylaw*.

5.13 Policy 104 Audit Committee Appointments

To recommend that municipal council appoint the following three citizen members to the Audit Committee, Erich Beifuss, Alexander Robert Cowan, and Melony Robinson, for a term ending November 30, 2024; and that municipal council appoint the following three councillors to the Audit Committee, for a term ending October 31, 2024, Deputy Warden Brad Redden, and Councillors Dustin Enslow and Wendy Sheridan.

5.14 Medical Recruitment Financial Assistance Program Grant to Dr. AC Silver - \$10,000

To recommend that Municipal Council approve a payment of \$10,000 to the Soldiers Memorial Hospital Foundation for the purpose of providing a grant to Dr. AC Silver, and further that the Foundation and doctor confirm receipt of the grant, in accordance with AM-1.4.9.1 Medical Recruitment Financial Assistance Program Policy.

THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.0
Section Procedures and Organization of Council	Subject FCM Delegate Selection	

1. APPLICATION

This policy establishes procedures for the selection of delegates to attend the Federation of Canadian Municipalities Annual Conference.

2. AUTHORITY

Section 65, *Municipal Government Act*, as amended

3. BASIC POLICY

The Warden or the Warden’s designate and three other members of the council shall normally attend the Federation of Canadian Municipalities Annual Conference. Conference fees and travel expenses shall be reimbursed in accordance with County policies.

4. SPECIFIC CONDITIONS AND PROCEDURES

- 4.1 Subject to Sub-section 4.3, three members of council shall be selected as delegates by placing the names of each eligible councillor in a box from which three names will be drawn. Three additional names will be drawn to be the alternates.
- 4.2 If the council endorses the candidacy of the Warden and the Warden becomes a member of the FCM National Board, the municipality shall provide reimbursement of expenses to attend national board meetings. Such endorsement and support will be subject to annual review by council.
- 4.3 If the council endorses the candidacy of another member of Municipal Council for a position on the FCM National Board, the municipality shall provide reimbursement of expenses for the FCM Annual Conference at which the candidacy will be put to a vote. If the candidacy is successful, the municipality shall provide reimbursement of expenses to attend national board meetings and the subsequent FCM Annual Conference. Such endorsement and support will be subject to annual review by Council. In this circumstance, the number of delegates under Subsection 4.1 will not be reduced.
- 4.4 In any year the FCM Annual Conference is held in the Maritime Provinces, Municipal Council may authorize that any member of council may attend and be reimbursed expenses.
- 4.5 During the regular four year term of Council, a councillor who has attended an FCM Annual Conference in either of the two preceding years, (excluding attendance in accordance with Subsection 4.4) is not eligible for selection.
- 4.6 Following a regular election, all councillors will be eligible for selection.

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>	March 14, 2017
<i>Council Approval</i>	March 21, 2017
<u><i>Wanda Atwell</i></u>	<u>March 24, 2017</u>
Acting Municipal Clerk	Date
<i>At Annapolis Royal, Nova Scotia</i>	

THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.0
Section Procedures and Organization of Council	Subject FCM Delegate Selection	

