

# 2022-07-19 Council Agenda Package

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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **MUNICIPAL COUNCIL AGENDA**

10:00 a.m. – Tuesday, June 21, 2022

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

- PAGE: 1. ROLL CALL**
- 2. DISCLOSURE OF INTEREST**
- 3. APPROVAL of the AGENDA (Order of the Day)**  
That municipal council approve the Order of the Day as circulated, **including a PUBLIC HEARING at 11:00 under separate agenda**
- 5 4. ADOPTION OF MUNICIPAL COUNCIL MINUTES**
- 5 4.1 2022-06-21 Regular**  
THAT the minutes of the Regular Session of Council held June 21, 2022, be approved as circulated.
- 5. BUSINESS ARISING FROM THE MINUTES**  
None.
- 6. COUNCILLOR COMMENTS**
- 7. COMMITTEE & ORGANIZATIONAL REPORTS**
- 14 7.1** • Special Committee of the Whole (June 27, 2022)  
***AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy NEW***  
THAT municipal council repeal *AM-1.2.0 Council Meetings and Procedures Policy* and *AM-1.3.5 Committees of Council Policy*, and approve *AM-1.2.0 Committees of council and Council Meetings – Procedures Policy* as amended, in accordance with seven-day notice given on June 27, 2022.  
*(SEE ATTACHED – 1 copy showing revisions 17 pages, 1 copy with revisions made 15 pages)*
- 15 7.2** • Committee of the Whole (July 12, 2022)  
***Meetings in August***  
THAT municipal council state that there be no scheduled meetings in August, including committees and Council.
- 32 7.3** • Committee of the Whole (July 12, 2022)  
***Approve Road Name Raven Sky Lane***  
That Municipal Council approve the road name “Raven Sky Lane” for the private access road on PID 05141981 in Bridgetown North.
- 14 7.4** • Committee of the Whole (July 12, 2022)  
***Annapolis County Municipal Housing Corporation – Instrument of Incorporation Amend***  
That Municipal Council amend the instrument of incorporation by which the



MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

MUNICIPAL COUNCIL AGENDA

10:00 a.m. – Tuesday, June 21, 2022

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

Annapolis County Municipal Housing Corporation was established and approved by Instrument of Incorporation dated October 3, 1984 (the “Instrument of Incorporation”), and amended from time to time, is hereby amended by:

- 1. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:

The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:

- a. None of the members shall be a Councillor of the Municipality of the County of Annapolis;
b. No Member shall be in a family relationship with or associated as a partner or business associate with any other member of the Board;
c. The regular term of appointment as a Member is two (2) years;
d. A Member may be reappointed for an additional two (2) year appointment;
e. A Member may be reappointed, after serving four (4) consecutive years, for not more than two (2) additional two (2) year terms to fill vacancies or to provide for staggering of Member term. A Member shall not serve on the Board for more than eight (8) consecutive years;
f. A Member who has served on the Board for the maximum eight (8) consecutive years shall be eligible for membership again after an absence from the membership for at least one (1) year.
g. Notwithstanding the eight (8) year term limit described in section (e), two members, Nancy McGrath and Gail Grover, whose current terms end in November 2023, shall be permitted to remain on the Board until November 2027, which term extension was recommended by the Department of Seniors and Long Term Care.

- 47 7.5 • AM-1.3.2 Public Participation Policy NEW
That Municipal Council adopt the AM-1.3.2 Public Participation Policy, seven day notice.

- 47 7.6 • 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:
1) Lake Cady Water Supply- serving Cornwallis Park;
2) Lawrencetown Water Supply – serving the Village of Lawrencetown; and
3) Margaretsville Water Supply- serving Margaretsville



# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## ***MUNICIPAL COUNCIL AGENDA***

10:00 a.m. – Tuesday, June 21, 2022

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

- 47                    7.7                    • ***Bridgetown LUB Zoning Map Amendment Application Riku Raisanen***  
That Municipal Council consider the application submitted by Riku Raisanen to amend the Bridgetown Land Use Bylaw (LUB) Map, to include rezoning the land identified as parcel PID 05149976 at 271 Granville Street in the community of Bridgetown from the Institutional (I1) zone to the Downtown Commercial (C1) Zone; to permit the redevelopment of the property from the former Town Hall to a mixed-use development consisting of commercial space on the main floor and a two bedroom unit upstairs; and
- adopt a public participation process involving the referral of the application to the Bridgetown Area Advisory Committee and the Planning Advisory Committee (PAC) for their review and recommendation; and
- hold a PAC-sponsored public meeting in the community of Bridgetown on Wednesday, September 21, 2022 at 7 pm, (location to be announced).
- 47                    7.8                    • ***Former Bridgetown Town Hall Application for Heritage Registration***  
That Municipal Council refer the former Bridgetown Town Hall property Heritage Property Application to the Heritage Advisory Committee for review/recommendation for inclusion in the Registry of Heritage Properties.
- 49                    7.9                    • ***AM-2.7.8 COVID-19 Proof of Vaccination Policy Amend***  
That Municipal Council amend *AM – 2.7.8 COVID-19 Proof of Vaccination Policy* as amended, in accordance with seven-day notice given. (*see attached*)
8.                    **IN-CAMERA**  
That municipal council meet in-camera in accordance with Sections 22(2)(c) personnel matters, and (f) litigation or potential litigation of the *MGA*.
- 52                    **Council Tracking List – May/June Sample For Information**
9.                    **ADJOURNMENT**  
That Municipal Council adjourn its session until the next regular meeting scheduled for **Tuesday, September 27, 2022.**

**2022-06-21 Municipal Council  
Summary of Motions**

<b>MOTION 220621.01</b>	<b>Excuse Absence Councillor Sheridan .....</b>	<b>1</b>
<b>MOTION 220621.02</b>	<b>Minutes 2022-05-17 Regular Session Council .....</b>	<b>1</b>
<b>MOTION 220621.03</b>	<b>Governance and Boundaries Public Consultation .....</b>	<b>3</b>
<b>MOTION 220621.04</b>	<b>AM-6.6.6 Signing Authorities Policy Amend .....</b>	<b>4</b>
<b>MOTION 220621.05</b>	<b>Municipal Building Official and Municipal Fire Inspector Appointment – Erin Schurman-Kolb .....</b>	<b>4</b>
<b>MOTION 220621.06</b>	<b>Municipal Building Official and Municipal Fire Inspector Appointment – Andrew Dobson .....</b>	<b>4</b>
<b>MOTION 220621.07</b>	<b>AM-6.1.1 Progress Payments Policy (EAGLE TELECOM) Repeal .....</b>	<b>4</b>
<b>MOTION 220621.08</b>	<b>Bridgetown School Trust Release of Funds .....</b>	<b>4</b>
<b>MOTION 220621.09</b>	<b>AM-1.8.1 Travel and Expenses Policy Amend .....</b>	<b>5</b>
<b>MOTION 220621.10</b>	<b>Moschelle Hall Society Grant Application .....</b>	<b>5</b>
<b>MOTION 220621.11</b>	<b>2022-23 Community Grants .....</b>	<b>5</b>
<b>MOTION 220621.12</b>	<b>Adhoc Committee to Draft Response to NSFPM Survey .....</b>	<b>5</b>
<b>MOTION 220621.13</b>	<b>Bridgetown LUB Amendment Application from CMH to Amend by Rezoning Four PIDs – First Reading .....</b>	<b>5</b>
<b>MOTION 220621.14</b>	<b>Audit Committee Letter June 8, 2022 .....</b>	<b>6</b>
<b>MOTION 220621.15</b>	<b>Audit Representation Letter June 8, 2022 .....</b>	<b>6</b>
<b>MOTION 220621.16</b>	<b>MCOA Consolidated Financial Statements to March 31, 2021 .....</b>	<b>6</b>
<b>MOTION 220621.17</b>	<b>Middleton Railway Museum Society Grant Application .....</b>	<b>6</b>
<b>MOTION 220621.18</b>	<b>Bridgetown LUB Amendment Application – Public Hearing Set for July 19, 2022 .....</b>	<b>7</b>
<b>MOTION 220621.19</b>	<b>Refer Matters to Fire Services Committee as Discussed .....</b>	<b>7</b>

Minutes of the regular session of Municipal Council held on Tuesday, June 21, 2022 at 10:00 a.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 – Alan Parish, 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, absent

**MOTION 220621.01      Excuse Absence Councillor Sheridan**

It was moved by Deputy Warden Gunn, seconded by Councillor LeBlanc, to excuse Councillor Sheridan from meeting attendance requirements. Motion carried unanimously.

- District 10 – Brad Redden, present
- District 11 – Diane LeBlanc, present

**Also Present:** D. Campbell (Acting Clerk); other staff including N. Barteaux, D. Hopkins, and Jim Young (10:45). Angela Anderson, D. Ryan; Brendan Lamb (attended 11:02); 12 members of the public (volunteers per list); MLA Carmen Kerr  
Absent: CAO David Dick; Municipal Clerk Carolyn Young

**EVENT**

Under separate cover, an event was held to recognize the 2022 Annapolis County volunteers. Warden Parish welcomed all volunteers and special guest MLA Carmen Kerr; video from MP Chris d’Entremont thanked volunteers; MLA Kerr brought congratulations and thanks on behalf of the Province; Warden Parish brought remarks and thanks on behalf of the County. Presentations to each volunteer were done by MLA Kerr and Warden Parish.

**Disclosure of Interest**

Councillor Barteaux disclosed an interest in item 7.8 Moschelle Hall Society Grant Application.

**Agenda Approval**

A request was made to add under New Business 8.1 Fire Services and 9. In Camera (Personnel Matter) Deputy Warden Gunn moved, seconded by Councillor Longmire, that municipal council approve the Order of the Day as amended. Motion carried unanimously.

**Minutes**

**MOTION 220621.02      Minutes 2022-05-17 Regular Session Council**

It was moved by Deputy Warden Gunn, seconded by Councillor Redden, that the minutes of the regular session of Municipal Council held on May 17, 2022, be approved as circulated. Motion carried unanimously.