Effective 2001/02/20

AMENDED 2010/12/21

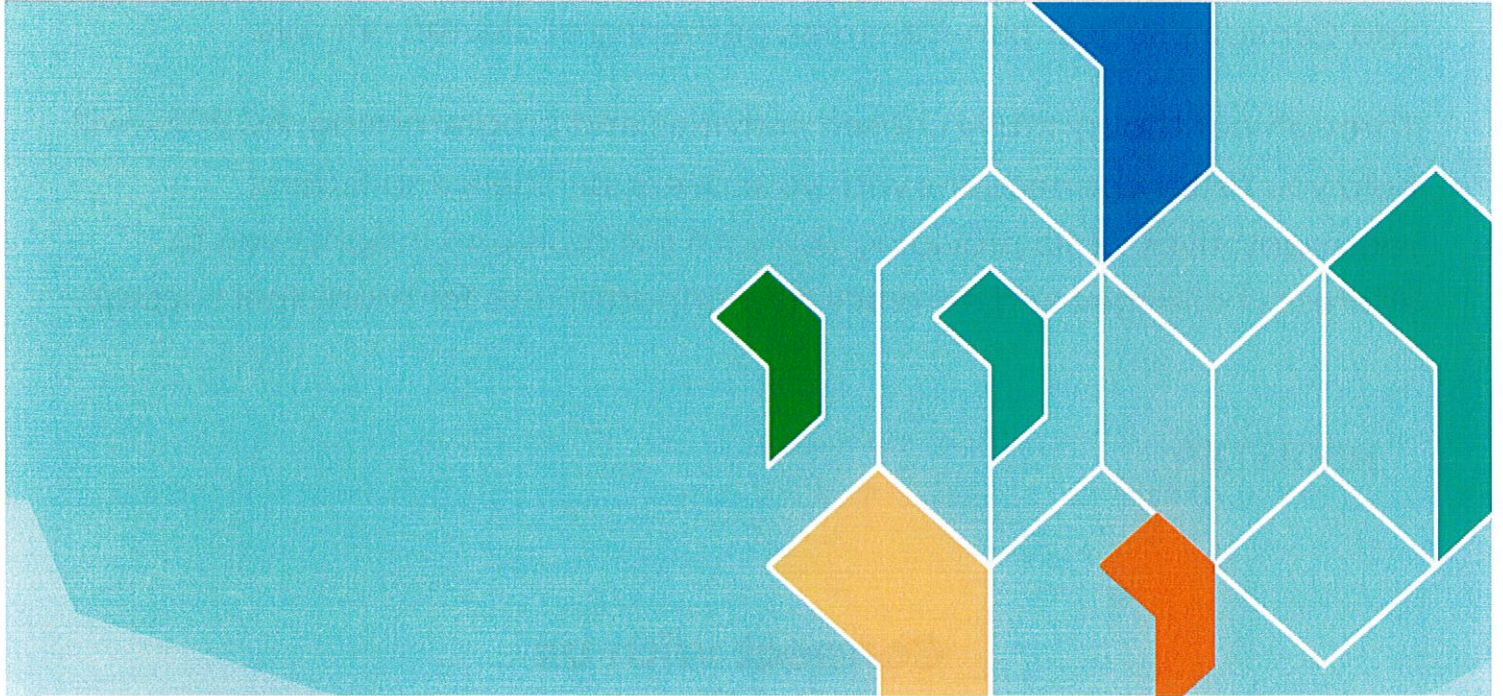
AMENDED 2017/03/21 as follows:

- In Section 3 replacing “two” with “three”
- In Section 3 replacing “AM-1.8.1 Travel / Conference / Municipal Related Activities Expenses Policy” with “County policies”
- In Sub-section 4.1 replacing “two” with “three” in each place that it appears
- In Sub-section 4.1 deleting “first and second”
- In Sub-section 4.1 deleting “A councillor who has attended an FCM Annual Conference in either of the two preceding years, (excluding attendance in accordance with Subsection 4.4) is not eligible for selection.”
- In Sub-section 4.3 inserting “not” and deleting “from two to one”
- Adding Sub-section 4.5
- Adding Sub-section 4.6



FEDERATION
OF CANADIAN
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Annual Conference and Trade Show 2024

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When: **June 6-9, 2024**

Where: **Calgary Telus Convention Centre, Calgary, AB**

Join more than 1,000 elected officials from coast to coast to coast for ***Redefining our future***, FCM's 2024 Annual Conference and Trade Show and Canada's largest pan-Canadian gathering of elected officials.

Through our thoughtfully chosen activities and programming, AC 2024 will help you foster connections with your peers, partners and federal representatives while providing you with the tools and insights you to address challenges and embrace new opportunities for municipal success.

REGISTER

Connect with us

Not a member?

[Sign up](#) for our Annual Conference mailing list to stay abreast of all the event's updates.

Interested in being a Trade Show exhibitor?

Visit our [Exhibitor webpage](#) or [contact us](#).

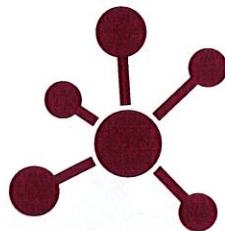
For any other questions, please [contact us](#).

Held under the theme ***Redefining our future***, AC 2024 delegates will explore how we can build a future that provides Canadians with the best services and enhanced quality of life. In response to the challenges facing municipalities of all sizes across the country, FCM is

championing a new **Municipal Growth Framework**: a new way to empower municipalities to successfully withstand the challenges they face today and in the future. Together, let's imagine a better future for our cities, communities and the Canadians we serve.

Why attend?

This is one event you won't want to miss.



Network

with other local leaders who range from Canada's rural, northern and remote regions to Canada's biggest cities, who are focused on the same municipal issues.



Learn

best practices and gain new insights to meet your municipality's ongoing challenges via workshops, study tours and discussions.



Connect

with key municipal partners, experts and suppliers at our sector-leading **trade show**, fostering the relationships you need to make your communities stronger



Experience

the vibrant city of Calgary and its unique municipal achievements through our popular study tours.



Influence

the national municipal agenda by electing our new Board, shaping our priorities and convening with federal leaders.



Raise

your community's profile by exchanging expertise and sharing how you delivered innovative wins in your own municipality.

We're looking forward to seeing you in person!

Don't miss this chance to network with your peers

Discuss particular challenges, lessons learned, solutions and successes with your peers.

FCM's Annual Conference and Trade Show is your chance to network with other local leaders who range from Canada's rural, northern and remote regions to our country's biggest cities—with people who are focused on the same municipal issues and who have faced similar challenges. This is FCM's conference strength.



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CAREERS

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
	SR2023-71	East End Servicing Study That Municipal Council authorize an additional \$97,218 in funding from county water and sewer reserves for the expanded scope of the East End Servicing Study, in accordance with the recommendation of Committee of the Whole.	Motion 230919.09	To be completed March 31, 2024
September 2023	SR2023-18(2)	Fire Services Review That Municipal Council authorize an additional \$14,000 in funding as an unfunded liability for the awarding of the Fire Services Review contract, in accordance with the recommendation of Committee of the Whole.	Motion 230919.11	To be Completed December 2023
November 2023	SR2023-83	Transfer Municipal Pension Plan to PSSP That Municipal Council engage the service of legal counsel that specializes in pension agreements and authorize the Warden and Municipal Clerk to enter into the required agreements for the successful transition of the Municipality's defined contribution pension plan into the Public Service Superannuation Plan as soon as possible; and that the costs of this transfer expected to be approximately \$30,000 to \$35,000 be funded as an unfunded liability in the 2023-2024 operating budget.	Motion 231121.12	Pending signatures
December 2023	SR2023-87	Municipal Capital Growth Fund Submission Bear River That Municipal Council support the submission of an application to the Municipal Capital Growth Fund in the amount of \$1,704,000 for 50% of the construction phase of the Bear River Water System Project, pursuant to the recommendation of Committee of the Whole.	Motion 231219.03	

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

COMPLETED ITEMS				
Month Requested	Staff Report #	Description		Date Complete
November 2023	SR2023-81	Policy 104 Audit Committee NEW That municipal council approve Policy 104 respecting the establishment of an Audit Committee, in accordance with seven-day notice given on November 14, 2023	Motion 231121.02	Complete.
November 2023	SR2023-82	County-Wide MPS and LUB That municipal council call a Planning Advisory Committee (PAC) meeting on Thursday, December 14, 2023, at 6 p.m. at the Annapolis Royal fire Hall for consideration of the County Wide planning documents, with Monday, December 18, 2023, as an alternate date in the event of inclement weather.	Motion 231121.03	Meeting held Dec 14th
November 2023	SR202379(2)	2023-24 Community Grants Applications Granville Ferry Community Association That Municipal Council approve a grant to the Granville Ferry Community Association in the amount of \$2,400 to support upgrades and repairs to the hall in accordance with <i>AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program</i>	Motion 231121.04	complete
November 2023	SR202379(2)	2023-24 Community Grants Applications Round Hill Hall Company That Municipal Council approve a grant to the Round Hill Hall Company in the amount of \$2,400 to support the installation of a new furnace and flue system for the community hall in accordance with <i>AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program</i>	Motion 231121.05	complete
November 2023	SR202379(2)	2023-24 Community Grants Applications Melvern Square & Area Community Centre Association That Municipal Council approve a grant to the Melvern Square & Area Community Centre Association in the amount of \$2,400 to support the installation of a heat pump for the hall in accordance with <i>AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program.</i>	Motion 231121.06	complete
November 2023	SR202379(2)	2023-24 Community Grants Applications Port George Dist Lighthouse Soc That Municipal Council approve a grant to the Port George District Lighthouse Society in the amount of \$2,500 to support seawall	Motion 231121.07	complete