**Business Arising from the Minutes**

None.

**Councillor Comments**

*District 1* – Councillor Prout wished a happy summer to all. It is a busy time in District 1, lots of fresh strawberries, encourage get out enjoy weather and support local farmers; congratulations to Tim Brown & staff on opening at 1487 highway 1 Wilmot; a busy month for councillors, he attended 6 county meetings.

*District 2* – Councillor Connell noted summer events being organized - a supper at Port George Hall is planned, Margaretsville Days are coming up. Hard to attend all the fund-raisers; bail and jail for museum – he needs to raise \$1,000 to get out. Things are coming back to normal which is good to see; car show at museum.

*District 3* – Warden Parish noted the early July Hampton Lobster Supper (tickets at Pharmasave Bridgetown); a new Mexican restaurant in Bridgetown; farmer's had their first cut in Clarence; summer seems to be coming along; Clarence market open every Sunday

*District 4* – Councillor Barteaux (*as submitted*)

It has been a busy time since the May meeting.

- The EAC (Environmental Advisory Committee) which earlier in the spring I was asked by the CAO if I would sit on, was cancelled for May but will be back on this Wednesday. I have been to 2 prior meetings so far and intend to continue taking part for now. This committee meets monthly in the Municipality of Annapolis Royal board room. This is not a Municipality of Annapolis County Committee and is hosted by our neighboring Municipality of Annapolis Royal.
- There was an unveiling of a plaque for Historical Designation of the Easson House in Lequille, Saturday, June 18, 2022, of which I would have attended but I was out of the area at the time. This represents a wonderful example of unaltered architecture for the era.
- I attended 8 of the 11 public meetings for municipality at the County Wide Planning roll out to gather input from concerned residents. This was held during a 2 week period in May. This open process will continue and I hope to see a huge turnout of residents for the next sessions.
- I also attended the PAC (Planning Advisory Committee) meeting held in Bridgetown for proposed rezoning of the old Bridgetown Elementary School properties.
- I have followed through on numerous constituent issues regarding street lighting, sewer and other planning issues.
- I will further pursue the solar initiatives potential project that I previously brought before council this spring. This has gone before the Economic Development Committee and has been referred back to staff for follow up.
- I attended the Strategic Planning Meeting held in Bridgetown.
- I attended other meetings including the Economic Development Committee and several other special meetings of Council.
- I was pleased to attend the FCM (Federation of Canadian Municipalities) conference along with Councilor Longmire and with the exception of having a positive Covid 19 test upon my return, it was a great learning experience. We will present a detailed report a later date.
- It is strawberry time and I hope all are enjoying short cake and other produce from our local farms.

*District 5* – Councillor Longmire recognizes National Indigenous History Month and People' Day today; school winding down and graduates completing journey; family time; wish students safe summer; FCM conference was exciting / amazing connections “together for recovery”; daughter graduated university;

son completed basic; best wishes to all fathers; looking forward to Canada Day; Lower Granville Hall is hosting an upcoming murder mystery.

*District 6 – Councillor Morrison (as submitted)*

- Participated in book sale at Upper Clements hall
- 7pm Fri Jul 8 meeting of Cornwallis Park community association at Felker hall - all residents of Cornwallis Park and surrounding areas are invited
- regular Saturday flea market at Deep Brook parish hall - functions for the good of the citizens of Annapolis County and other areas as well. Wayne Isles is the mastermind and the master worker. His wife Linda is on the scene as well and provides very good muffins

*District 7 – Councillor Hudson – summer gardening – putting in gardens; Bridgetown pool opening July 1 with swim lessons week-day mornings, public swims in afternoons and week-end; hoping to re-activate swim team; Queen St project is progressing well and he has received no negative feedback.*

*District 8 – Deputy Warden Gunn (as submitted)*

Happy National Indigenous People’s Day to all, and happy Summer Solstice. I imagine many have spent a lot of time in the garden, as I have, and I wish you all a very bountiful garden season.

This month, I’ve heard from citizens opposing the vaccination policy and others looking for affordable housing in the area.

I was fortunate to be able to attend most of the County-wide zoning and planning review meetings, and found a few similarities in each district. For example, everyone is very concerned that they should be able to farm and garden on their property, whether it’s small or large, to produce their own food. I encourage people to attend the next round of meetings in the near future, so stay tuned for details.

There will be a fundraiser for the Bear River Fire Department on Thursday, June 23<sup>rd</sup>, at the Forresters Hall in Clementsvale, and it will include a live auction and live music.

If anyone interested in signing out a canoe or kayak at Raven Haven needs to call in to their main office to book a time.

The 129<sup>th</sup> Cherry Carnival is coming up in Bear River on July 16<sup>th</sup>, and it promises to be another excellent day of events and of course the parade. Please join us if you can.

*District 10 – Councillor Redden noted the Lawrencetown Canada Day celebration at the fire hall and free swim; and a Macdonald museum fund-raiser.*

*District 11 – Councillor LeBlanc acknowledged National Indigenous Peoples Day recognizing across country – thanks contribution around the world; Three Rivers community centre held its first successful supper and more planned to fundraise for upgrades at the hall; attended planning meetings; transit; exhilarating summer and graduations – celebration for persons of all ages – new adventure for graduates- congrats to grads and families; she is also going to jail and bail.*

**Committee and Organizational Reports**

Re: Committee of the Whole (June 14, 2022)

• ***Governance and Boundaries Public Consultation***

**MOTION 220621.03 Governance and Boundaries Public Consultation**

That municipal council consult the public regarding governance and boundary input by:

1. initiating an on-line survey throughout the summer regarding Governance and Boundaries; and
2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and



3.mailing the same information to all Annapolis County addresses in mid-September guiding the public to the on-line and in-bound telephone number to complete the survey; and

4.conduct eleven in-person meetings, one in each district;

in order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries; and that municipal council submit an application for extension to the December 31, 2022 deadline to the NS Utility and Review Board in order to accommodate the addition of eleven in-person meetings, pursuant to the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Longmire Motion carried unanimously.

- ***AM-6.6.6. Signing Authorities Policy Amend***

**MOTION 220621.04 AM-6.6.6 Signing Authorities Policy Amend**

That municipal council amend *AM-6.6.6 Signing Authorities Policy* by adding in Sub-section 5(2)(f) “Manager of Finance”, in accordance with seven-day notice given at Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Hudson Motion carried unanimously

- ***Municipal Building Official and Municipal Fire Inspector Appoint Erin Schurman-Kolb***

**MOTION 220621.05 Municipal Building Official and Municipal Fire Inspector Appointment – Erin Schurman-Kolb**

That municipal council appoint Erin Schurman-Kolb as Building Official and Fire Inspector for the Municipality of the County of Annapolis, pursuant to the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor LeBlanc Motion carried unanimously

- ***Municipal Building Official and Municipal Fire Inspector Appoint Andrew Dobson***

**MOTION 220621.06 Municipal Building Official and Municipal Fire Inspector Appointment – Andrew Dobson**

That municipal council appoint Andrew Dobson as Building Official and Fire Inspector for the Municipality of the County of Annapolis, in accordance with the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor LeBlanc Motion carried unanimously

- ***AM-6.1.1 Progress Payments Policy (EAGLE Telecom) Repeal***

**MOTION 220621.07 AM-6.1.1 Progress Payments Policy (EAGLE TELECOM) Repeal**

That municipal council repeal *AM-6.1.1 Progress Payments Policy (EAGLE TELECOM)*, pursuant to seven-day notice given at Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Prout Motion carried unanimously

- ***Bridgetown School Trust – Release of Funds***

**MOTION 220621.08 Bridgetown School Trust Release of Funds**

That municipal council approve a payout from the School Trust bank account per fund directives:

- \$4,645 for student prizes

- \$920 for programs as per fund directives, and

- \$2,800 to educational institutions upon request of scholarship/award recipients; in accordance with the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Hudson Motion carried unanimously

- **AM-1.8.1 Travel and Expenses Policy Amend**

**MOTION 220621.09 AM-1.8.1 Travel and Expenses Policy Amend**

That, effective upon approval, Municipal Council amend *AM – 1.8.1 Travel and Expenses Policy* by increasing the kilometric and meal allowances as circulated, pursuant to seven-day notice given at Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Morrison. Motion carried unanimously

**Declaration of Interest**

Councillor Barteaux declared an interest in the following item – Moschelle Hall Society Grant Application, as he is a Director. *He left the room and did not participate in any discussion or subsequent motion.*

- **Moschelle Hall Society Grant Application**

**MOTION 220621.10 Moschelle Hall Society Grant Application**

That municipal council approve a grant in the amount of \$2,400 to the Moschelle Community Hall Society, in accordance with AM-1.4.9 Community Grants Policy, 2022-23 Community Halls & Centres Assistance Program, in accordance with the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor LeBlanc Motion carried unanimously

*Councillor Barteaux returned to the meeting.*

- **2022-23 Community Grants**

**MOTION 220621.11 2022-23 Community Grants**

That municipal council approve the 2022-23 grant allocations as presented, except the Moschelle Hall Society Grant Application (which was dealt with under separate motion) in accordance with *AM-1.4.9 Community Grants Policy*, pursuant to the recommendation of Committee of the Whole. **(See Schedule A)**

Moved by Deputy Warden Gunn, seconded by Councillor Connell Motion carried unanimously

- **Response to NSFM Survey**

**MOTION 220621.12 Adhoc Committee to Draft Response to NSFM Survey**

That municipal council establish an Adhoc committee composed of 2 members of council and 2 members of staff, to prepare draft replies to the survey, for review at July 12 Committee of the whole, in accordance with the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Longmire Motion carried unanimously

*B Lamb attended meeting at this time (11:02 am)*

- **Bridgetown LUB Amendment Application from CMH to Amend by Rezoning 4 PIDs – First Reading**