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

		restoration and repair to protect the lighthouse in accordance with <i>AM 1.4.9 Community Grants, Capital Projects Assistance Program, Small Project Matching Grants.</i>		
November 2023	SR202379(2)	2023-11-06 Habitation Community Area Advisory Committee Recommendation That Municipal Council call a Planning Advisory Committee (PAC) meeting on November 30, 2023, at 7 pm, at the Lower Granville Community Hall for consideration of the Habitation Community planning documents.	Motion 231121.08	complete
November 2023	Council	Scotiabank Branch Closures That municipal council send a letter to Scotiabank headquarters outlining the impacts on the citizens throughout the county surrounding the decision to close the Bridgetown and Annapolis Royal branches.	Motion 231121.09	complete
November 2023	SR2023-84	J-Class Roads Cost-Share Agreement 2023-001 That Municipal Council notify Nova Scotia Public Works that it does not wish to participate in the J-Class Road re-paving of subdivision streets program in 2024-2025.	Motion 231121.13	complete
November 2023	Council	Former Bridgetown Elementary School – Update to Reader That municipal council direct staff to prepare an ad for the Bridgetown Reader to update the citizens of Bridgetown on what has transpired in relation to the former elementary school.	Motion 231121.14	complete
September 2023	SR2023-64	Bridgetown – Use of Reserve Funds That Municipal Council use the proceeds from the sale of the former Town of Bridgetown Town Hall to fund the re-development of the lands adjacent to the former Bridgetown Town Hall owned by the Municipality of the County of Annapolis as a paved parking area with associated amenities; and that Municipal Council authorize the withdrawal of up to \$186,702 from the Capital Reserve to be used for this purpose; pursuant to the recommendation of Committee of the Whole.	Motion 230919.02	Complete (December)
November 2023	SR2023-80	C8 Electronic Voting Bylaw NEW That Municipal Council give first reading to enact <i>C8 Electronic Voting Bylaw</i> , which repeals <i>C8 Alternative Voting Bylaw</i> .	Motion 231121.01	Completed