**MOTION 220621.13 Bridgetown LUB Amendment Application from CMH to Amend by Rezoning Four PIDs – First Reading**

That Municipal Council give first reading to amend the Bridgetown Land Use Bylaw (LUB) by rezoning the land identified as parcels PID No. 05144787, 05144795, 05114293 and 05005475, in the community of Bridgetown from the Institutional (I1) and Open Space (O1) Zones to the Residential Multiple (R2) Zone as well as the removal of Part 9.3.2 (d) regarding the location of multi-unit buildings on local streets. The aforementioned text and map

amendments will permit the proposed redevelopment plan submitted by CMH for the former school to a multi-unit residential development consisting of sixteen two-bedroom apartments and three single unit residential dwellings, pursuant to the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Hudson Motion carried unanimously

- ***Audit Committee Letter (June 8, 2022)***

- **MOTION 220621.14 Audit Committee Letter June 8, 2022**

That municipal council authorize two members of the Audit Committee, being the Warden and the Chair, to sign the June 8, 2022 Audit Committee Report, in accordance the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Morrison Motion carried unanimously

***N Chisholm attend at this time (11:06)***

- ***Audit Representation Letter June 8, 2022***

- **MOTION 220621.15 Audit Representation Letter June 8, 2022**

That municipal council authorize the Warden and CAO to sign the Audit Representation Letter dated June 8, 2022, pursuant to the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Morrison Motion carried unanimously

- ***MCOA Consolidated Financial Statements to March 31, 2021***

- **MOTION 220621.16 MCOA Consolidated Financial Statements to March 31, 2021**

That municipal council approve the Draft MCOA (Municipality of the County of Annapolis) Financial Statements to March 31, 2021, as prepared and amended by Kent & Duffett, and to authorize the Warden and CAO to sign the document for submission to the Minister, in accordance with the recommendation of Committee of the Whole.

Moved by Deputy Warden Gunn, seconded by Councillor Morrison Motion carried unanimously

- ***Middleton Railway Museum Grant Application***

- **MOTION 220621.17 Middleton Railway Museum Society Grant Application**

Information to be circulated at the meeting.

That Municipal Council approve a grant in the amount of \$25,000 to the Middleton Railway Museum Society from the Capital Projects Assistance Program, Large Capital Pledge Grants in accordance with *AM-1.4.9 Community Grants Policy* pending confirmation of other required funding for the project.

Moved by Deputy Warden Gunn, seconded by Councillor Redden

AMENDMENT Moved by Councillor LeBlanc, seconded by Councillor Prout to reduce grant amount to \$5,000. MOTION LOST, 4 in favour, 6 against.

Moved by Councillor Connell, seconded by Deputy Warden Gunn that this recommendation be adjourned for consideration in July. Motion carried unanimously

- ***Bridgetown LUB Amendment Application from CMH to Amend by Rezoning 4 PIDs – First Reading (cont'd)***

**MOTION 220621.18     Bridgetown LUB Amendment Application – Public Hearing Set for July 19, 2022**

Moved by Councillor Longmire, seconded by Councillor Morrison to hold public hearing on July 19, 2022 at 11:00 am. Motion carried unanimously

**NEW BUSINESS**

Re: Fire Service Committee

**MOTION 220621.19     Refer Matters to Fire Services Committee as Discussed**

That Municipal Council refers to the Fire Services Committee all matters as discussed with representatives of the Fire Services Association at an informal meeting on June 20<sup>th</sup> for consideration and recommendation back to the Committee of the Whole.

Moved by Councillor Barteaux, seconded by Councillor Hudson. Motion carried unanimously.

Re: Fire Service Review - Direction given to CAO that staff prepare a recommendation report regarding carrying out a fire service review.

**RECESS**

12:06 p.m.

**INCAMERA [Per MGA 22(2)(c)]**

That municipal council meet in-camera from 12:17 p.m. until 1:14 p.m. in accordance with Municipal Government Act Section 22(2)(c) personnel.

Moved by Deputy Warden Gunn, seconded by Councillor Redden Motion carried unanimously

**Adjournment**

Warden declared the meeting adjourned at 1:15 p.m. until the next regular meeting scheduled for Tuesday, July 19, 2022.

Unapproved draft

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**Warden**

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**Municipal Clerk**

Moschelle Community Hall Society: \$2,400.00  
Annapolis Valley Farm to School Committee (AVRCE): \$2,000.00  
Valley Doulas (in partnership with King's County Family Resource Centre): \$2,000.00  
Precision Dance Association: 2,000.00  
Southwest Nova Biosphere Reserve Association: \$2,000.00  
Soldiers Memorial Hospital Foundation: \$10,000.00  
Margaretsville Community Hall Society: \$12,000.00  
Cornwallis Park Community Association: \$2,242.50  
Round Hill Hall Company: \$2,400.00  
Three Rivers Community Centre: \$2,400.00  
Paradise Community Hall: \$2,400.00  
Wilmot Community Centre Society: \$2,400.00  
West Paradise Community Club: \$1,200.00  
South Shore - Annapolis Valley Recreational Trail Association: \$10,000.00  
Annapolis Valley Trails Coalition: \$8,000.00  
Annapolis County Trails Society: \$5,000

Unapproved draft

**Recommendations  
from 2022-06-27 Special COTW  
to 2022-07-19 Municipal Council**

- ***AM-1.2.0 Committees of Council and Council Meetings - Procedures Policy NEW***  
That municipal council repeal *AM-1.2.0 Council Meetings and Procedures Policy* and *AM-1.3.5 Committees of Council Policy*, and approve *AM-1.2.0 Committees of council and Council Meetings – Procedures Policy* as amended, in accordance with seven-day notice given on June 27, 2022. **(SEE ATTACHED – 1 copy showing revisions 17pgs, 1 copy with revisions made 15 pgs)**
  
- ***Meetings in August***  
That municipal council state that there be no scheduled meetings in August, including committees and Council.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		<b>AM-1.2.0</b>
<b>POLICY AND ADMINISTRATION MANUAL</b>		
Section <b>Procedure &amp; Organization of Council</b>	Subject <b>Committees of Council and Council Meetings - Procedures</b>	

## GENERAL

The procedural requirements in the Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.

In this Policy, unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

- a) "business day(s)" means a day when the administrative offices of the Municipality of the County of Annapolis are open for business;
- b) "CAO" means Chief Administrative Officer of the Municipality of the County of Annapolis;
- c) "Chair" means the presiding officer;
- d) "Clerk" means the Clerk of the Municipality of the County of Annapolis;
- e) "Council" means the Municipal Council of the Municipality of the County of Annapolis;
- f) "Councillor(s)" include(s) the Warden and Deputy Warden;
- g) "majority" means more than one half of those present;

Although the *Municipal Government Act* does not provide a definition for Member, it is defined in this policy as follows:

- h) "member" means any person appointed to a committee

This policy shall be applicable for Committees of Council and Council meetings of Municipal Council, and include periods of adjournment to "in camera". The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all cases to which they are applicable and in which they are not inconsistent with provincial legislation or the bylaws, policies or procedures of the municipality.

## MEETINGS

Committees of Council and Council meetings shall be held in person in the Council chambers of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS **or an alternative location.** ~~however,~~ Council and Special Council meetings can be conducted by video conference ~~under certain circumstances~~ as outlined in the *Council Videoconferencing Policy, AM-1.2.0.1*.

All meetings of Committees of Council and Council, regular or special, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.

- 1) **INAUGURAL MEETING** - the Inaugural meeting of Council shall take place on the first **Monday business day** following the 10-day appeal period of a municipal election. The Clerk shall preside as Chair of the meeting until such time as the Warden is elected.
- 2) **REGULAR MEETINGS OF COMMITTEE OF THE WHOLE** - meetings of the Committee of the Whole shall be held on the **second Tuesday of each month at 10:00 AM** starting at 9:00 a.m. and ending no later than 5:00 p.m. with Notice of Meeting to the public at least five ~~(5)~~ business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more

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days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

Meetings from November to March (inclusive) will start at 10:00 a.m.

There shall be no regular meeting during the month of August.

- 3) REGULAR MEETINGS OF COUNCIL - meetings of Council shall be held on the **fourth Tuesday of each month at 10:00 AM** with Notice of Meeting to the public at least five (5) business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.
- 4) SPECIAL MEETINGS OF COMMITTEE OF THE WHOLE OR COUNCIL  
A special meeting may be convened by resolution or consensus at a previous meeting three or more days in advance of the special meeting, or by the CAO or Clerk ~~on behalf of~~ in consultation with the Warden, ~~owing to unforeseen circumstances, provided the Warden believes that the majority of councillors would support such a step.~~
- 5) COMMITTEES OF COUNCIL MEETINGS  
Committee(s) shall meet at such time and place which it sets at a preceding meeting or at such other time and place as municipal council, the committee's Chair, or a quorum of ~~committee councillors~~ **members** may set by providing notice of meeting to all committee ~~councillors~~ **members** at least five (5) business days in advance.
- 6) IN-CAMERA  
~~All meetings of Committees of Council and Council, regular or special, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.~~

Such meetings may be closed to the public when the subject matter under consideration involves the following matters under Section 22(2) of the *Municipal Government Act*:

- a) acquisition, sale, lease and security of municipal property;
- b) setting a minimum price to be accepted by the municipality at a tax sale;
- c) personnel matters;
- d) labour relations;
- e) contract negotiations;
- f) litigation or potential litigation;
- g) legal advice eligible for solicitor-client privilege; and

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h) public security.

**When In-Camera matters are listed on the Committee of the Whole agenda, such matters will follow Presentations as the third order of business they will be the last order of business.**

**When In-Camera matters are listed on the Council agenda, such matters will follow Roll Call as the second order of business they will be the last order of business.**

Direction may be given to staff In-Camera; however, any motions forthcoming from In-Camera discussions must be added to the agenda under New Business and adopted during the open portion of the meeting.

Minutes of a closed meeting will be recorded, circulated physically by the Clerk, and approved at the next meeting. Approved minutes are signed by the Warden and Clerk and kept in the Clerk's office. Councillors may peruse the physical minutes at any time.

~~7) **MEETINGS BY VIDEOCONFERENCE** a meeting may be conducted by videoconference if, at least two (2) days prior to the meeting, notice is given to the public respecting the way in which the meeting is to be conducted, or if the Warden determines that there is an emergency whereby the meeting may be conducted without notice or with such notice as is possible in the circumstances, and as further outlined in the Council Videoconferencing Policy, AM-1.2.0.1~~

8) **WARDEN'S ABSENCE**  
In the case of the absence of the Warden from the Municipality, or if absent through illness, or by refusing to act or the office is vacant, the Deputy Warden shall act in the place and stead of the Warden, and shall have all the rights, powers, and authority of the Warden, while so acting.

9) **CALLING THE MEETING TO ORDER AND QUORUM**  
As soon after the hour fixed for the holding of the meeting, and quorum is present, the Warden shall take the Chair and call the meeting to order.

10) **QUORUM**  
~~A Quorum shall be a majority of the councillors elected.~~  
A quorum for Council and Committee of the Whole shall be the majority of councillors elected.  
A quorum for other committees of council shall be a majority of the appointed members. present

11) **NO QUORUM**

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If no Quorum is present 15 minutes after the time appointed for a meeting, the Clerk or recording secretary shall record the names of the councillors present and the meeting shall stand adjourned until the date of the next regular meeting; **or until otherwise scheduled.**

## 12) THE CONDUCT OF PROCEEDINGS AT A MEETING

It shall be the duty of the Warden or other presiding officer:

- a) to open the meeting by taking the Chair and calling the councillors **or members** to order;
- b) to announce the business before the meeting in the order in which it is to be acted upon;
- c) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- d) to decline to put to vote motions which infringe the rules of procedure;
- e) to restrain the councillors **or members**, within the rules of order, when engaged in debate;
- f) to call by name any councillor **or member** persisting in breach of the rules of order of Municipal Council, thereby ordering them to vacate the Council chambers;
- g) to inform the Council, when necessary or when referred to, on a point of order;
- h) to permit the CAO or Clerk to speak on any point upon request;
- i) to permit proper questions to be asked through the Chair of any official or employee of the County, or any member of the public in attendance, to provide information to assist in debate;
- j) to authenticate by their signature when necessary, the minutes of Committee of the Whole and Council; and
- k) to adjourn the meeting when business is concluded.

The presiding officer may state their position on any matter before the meeting without leaving the Chair, but only after all other councillor comments have been heard. It shall not be permissible for the presiding officer to debate the question without first leaving the Chair and after having appointed the **Deputy Warden Vice Chair** to preside in their place during their remarks.

## 13) AGENDA

- a) any councillor, no later than six ~~(6)~~ business days prior to **the a council** meeting, may file in writing, an item for inclusion in the agenda under New Business. Items are to include background information and proposed motion.
- b) the business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the councillors, and the Order of the Day amended.
- c) an item of business not listed on the **Committee of the Whole** agenda cannot be introduced at a meeting without the approval of the councillors **by unanimous consent majority vote**
- d) the Clerk shall have prepared and provided electronically **and in hard copy** for the use of the councillors at the ~~regular~~ meetings of **Committee of the Whole and Council** an agenda under the following headings:

### AGENDA

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**for the Municipality of the County of Annapolis**  
**Committee of the Whole Meeting**  
**to be held on Tuesday, \_\_\_\_\_, 20 \_\_, ~~10:00~~ 9:00 AM**  
**Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal**

Roll Call

Presentations

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

Correspondence

Staff Reports

Recommendations and Reports from Boards and Committees

Business Arising from the Minutes

New Business

**In-Camera**

**5:00 Stated** Adjournment

- e) The Clerk shall have prepared and provided electronically for the use of the councillors at the regular meetings of Council an agenda under the following headings:

**AGENDA**

**for the Municipality of the County of Annapolis**  
**Council Meeting**  
**to be held on Tuesday, \_\_\_\_\_, 20 \_\_, 10:00 AM**  
**Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal**

Roll Call

Disclosure of Interest

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Approval of the Agenda

Approval of the Minutes

COTW Consent

Business Arising from the Minutes

New Business

Councillor's Comments ~~(Good of the Order)~~

In-camera

~~Media Question Period~~

Adjournment

[Definitions / Processes of Agenda Items \(in alphabetical order\):](#)

**Adjournment** – the Warden or Chair shall declare the meeting adjourned.

**Approval of the Agenda** – the agenda, once approved by motion, confirms the Order of the Day.

**Approval of the Minutes** – Minutes shall record:

- a) the place, date and time of meeting;
- b) attendance of councillors, present or absent; and
- c) all other proceedings of the meeting without note or comment.

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special meetings held more than five ~~(5)~~ days prior to a regular meeting, together with the agenda are provided electronically to each councillor not less than 48 hours before the hour appointed for the holding of such regular meeting.

**Business Arising from the Minutes** – the items listed in the order of the topics set out in the agenda of prior Committee of the Whole / Council meetings which have not been disposed of and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of, unless removed from the agenda by motion.

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**Committee of the Whole Consent** – all recommendations discussed and debated at Committee of the Whole will be brought to Council under Committee of the Whole Consent. These recommendations are considered to be routine and will be enacted by one motion. Should a councillor wish an alternative action from a proposed recommendation contained therein, the councillor shall request that the particular recommendation be moved to “separate” same from the consent motion, to allow for consideration of a new action.

~~**Correspondence** – all correspondence shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, giving his or her address, and filed with the Clerk who shall deal with them as follows:~~

- ~~a) where, in the opinion of the CAO and the Clerk, the subject matter of any correspondence is properly within the jurisdiction of the Council, such correspondence shall be placed on the agenda for the next meeting of Committee of the Whole.~~
- ~~b) where, in the opinion of the CAO and the Clerk, the subject matter of any correspondence is properly within the jurisdiction of another committee of Council, such correspondence shall be placed on the agenda for the next meeting of Committee of the Whole for referral to the appropriate committee. Correspondence of a routine nature shall be referred by the Clerk directly to the CAO or to file without prior reference to the Committee of the Whole, Council, or any committee.~~
- ~~c) any letter intended to be presented to Committee of the Whole shall be filed with the Clerk not later than six (6) business days prior to the Committee of the Whole meeting.~~

all correspondence addressed to the county shall be distributed to the councillors and where in the opinion of the Clerk/CAO or a councillor it should be dealt with at a Committee of the Whole meeting, it shall be placed on the agenda of the next Committee of the Whole meeting.

**Councillor’s Comments (Good of the Order)** – comments of councillors will relate to special items of interest in the districts they represent, or in the municipality as a whole. ~~These comments are not the business of Council and are not captured in the minutes.~~

**Disclosure of Interest** – any councillor shall disclose any conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which the councillor was absent. Every councillor who is present when a question is put, shall vote thereon unless personally interested in a pecuniary sense, and shall ~~before the question is put~~, leave the room ~~before the matter is discussed~~.

~~**Media Question Period** – the media present at the Council meeting are allowed to ask questions of Council, but only in relation to items on the meeting’s agenda. All questions will be directed to the Warden or through the Chair.~~

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**New Business** – items of new business, in writing and including background information and a proposed motion, received by the Clerk eight (8) business days prior to the Committee of the Whole meeting will be included in the agenda.

**Presentations** – will take place at Committee of the Whole, following Roll Call. Presenters must register with the Clerk eight (8) six business days prior to the Committee of the Whole meeting they wish to address.

Presenters will be allowed a maximum of 10 minutes to address Committee of the Whole, the 10-minute allotment includes time for questions from councillors, unless extended by the Chair.,

~~Councillors shall not ask any questions until the spokesperson has completed the presentation, and Council will not make a decision(s) at that time.~~

**Recommendations and Reports from Boards and Committees** – includes:

- **recommendations** from ad hoc and standing committees of Council, listed in Sections 48 and 49 this policy;
- **recommendations** from Advisory Boards and Committees (*Policies AM-1.3.6.1 to AM-1.3.6.16*); and
- **reports** from Joint, Regional and Community Organizations (*Policy AM-1.3.7*)

Recommendations and reports will be submitted to the Clerk by 4:30 PM eight (8) business days prior to the Committee of the Whole meeting and will be included with the agenda and circulated to councillors of Council.

**Roll Call** – the Warden or presiding officer shall call the roll of councillors to verify attendance and to provide an opportunity to excuse, by motion, meeting attendance requirements of those councillors who wish to be excused. It is the duty of each councillor to advise the Chair of their absence and whether they wish to be excused in advance of the meeting.

**Staff Reports** – staff reports will be numbered by the Clerk, starting with the number “1” as the first report in each calendar year, with the prefix designating the year of the Committee of the Whole meeting, [i.e. SR2022-1 NAME OF REPORT]. Report numbers will re-start annually.

Reports will be submitted to the Clerk by 4:30 PM eight (8) business days prior to the Committee of the Whole meeting.

Reports will be prepared pursuant to directions and a template as determined from time to time.

**Urgent Business** – a matter deemed to be urgent by the Warden or CAO, CAO, and the Clerk may be considered without notice at any time by a simple majority vote of Council.

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## MOTIONS

### 14) WITHDRAWAL

- a) after a motion is moved and seconded it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time by the mover before decision or amendment.

### 15) AMENDMENTS – a motion to amend

- a) shall receive disposition of Council before a previous amendment or the question,
- b) shall not be further amended more than once, and
- c) shall be put in the reverse order to that in which it is moved.

### 16) PRIVILEGE

- a) privileged motions take precedence over any or all of the motions listed before it. These motions include, in descending order of rank: Fix the Time to Which to Adjourn (highest ranking); Adjourn; Recess; Question of Privilege (noise, ventilation, introduction of a controversial subject in the presence of guests); Call for the Orders of the Day. When settled, the question so interrupted shall be resumed from the point where it was suspended.