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October 2023	SR2023-76	RCMP Policing Services Facilities Agreement – Town of Middleton That Municipal Council authorize the Warden and Municipal Clerk to sign the Agreement for the joint use of facilities for the RCMP within the Middleton Town Hall facility at 131 Commercial Street, Middleton, NS, for a period of five years effective June 21, 2022, and ending on March 31, 2027, with an option for a further five-year renewal term, in accordance with the recommendation of 2023-10-10 Committee of the Whole.	Motion 231121.10	completed
November 2023		2023-09-30 ACMHC Board of Directors Recommendation To recommend that Helen Huntley be appointed for an additional two-year term ending November 30, 2025.	Motion 231121.11	Completed
December 2023	SR2023-85	Policy 105 Low Income Tax Exemption That Municipal Council approve <i>Policy 105 Low Income Tax Exemption</i> , pursuant to seven-day notice given on December 12 th .	Motion 231219.01	complete
December 2023	SR2023-86	Policy 106 Municipal Traffic Authority NEW That Municipal Council approve <i>Policy 106 Appointment of a Traffic Authority</i> , in accordance with seven-day notice given on December 12 th .	Motion 231219.02	Province notified.
December 2023	SR2023-88	Occupational Health And Safety Policy Re-Adopt That Municipal Council re-adopt <i>AM-2.7.1 Occupational Health and Safety Policy</i> , in accordance with seven-day notice given on December 12 th .	Motion 231219.04	complete
December 2023	SR2023-80	C8 Electronic Voting Bylaw New Final Reading That Municipal Council give final reading to enact <i>C8 Electronic Voting Bylaw</i> , which repeals <i>C8 Alternative Voting Bylaw</i> , pursuant to first reading given on November 21, 2023.	Motion 231219.07	Final reading advertised.
December 2023	PAC	County-Wide MPS / LUB First Reading That municipal council give first reading of its intent to adopt the County-Wide MPS LUB as presented., and set a Public Hearing date of THURSDAY, January 18, 2024, at 10:00 a.m. at the Municipal Administration Building, with a storm date of January 22, 2024.	Motion 231219.10	Meetings booked.
July 2022		Water Supply Municipal Planning Strategies & Land Use Bylaws That Municipal Council include the following water supply municipal planning strategies and land use bylaws in the County-Wide Plan review:	Motion 220719.08	January 2024 with final reading of MPS LUB

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		1. Lake Cady Water Supply- serving Cornwallis Park; 2. Lawrencetown Water Supply – serving the Village of Lawrencetown; and Margaretsville Water Supply- serving Margaretsville		
December 2023	SR2023-90	CPI Wage Increase That Municipal Council approve an increase to all non-union salaries in the amount of 3.2%, effective January 1, 2024, in accordance with the recommendation of Committee of the Whole.	Motion 231219.06	Complete
December 2023	SR2023-91	Trans County Transportation Society Funding That Municipal Council approve entering into the draft funding agreement with Trans County Transportation Society.	Motion 231219.08	Complete
December 2023	Nominating	Climate Change Action Plan Review Committee – Citizen Appointment That Municipal Council appoint Danny Phinney as a citizen member of the Climate Change Action Plan Review Committee (satisfying Section 28(2) of the policy) for a term ending November 30, 2024.	Motion 231219.09	Letter sent
January 2024	SR2024-01	Policy 107 Source Water Protection Advisory Committee NEW That Municipal Council approve <i>Policy 107 Source Water Protection Advisory Committee</i> , pursuant to seven-day notice given at Committee of the Whole.	Motion 240116.01	New Committee met
January 2024	SR2024-03	AM-1.3.8 Letter of Support and Acknowledgement Policy - Repeal That Municipal Council repeal <i>AM-1.3.8 Letters of Support and Acknowledgement Policy</i> , in accordance with seven-day notice given at Committee of the Whole.	Motion 240116.02	complete
January 2024	SR2024-04	2023/24 Community Grants Applications – Brickton Community Hall That Municipal Council approve a grant to the Brickton Community Hall in the amount of \$1,200 to support Chimney repair and kitchen upgrades to the hall in accordance with <i>AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program</i> , pursuant to the recommendation of Committee of the Whole.	Motion 240116.03	Complete, cheque mailed
January 2024	SR2024-04	2023/24 Community Grants Applications Fundy Community Recreation Club That Municipal Council approve a grant to the Fundy Community Recreation Club in the amount of \$1,200 to support the installation of a heat pump and a generator for the community hall in accordance with	Motion 240116.04	Complete, cheque mailed

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

		<i>AM 1.4.9 Community Grants, Community Halls and Centres Assistance Program, in accordance with the recommendation of Committee of the Whole.</i>		
December 2023	SR2023-89	Extended Producer Responsibility (EPR) That Municipal Council authorize that Valley Waste-Resource Management opts-in and registers for EPR for Packaging & Printed Paper by the December 31, 2023, deadline on behalf of Annapolis County, and designate Valley Waste-Resource Management to consult with the PRO and Divert NS to negotiate the transition to full EPR for PPP on the behalf of Annapolis County, pursuant to the recommendation of Committee of the Whole.	Motion 231219.05	complete