### 17) LAY ON THE TABLE OR “TABLE”

- a) is the highest ranking of subsidiary motions. It is used to temporarily set aside an issue to take up something more urgent. This motion has no time reference; requires a mover and seconder; requires a majority vote; cannot be amended; and is not debatable.
- b) A question that has been “tabled” can be lifted from the table during the same session or until the end of the next regular business session if same is held before a quarterly time interval has elapsed. If not lifted within these time limits, the question dies, although it can be reintroduced later as a new question.

### 18) POSTPONE TO A DEFINITE TIME OR “DEFER”

- a) a subsidiary motion. It is used to set aside an issue to a specific date and time; requires a mover and seconder; requires a majority vote; may be amended and debated but only as to the time; cannot be interrupted.

### 19) COMMIT OR “REFER”

- a) a subsidiary motion. It is used to refer an issue to a committee or staff; requires a mover and seconder; requires a majority vote; may be debated.

### 20) POSTPONE INDEFINITELY

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- a) the lowest ranking of subsidiary motions. It is used when Council declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids direct vote on the question.

#### 21) RECONSIDER

- a) if a motion has been either adopted or defeated during a meeting, and announced from the Chair, a notice of an intention to move reconsideration can be made only on the same day on which the vote sought to be reconsidered was taken. If the motion was adopted, the motion to *Reconsider* can be made only by a councillor who voted in favour of the motion, or if the motion was defeated, then only by a councillor who voted against it. This motion can be seconded by any councillor no matter how they voted, and requires a majority vote.

#### 22) RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED

- a) if it is too late to move to reconsider a motion, councillors can make either a motion to rescind or amend something previously adopted regardless of how they voted on the original motion. There is no time limit on making these motions. If previous notice is given, a majority vote is all that is required for adoption. However, if previous notice is not given of an intent to make one of these motions, so that councillors are not alerted ahead of time to the fact that the motion will be made, adoption of the motion requires either a two-thirds vote, or the vote of the a majority of the entire Council.

### Voting on Motions

#### 23) Questions Stated

- a) immediately preceding the taking of the vote, the Chair **or Clerk** may state the question in the form introduced and shall do so if required by a councillor. The Chair **or Clerk** shall state the question in the precise form in which it will be recorded in the minutes.

#### 24) No Interruption After Question

- a) after a question is finally put by the Chair, no councillor shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

#### ~~25) Recorded Vote~~

- ~~a) the manner of determining the decision of the Council on a motion shall be by recorded vote. The Chair will call the vote by order of District, councillors shall respond by saying "Yes" or "No", and the Clerk shall record each vote.~~

#### 25) Voting

The usual form of voting on any question shall be by the Chairman calling for "yes" and "no", but any Council Member, before or after a voice vote can call for, and obtain through the Chairman, a show of hands, and any two Council Members can call for, and obtain through the Chairman, a recorded vote with each Council Member's vote entered into the minutes.



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## Rules of Debate

- 26) Every councillor, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more councillors raise their hands to speak, the Chair shall designate the councillor who, in the opinion of the Chair, first raised a hand.
- 27) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.
- 28) Any councillor may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a councillor while speaking.
- 29) No councillor shall speak more than twice to the same question, without the leave of Council, except to explain a misconception of their remarks, but the mover of the motion shall have the right to reply and sum up in closing debate.
- 30) When a councillor has been recognized as the next speaker, then immediately before speaking such councillor may ask a question of the Chair or an official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the councillor shall speak.
- 31) The following motions may be introduced without written notice and without leave:
- a point of order or personal privilege;
  - to lay on the table (Table);
  - to postpone to a definite time (Defer);
  - to commit (Refer);
  - to postpone indefinitely;
  - to call the question;
  - to adjourn; and
  - to amend.

## POINTS OF ORDER AND PRIVILEGE

- 32) The Chair shall preserve order and decide questions of order.
- 33) It shall be the duty of the Chair, and the privilege of any councillor, to call any councillor to order, who violates any established rule of order. A point of order must be decided before the subject under consideration is proceeded with.

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- 34) When a councillor is called to order, the councillor shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 35) A point of order is not debateable amongst other councillors **and is decided by the Chair, unless the Chair who may** invite discussion in an effort to assist in making a ruling. Where the Chair permits discussion on a point of order, no councillor shall speak more than twice.
- 36) Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council chambers pursuant to Subsections 39 and 40 are not debateable but are appealable to Council by any councillor. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, "Shall the decision of the Chair be sustained?"
- 37) If a councillor resists the rules of Council, wilfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the councillor may be ordered by the Chair to leave their seat provided that a majority vote of Council shall be required to sustain the expulsion.
- 38) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 39) Such councillor may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council chambers and to resume participation in Council's business with or without conditions.
- 40) Persons who are not councillors or employees of the County of Annapolis shall observe silence and order in the Council chambers, unless given permission to speak by motion. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
- 41) Such member of the public may, by vote of Council later in the meeting or at a subsequent meeting, be permitted to re-enter Council chambers with or without conditions.
- 42) An order of the Chair to expel a person from the Council chambers pursuant to Subsections 40 and 42 of this policy constitutes a direction from the County of Annapolis to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.

## CONDUCT OF COUNCILLORS

- 43) No councillor shall:

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- a) use offensive or unparliamentary language in or against the Council, any councillor, or any staff;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- d) disobey the rules of the Council or a decision of the Chair or the Council on questions of order or practice or upon the interpretation of the rules of the Council

44) When the Chair is putting the question, no councillor shall leave or make a disturbance.

### SEATING OF COUNCILLORS

~~45) The order of seating of the councillors shall be determined each term by the councillors drawing lots at, or prior to, the first meeting of a new Council.~~

### COMMITTEES OF COUNCIL

- 46) **TERM OF APPOINTMENT** – except to the extent that the term of appointment is otherwise determined by statute, bylaw, or policy, councillors shall be appointed for two (2) years, or the balance thereof, with the term commencing in December following each municipal general election or bi-annual election anniversary. Except as otherwise provided, no appointment shall cease until such time as a successor is appointed.
- 47) **PROVISIONS** – the following provisions shall apply to all Committees of Council, except where the policy specifically provides otherwise:
- a) municipal council may replace at any time councillors who resign or who, in Council’s opinion, are unable or unwilling to discharge their duties.
  - b) if not appointed to a committee, the Warden shall be an *ex officio* councillor of the committee, with a voice but no vote. When attending as *ex officio* the Warden shall not be counted to establish quorum.
  - c) a councillor is not entitled to additional remuneration for serving on the committee but may be reimbursed for reasonable expenses for attending committee meetings, and mileage / kilometrage shall be paid at such rate as may be prescribed by municipal council in *Travel and Expenses Policy AM-1.8.1*.
  - d) except to the extent that the Chair is otherwise determined by statute, bylaw, or policy, municipal council may appoint a person to serve as Chair of the committee, after seeking the advice of the Nominating Committee; but if municipal council does not appoint a Chair, the committee shall elect a Chair from one of its councillors.
  - e) an *ex-officio* councillor of a committee shall not be eligible for election as Chair.
  - f) the Chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the Chair shall have the same powers and responsibilities at committee meetings that are conferred upon the Chair at Council meetings.

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- g) votes shall be recorded by a show of hands.
- h) the Clerk (or designate) shall call the first meeting of any committee after its appointment, upon the request of municipal council or a majority of the councillors of the committee. The CAO or Clerk or their designate shall Chair the meeting until a Chair has been chosen.
- i) the committee shall choose a scribe from one of its councillors, in which event the scribe shall be a full voting councillor of the committee. The scribe shall keep notes of the committee's meetings and ensure that the Clerk is provided with a copy of all approved minutes, which have been signed by the Chair.
- j) no order or authority to do any matter or thing shall be recognized as emanating from any committee, and all committee recommendations shall be referred to the Clerk in writing to be included with the Committee of the Whole agenda under Reports from Boards and Committees.

48) **AD HOC COMMITTEES OF COUNCIL** - may be established by Council as deemed necessary and advisable to provide input on matters of timely consideration. Such a committee shall be for a limited time period as per its mandate determined by Council, and ceases to exist as soon as Council, through Committee of the Whole, receives and accepts a final report. Committees include:

- a) **Cornwallis Park & Area Asset Review Committee** – established to consider and make recommendations to Council pertaining to potential possibilities for current and future assets of Cornwallis Park and area (*MOTION 180717.28*);
- b) **Glyphosate Advisory Committee** – established to "... invite stakeholders to present to the committee in order to bring a recommendation to June 2021 Committee of the Whole ..." (*MOTION 201020.04*); and
- c) **Physician Recruitment & Retention Committee** – established "with a mandate of physician recruitment and retention" (*MOTION 191119.09*); adopted descriptive mandate: To assist, as appropriate, in all aspects of recruiting and retention of medical personnel: physicians, physician assistants, nurse practitioners, and like medical professionals" (*MOTION 200218.07*).

49) **STANDING COMMITTEES OF COUNCIL** – may be established pursuant to Section 24 of the *Municipal Government Act*, or as otherwise determined by statute, bylaw or policy. Standing committees work on a continuous basis, and consist of councillors appointed by the Council. The committees include:

- a) **Committee of the Whole** – acts in an advisory capacity to Council, and meets to receive reports/recommendations from staff, and boards and committees.

It shall be the duty of Committee of the Whole to take action on such matters as are lawfully delegated to it by the County's bylaws and policies, or by Council resolution, including but not restricted to:

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- 1) ensuring regular, periodic and comprehensive review of all bylaws and policies of the County; and
- 2) exercising any 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.

The Chair of the Committee of the Whole is the Warden, and the Secretary is the Clerk (or designate).

b) **Nominating Committee**

- 1) at the Inaugural meeting, Council shall appoint three ~~(2)~~ councillors to serve as members. The procedure for selecting councillors shall be the same as that used for selection of a Warden.
- 2) the Warden shall automatically be a regular, voting councillor of the committee.
- 3) the mandate of the committee is to discuss, consider, advise and make recommendations to Council through Committee of the Whole concerning the nomination of persons to various committees, boards, and commissions, except where municipal council determines that consideration by the Nominating committee is not necessary or advisable.
- 4) Council may, by resolution, accept, reject, or vary a report of the Nominating committee in whole or in part.
- 5) it shall, at least annually, review the status of councillor appointments to ensure equity of workloads among councillors.
- 6) All committees should meet within thirty days of being struck to determine a Chair and Vice Chair.

c) **CAO Review Committee** – shall oversee the performance review process for the CAO after consultation with Council.

- 1) consists of the Warden, Deputy Warden, and two other councillors.
- 2) the Warden shall be the Chair of the committee.
- 3) to the extent practicable, selection of the remaining committee councillors (in addition to the Warden and Deputy Warden) should reflect the gender diversity of Council's composition. Accordingly, the remaining committee councillors shall be selected by placing the names of councillors confirming an interest in a box and having two names drawn by a person chosen by the Warden.
- 4) in accordance with sub-section 21(2)(c) of the *Municipal Government Act*, the CAO Review Committee may meet in closed session. The CAO will be requested not to attend the CAO Review Committee and council meetings where their performance is discussed; no other staff persons shall attend.
- 5) the CAO shall be evaluated at least once a year, with a mid-year review if desired by the CAO, the CAO Review Committee or Council.

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~~d) **Economic Development Committee** shall consider such matters as are referred to the committee by Council.~~

- 1) consists of three councillors and the Warden.
- 2) the mandate of the committee is to advise and make recommendations to Council through Committee of the Whole concerning the drafting, implementation, amendment, and facilitation of an Annapolis County Economic Development Strategy.

~~e) **Fire Services Committee** shall consider such matters as are referred to the committee by Council.~~

- 1) consists of two councillors as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
- 2) the mandate of the committee is to advise and make recommendations through Committee of the Whole to Council 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.
- 3) meetings shall be held at the discretion of the Chair.

f) **Fences Arbitration Committee** – committee continues pursuant to Section 4 of *the Fences and Detention of Stray Livestock Act*.

~~1) consists of one councillor from the municipality appointed by the Nova Scotia Federation of Agriculture and one councillor appointed by the Council of the municipality.~~

consists of one member from the municipality appointed by the Nova Scotia Federation of Agriculture and one member appointed by the council of the municipality

~~2) the councillor appointed by the Council may be an employee of the municipality and shall be the Chair of the committee.~~

The member appointed by the council of a municipality pursuant to subsection (1) may be an employee of the municipality and shall be the chair of the committee

~~3) the Nova Scotia Federation of Agriculture and the Council shall each appoint an alternate councillor to serve on the committee when requested to do so by the councillor appointed by the Council or the Nova Scotia Federation of Agriculture, as the case may be.~~

The Nova Scotia Federation of Agriculture and the council of the municipality shall each appoint an alternate member to serve on the committee when requested to do so by the member appointed by the council of the municipality or the Nova Scotia Federation of Agriculture, as the case may be.

~~4) the councillors of the committee hold office for a term of not more than four years.~~

The members of a committee hold office for a term of not more than four years.

5) Two members of the committee constitute a quorum

6) the annual honorarium for the Nova Scotia Federation of Agriculture appointees shall be \$50 per meeting attended. If the Fences Arbitration Committee does not meet during the calendar year, the appointees shall receive an honorarium of \$50.

~~7) all committee councillors and alternate councillors shall be residents of the municipality.~~

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## GENERAL

The procedural requirements in the Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.

In this Policy, unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*.

- a) "business day(s)" means a day when the administrative offices of the Municipality of the County of Annapolis are open for business;
- b) "CAO" means Chief Administrative Officer of the Municipality of the County of Annapolis;
- c) "Chair" means the presiding officer;
- d) "Clerk" means the Clerk of the Municipality of the County of Annapolis;
- e) "Council" means the Municipal Council of the Municipality of the County of Annapolis;
- f) "Councillor(s)" include(s) the Warden and Deputy Warden;
- g) "majority" means more than one half of those present;

Although the *Municipal Government Act* does not provide a definition for *Member*, it is defined in this policy as follows:

- h) "member" means any person appointed to a committee

This policy shall be applicable for Committees of Council and Council meetings of Municipal Council, and include periods of adjournment to "in camera". The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern all cases to which they are applicable and in which they are not inconsistent with provincial legislation or the bylaws, policies or procedures of the municipality.

## MEETINGS

Committees of Council and Council meetings shall be held in person in the Council chambers of the Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS or an alternative location. Council and Special Council meetings can be conducted by video conference as outlined in the *Council Videoconferencing Policy, AM-1.2.0.1*.

All meetings of Committees of Council and Council, regular or special, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.

- 1) **INAUGURAL MEETING** - the Inaugural meeting of Council shall take place on the first business day following the 10-day appeal period of a municipal election. The Clerk shall preside as Chair of the meeting until such time as the Warden is elected.
- 2) **REGULAR MEETINGS OF COMMITTEE OF THE WHOLE** - meetings of the Committee of the Whole shall be held on the **second Tuesday of each month** starting at 9:00 a.m. and ending no later than

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5:00 p.m. with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.

Meetings from November to March (inclusive) will start at 10:00 a.m.

There shall be no regular meeting during the month of August.

- 3) REGULAR MEETINGS OF COUNCIL - meetings of Council shall be held on the **fourth Tuesday of each month at 10:00 AM** with Notice of Meeting to the public at least five business days in advance, unless Council by resolution directs otherwise, in which case a notice shall be posted three or more days in advance of the meeting in the municipal office(s) and on the County website advising of the time and place.
- 4) SPECIAL MEETINGS OF COMMITTEE OF THE WHOLE OR COUNCIL  
A special meeting may be convened by resolution or consensus at a previous meeting three or more days in advance of the special meeting, or by the CAO or Clerk in consultation with the Warden.
- 5) COMMITTEES OF COUNCIL MEETINGS  
Committee(s) shall meet at such time and place which it sets at a preceding meeting or at such other time and place as municipal council, the committee's Chair, or a quorum of committee members may set by providing notice of meeting to all committee members at least five business days in advance.
- 6) IN-CAMERA  
Such meetings may be closed to the public when the subject matter under consideration involves the following matters under Section 22(2) of the *Municipal Government Act*:
  - a) acquisition, sale, lease and security of municipal property;
  - b) setting a minimum price to be accepted by the municipality at a tax sale;
  - c) personnel matters;
  - d) labour relations;
  - e) contract negotiations;
  - f) litigation or potential litigation;
  - g) legal advice eligible for solicitor-client privilege; and
  - h) public security.

**When In-Camera matters are listed on the Committee of the Whole agenda, they will be the last order of business.**

**When In-Camera matters are listed on the Council agenda, they will be the last order of business.**

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Direction may be given to staff In-Camera; however, any motions forthcoming from In-Camera discussions must be added to the agenda under New Business and adopted during the open portion of the meeting.

Minutes of a closed meeting will be recorded, circulated physically by the Clerk, and approved at the next meeting. Approved minutes are signed by the Warden and Clerk and kept in the Clerk's office. Councillors may peruse the physical minutes at any time.

7) WARDEN'S ABSENCE

In the case of the absence of the Warden from the Municipality, the Deputy Warden shall act in the place and stead of the Warden, and shall have all the rights, powers, and authority of the Warden, while so acting.

8) CALLING THE MEETING TO ORDER AND QUORUM

As soon after the hour fixed for the holding of the meeting, and quorum is present, the Warden shall take the Chair and call the meeting to order.

9) QUORUM

A quorum for Council and Committee of the Whole shall be the majority of councillors elected.

A quorum for other committees of council shall be a majority of the appointed members.

10) NO QUORUM

If no Quorum is present 15 minutes after the time appointed for a meeting, the Clerk or recording secretary shall record the names of the councillors present and the meeting shall stand adjourned until the date of the next regular meeting; or until otherwise scheduled.

11) THE CONDUCT OF PROCEEDINGS AT A MEETING

It shall be the duty of the Warden or other presiding officer:

- a) to open the meeting by taking the Chair and calling the councillors or members to order;
- b) to announce the business before the meeting in the order in which it is to be acted upon;
- c) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- d) to decline to put to vote motions which infringe the rules of procedure;
- e) to restrain the councillors or members, within the rules of order, when engaged in debate;
- f) to call by name any councillor or member persisting in breach of the rules of order of Municipal Council, thereby ordering them to vacate the Council chambers;
- g) to inform the Council, when necessary or when referred to, on a point of order;
- h) to permit the CAO or Clerk to speak on any point upon request;

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- i) to permit proper questions to be asked through the Chair of any official or employee of the County, or any member of the public in attendance, to provide information to assist in debate;
- j) to authenticate by their signature when necessary, the minutes of Committee of the Whole and Council; and
- k) to adjourn the meeting when business is concluded.

The presiding officer may state their position on any matter before the meeting without leaving the Chair, but only after all other councillor comments have been heard. It shall not be permissible for the presiding officer to debate the question without first leaving the Chair and after having appointed the Vice Chair to preside in their place during their remarks.

12) AGENDA

- a) any councillor, no later than six business days prior to a council meeting, may file in writing, an item for inclusion in the agenda under New Business. Items are to include background information and proposed motion.
- b) the business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the councillors, and the Order of the Day amended.
- c) an item of business not listed on the Committee of the Whole agenda cannot be introduced at a meeting without the approval of the councillors **by majority vote.**
- d) the Clerk shall have prepared and provided electronically and in hard copy for the use of the councillors at the meetings of Committee of the Whole and Council an agenda under the following headings:

**AGENDA**  
**for the Municipality of the County of Annapolis**  
**Committee of the Whole Meeting**  
**to be held on Tuesday, \_\_\_\_\_, 20 \_\_,-9:00 AM**  
**Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal**

Roll Call

Presentations

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

Correspondence

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Staff Reports

Recommendations and Reports from Boards and Committees

Business Arising from the Minutes

New Business

In-Camera

5:00 Stated Adjournment

- e) The Clerk shall have prepared and provided electronically for the use of the councillors at the regular meetings of Council an agenda under the following headings:

**AGENDA**  
**for the Municipality of the County of Annapolis**  
**Council Meeting**

**to be held on Tuesday, \_\_\_\_\_, 20 \_\_, 10:00 AM**

**Council Chambers, Municipal Administration Building, 752 St George Street, Annapolis Royal**

Roll Call

Disclosure of Interest

Approval of the Agenda

Approval of the Minutes

COTW Consent

Business Arising from the Minutes

New Business

Councillor's Comments

In-camera

Adjournment

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Definitions / Processes of Agenda Items (in alphabetical order):

**Adjournment** – the Warden or Chair shall declare the meeting adjourned.

**Approval of the Agenda** – the agenda, once approved by motion, confirms the Order of the Day.

**Approval of the Minutes** – Minutes shall record:

- a) the place, date and time of meeting;
- b) attendance of councillors, present or absent; and
- c) all other proceedings of the meeting without note or comment.

It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all special meetings held more than five days prior to a regular meeting, together with the agenda are provided electronically to each councillor not less than 48 hours before the hour appointed for the holding of such regular meeting.

**Business Arising from the Minutes** – the items listed in the order of the topics set out in the agenda of prior Committee of the Whole / Council meetings which have not been disposed of and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of, unless removed from the agenda by motion.

**Committee of the Whole Consent** – all recommendations discussed and debated at Committee of the Whole will be brought to Council under Committee of the Whole Consent. These recommendations are considered to be routine and will be enacted by one motion. Should a councillor wish an alternative action from a proposed recommendation contained therein, the councillor shall request that the particular recommendation be moved to “separate” same from the consent motion, to allow for consideration of a new action.

**Correspondence**

All correspondence addressed to the county shall be distributed to the councillors and where in the opinion of the Clerk/CAO or a councillor it should be dealt with at a Committee of the Whole meeting, it shall be placed on the agenda of the next Committee of the Whole meeting.

**Councillor’s Comments** – comments of councillors will relate to special items of interest in the districts they represent, or in the municipality as a whole.

**Disclosure of Interest** – any councillor shall disclose any conflict of interest dealing either with any item on the agenda or with a matter discussed at a previous meeting from which the councillor was absent. Every councillor who is present when a question is put, shall vote thereon unless personally interested in a pecuniary sense, and shall leave the room before the matter is discussed.

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**New Business** – items of new business, in writing and including background information and a proposed motion, received by the Clerk eight (8) business days prior to the Committee of the Whole meeting will be included in the agenda.

**Presentations** – will take place at Committee of the Whole, following Roll Call. Presenters must register with the Clerk six business days prior to the Committee of the Whole meeting they wish to address.

Presenters will be allowed a maximum of 10 minutes to address Committee of the Whole, unless extended by the Chair.

Council will not make a decision(s) at that time.

**Recommendations and Reports from Boards and Committees** – includes:

- **recommendations** from ad hoc and standing committees of Council, listed in Sections 48 and 49 this policy;
- **recommendations** from Advisory Boards and Committees (*Policies AM-1.3.6.1 to AM-1.3.6.16*); and
- **reports** from Joint, Regional and Community Organizations (*Policy AM-1.3.7*)

Recommendations and reports will be submitted to the Clerk by 4:30 PM six business days prior to the Committee of the Whole meeting and will be included with the agenda and circulated to councillors of Council.

**Roll Call** – the Warden or presiding officer shall call the roll of councillors to verify attendance and to provide an opportunity to excuse, by motion, meeting attendance requirements of those councillors who wish to be excused. It is the duty of each councillor to advise the Chair of their absence and whether they wish to be excused in advance of the meeting.

**Staff Reports** – staff reports will be numbered by the Clerk, starting with the number “1” as the first report in each calendar year, with the prefix designating the year of the Committee of the Whole meeting, [i.e. SR2022-1 NAME OF REPORT]. Report numbers will re-start annually.

Reports will be submitted to the Clerk by 4:30 PM eight business days prior to the Committee of the Whole meeting.

Reports will be prepared pursuant to directions and a template as determined from time to time.

**Urgent Business** – a matter deemed to be urgent by the Warden or CAO may be considered without notice at any time by a simple majority vote of Council.

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## MOTIONS

### 13) WITHDRAWAL

- a) after a motion is moved and seconded it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time by the mover before decision or amendment.

### 15) AMENDMENTS – a motion to amend

- a) shall receive disposition of Council before a previous amendment or the question,
- b) shall not be further amended more than once, and
- c) shall be put in the reverse order to that in which it is moved.

### 16) PRIVILEGE

- a) privileged motions take precedence over any or all of the motions listed before it. These motions include, in descending order of rank: Fix the Time to Which to Adjourn (highest ranking); Adjourn; Recess; Question of Privilege (noise, ventilation, introduction of a controversial subject in the presence of guests); Call for the Orders of the Day. When settled, the question so interrupted shall be resumed from the point where it was suspended.

### 17) LAY ON THE TABLE OR “TABLE”

- a) is the highest ranking of subsidiary motions. It is used to temporarily set aside an issue to take up something more urgent. This motion has no time reference; requires a mover and seconder; requires a majority vote; cannot be amended; and is not debatable.
- b) A question that has been “tabled” can be lifted from the table during the same session or until the end of the next regular business session if same is held before a quarterly time interval has elapsed. If not lifted within these time limits, the question dies, although it can be reintroduced later as a new question.

### 18) POSTPONE TO A DEFINITE TIME OR “DEFER”

- a) a subsidiary motion. It is used to set aside an issue to a specific date and time; requires a mover and seconder; requires a majority vote; may be amended and debated but only as to the time; cannot be interrupted.

### 19) COMMIT OR “REFER”

- a) a subsidiary motion. It is used to refer an issue to a committee or staff; requires a mover and seconder; requires a majority vote; may be debated.

### 20) POSTPONE INDEFINITELY

- a) the lowest ranking of subsidiary motions. It is used when Council declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids direct vote on the question.

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21) **RECONSIDER**

- a) if a motion has been either adopted or defeated during a meeting, and announced from the Chair, a notice of an intention to move reconsideration can be made only on the same day on which the vote sought to be reconsidered was taken. If the motion was adopted, the motion to *Reconsider* can be made only by a councillor who voted in favour of the motion, or if the motion was defeated, then only by a councillor who voted against it. This motion can be seconded by any councillor no matter how they voted, and requires a majority vote.

22) **RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED**

- a) if it is too late to move to reconsider a motion, councillors can make either a motion to rescind or amend something previously adopted regardless of how they voted on the original motion. There is no time limit on making these motions. If previous notice is given, a majority vote is all that is required for adoption. However, if previous notice is not given of an intent to make one of these motions, so that councillors are not alerted ahead of time to the fact that the motion will be made, adoption of the motion requires either a two-thirds vote, or the vote of the a majority of the entire Council.

**Voting on Motions**

23) **Questions Stated**

- a) immediately preceding the taking of the vote, the Chair or Clerk may state the question in the form introduced and shall do so if required by a councillor. The Chair or Clerk shall state the question in the precise form in which it will be recorded in the minutes.

24) **No Interruption After Question**

- a) after a question is finally put by the Chair, no councillor shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

25) **Voting**

The usual form of voting on any question shall be by the Chairman calling for “yes” and “no”, but any Council Member, before or after a voice vote can call for, and obtain through the Chairman, a show of hands, and any two Council Members can call for, and obtain through the Chairman, a recorded vote with each Council Member’s vote entered into the minutes.

**Rules of Debate**

- 26) Every councillor, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair. When two or more councillors raise their hands to speak, the Chair shall designate the councillor who, in the opinion of the Chair, first raised a hand.



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- 27) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.
- 28) Any councillor may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a councillor while speaking.
- 29) No councillor shall speak more than twice to the same question, without the leave of Council, except to explain a misconception of their remarks, but the mover of the motion shall have the right to reply and sum up in closing debate.
- 30) When a councillor has been recognized as the next speaker, then immediately before speaking such councillor may ask a question of the Chair or an official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the councillor shall speak.
- 31) The following motions may be introduced without written notice and without leave:
- a) a point of order or personal privilege;
  - b) to lay on the table (Table);
  - c) to postpone to a definite time (Defer);
  - d) to commit (Refer);
  - e) to postpone indefinitely;
  - f) to call the question;
  - g) to adjourn; and
  - h) to amend.

## POINTS OF ORDER AND PRIVILEGE

- 32) The Chair shall preserve order and decide questions of order.
- 33) It shall be the duty of the Chair, and the privilege of any councillor, to call any councillor to order, who violates any established rule of order. A point of order must be decided before the subject under consideration is proceeded with.
- 34) When a councillor is called to order, the councillor shall remain seated and silent until the point is determined, until called upon by the Chair to be heard on the point of order.
- 35) A point of order is not debateable amongst other councillors and is decided by the Chair, who may invite discussion in an effort to assist in making a ruling. Where the Chair permits discussion on a point of order, no councillor shall speak more than twice.

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- 36) Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the Council chambers pursuant to Subsections 39 and 40 are not debatable but are appealable to Council by any councillor. When an appeal is made from the decision of the Chair, the Chair shall simply put the question, “Shall the decision of the Chair be sustained?”
- 37) If a councillor resists the rules of Council, wilfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the councillor may be ordered by the Chair to leave their seat provided that a majority vote of Council shall be required to sustain the expulsion.
- 38) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 39) Such councillor may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council chambers and to resume participation in Council’s business with or without conditions.
- 40) Persons who are not councillors or employees of the County of Annapolis shall observe silence and order in the Council chambers, unless given permission to speak by motion. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled and excluded from the Council chambers, provided that a majority vote of Council shall be required to sustain the expulsion.
- 41) Such member of the public may, by vote of Council later in the meeting or at a subsequent meeting, be permitted to re-enter Council chambers with or without conditions.
- 42) An order of the Chair to expel a person from the Council chambers pursuant to Subsections 40 and 42 of this policy constitutes a direction from the County of Annapolis to leave the premises for purposes of the *Protection of Property Act* and other applicable laws.

## CONDUCT OF COUNCILLORS

- 43) No councillor shall:
- a) use offensive or unparliamentary language in or against the Council, any councillor, or any staff;
  - b) speak on any subject other than the subject in debate;
  - c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
  - d) disobey the rules of the Council or a decision of the Chair or the Council on questions of order or practice or upon the interpretation of the rules of the Council

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44) When the Chair is putting the question, no councillor shall leave or make a disturbance.

## COMMITTEES OF COUNCIL

45) **TERM OF APPOINTMENT** – except to the extent that the term of appointment is otherwise determined by statute, bylaw, or policy, councillors shall be appointed for two (2) years, or the balance thereof, with the term commencing in December following each municipal general election or bi-annual election anniversary. Except as otherwise provided, no appointment shall cease until such time as a successor is appointed.

47) **PROVISIONS** – the following provisions shall apply to all Committees of Council, except where the policy specifically provides otherwise:

- a) municipal council may replace at any time councillors who resign or who, in Council’s opinion, are unable or unwilling to discharge their duties.
- b) if not appointed to a committee, the Warden shall be an *ex officio* councillor of the committee, with a voice but no vote. When attending as *ex officio* the Warden shall not be counted to establish quorum.
- c) a councillor is not entitled to additional remuneration for serving on the committee but may be reimbursed for reasonable expenses for attending committee meetings, and mileage / kilometrage shall be paid at such rate as may be prescribed by municipal council in *Travel and Expenses Policy AM-1.8.1*.
- d) except to the extent that the Chair is otherwise determined by statute, bylaw, or policy, municipal council may appoint a person to serve as Chair of the committee, after seeking the advice of the Nominating Committee; but if municipal council does not appoint a Chair, the committee shall elect a Chair from one of its councillors.
- e) an *ex-officio* councillor of a committee shall not be eligible for election as Chair.
- f) the Chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the Chair shall have the same powers and responsibilities at committee meetings that are conferred upon the Chair at Council meetings.
- g) votes shall be recorded by a show of hands.
- h) the Clerk (or designate) shall call the first meeting of any committee after its appointment, upon the request of municipal council or a majority of the councillors of the committee. The CAO or Clerk or their designate shall Chair the meeting until a Chair has been chosen.
- i) the committee shall choose a scribe from one of its councillors, in which event the scribe shall be a full voting councillor of the committee. The scribe shall keep notes of the committee’s meetings and ensure that the Clerk is provided with a copy of all approved minutes, which have been signed by the Chair.
- j) no order or authority to do any matter or thing shall be recognized as emanating from any committee, and all committee recommendations shall be referred to the Clerk in writing to be included with the Committee of the Whole agenda under Reports from Boards and Committees.

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48) **AD HOC COMMITTEES OF COUNCIL** - may be established by Council as deemed necessary and advisable to provide input on matters of timely consideration. Such a committee shall be for a limited time period as per its mandate determined by Council, and ceases to exist as soon as Council, through Committee of the Whole, receives and accepts a final report. Committees include:

- a) **Cornwallis Park & Area Asset Review Committee** – established to consider and make recommendations to Council pertaining to potential possibilities for current and future assets of Cornwallis Park and area (*MOTION 180717.28*);
- b) **Glyphosate Advisory Committee** – established to “... invite stakeholders to present to the committee in order to bring a recommendation to June 2021 Committee of the Whole ...” (*MOTION 201020.04*); and
- c) **Physician Recruitment & Retention Committee** – established “with a mandate of physician recruitment and retention” (*MOTION 191119.09*); adopted descriptive mandate: To assist, as appropriate, in all aspects of recruiting and retention of medical personnel: physicians, physician assistants, nurse practitioners, and like medical professionals” (*MOTION 200218.07*).

49) **STANDING COMMITTEES OF COUNCIL** – may be established pursuant to Section 24 of the *Municipal Government Act*, or as otherwise determined by statute, bylaw or policy. Standing committees work on a continuous basis, and consist of councillors appointed by the Council. The committees include:

- a) **Committee of the Whole** – acts in an advisory capacity to Council, and meets to receive reports/recommendations from staff, and boards and committees.

It shall be the duty of Committee of the Whole to take action on such matters as are lawfully delegated to it by the County’s bylaws and policies, or by Council resolution, including but not restricted to:

- 1) ensuring regular, periodic and comprehensive review of all bylaws and policies of the County; and
- 2) exercising any 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.

The Chair of the Committee of the Whole is the Warden, and the Secretary is the Clerk (or designate).

- b) **Nominating Committee**
  - 1) at the Inaugural meeting, Council shall appoint three councillors to serve as members. The procedure for selecting councillors shall be the same as that used for selection of a Warden.
  - 2) the Warden shall automatically be a regular, voting councillor of the committee.

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- 3) the mandate of the committee is to discuss, consider, advise and make recommendations to Council through Committee of the Whole concerning the nomination of persons to various committees, boards, and commissions, except where municipal council determines that consideration by the Nominating committee is not necessary or advisable.
  - 4) Council may, by resolution, accept, reject, or vary a report of the Nominating committee in whole or in part.
  - 5) it shall, at least annually, review the status of councillor appointments to ensure equity of workloads among councillors.
  - 6) All committees should meet within thirty days of being struck to determine a Chair and Vice Chair.
- c) **CAO Review Committee** – shall oversee the performance review process for the CAO after consultation with Council.
- 1) consists of the Warden, Deputy Warden, and two other councillors.
  - 2) the Warden shall be the Chair of the committee.
  - 3) to the extent practicable, selection of the remaining committee councillors (in addition to the Warden and Deputy Warden) should reflect the gender diversity of Council’s composition. Accordingly, the remaining committee councillors shall be selected by placing the names of councillors confirming an interest in a box and having two names drawn by a person chosen by the Warden.
  - 4) in accordance with sub-section 21(2)(c) of the *Municipal Government Act*, the CAO Review Committee may meet in closed session. The CAO will be requested not to attend the CAO Review Committee and council meetings where their performance is discussed; no other staff persons shall attend.
  - 5) the CAO shall be evaluated at least once a year, with a mid-year review if desired by the CAO, the CAO Review Committee or Council.
- d) **Economic Development Committee**
- 1) consists of three councillors and the Warden.
  - 2) the mandate of the committee is to advise and make recommendations to Council through Committee of the Whole concerning the drafting, implementation, amendment, and facilitation of an Annapolis County Economic Development Strategy.
- e) **Fire Services Committee**
- 1) consists of two councillors as well as two or more invited representatives of the Annapolis County Fire Services Executive as appropriate.
  - 2) the mandate of the committee is to advise and make recommendations through Committee of the Whole to Council 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.
  - 3) meetings shall be held at the discretion of the Chair.

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**Recommendations from  
2022-07-12 Committee of the Whole  
To  
2022-07-19 Municipal Council**

- ***Approve Road Name Raven Sky Lane***

That Municipal Council approve the road name “Raven Sky Lane” for the private access road on PID 05141981 in Bridgetown North.

- ***Annapolis County Municipal Housing Corporation – Instrument of Incorporation Amend***

That Municipal Council amend the instrument of incorporation by which the Annapolis County Municipal Housing Corporation was established and approved by Instrument of Incorporation dated October 3, 1984 (the “Instrument of Incorporation”), and amended from time to time, is hereby amended by:

1. Deleting in full the third paragraph of the Instrument of Incorporation of the Annapolis County Municipal Housing Corporation replacing it with the following:

The corporation shall consist of a minimum of six (6) Members and a maximum of eight (8) Members, appointed by Municipal Council of the Municipality of the County of Annapolis at its first regular meeting held in November, as follows:

- a. None of the members shall be a Councillor of the Municipality of the County of Annapolis;
- b. No Member shall be in a family relationship with or associated as a partner or business associate with any other member of the Board;
- c. The regular term of appointment as a Member is two (2) years;
- d. A Member may be reappointed for an additional two (2) year appointment;
- e. A Member may be reappointed, after serving four (4) consecutive years, for not more than two (2) additional two (2) year terms to fill vacancies or to provide for staggering of Member term. A Member shall not serve on the Board for more than eight (8) consecutive years;
- f. A Member who has served on the Board for the maximum eight (8) consecutive years shall be eligible for membership again after an absence from the membership for at least one (1) year.
- g. Notwithstanding the eight (8) year term limit described in section (e), two members, Nancy McGrath and Gail Grover, whose current terms end in November 2023, shall be permitted to remain on the Board until November 2027, which term extension was recommended by the Department of Seniors and Long Term Care.

- ***AM-1.3.2 Public Participation Policy NEW***

That Municipal Council adopt the AM-1.3.2 Public Participation Policy, seven day notice.

- ***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:

- 1) Lake Cady Water Supply- serving Cornwallis Park;
- 2) Lawrencetown Water Supply – serving the Village of Lawrencetown; and
- 3) Margarettsville Water Supply- serving Margarettsville

**Recommendations from  
2022-07-12 Committee of the Whole  
To  
2022-07-19 Municipal Council**

- ***Bridgetown LUB Zoning Map Amendment Application Riku Raisanen***

That Municipal Council consider the application submitted by Riku Raisanen to amend the Bridgetown Land Use Bylaw (LUB) Map, to include rezoning the land identified as parcel PID 05149976 at 271 Granville Street in the community of Bridgetown from the Institutional (I1) zone to the Downtown Commercial (C1) Zone; to permit the redevelopment of the property from the former Town Hall to a mixed-use development consisting of commercial space on the main floor and a two bedroom unit upstairs; and

adopt a public participation process involving the referral of the application to the Bridgetown Area Advisory Committee and the Planning Advisory Committee (PAC) for their review and recommendation; and

hold a PAC-sponsored public meeting in the community of Bridgetown on Wednesday, September 21, 2022 at 7 pm, (location to be announced).

- ***Former Bridgetown Town Hall Application for Heritage Registration***

That Municipal Council refer the former Bridgetown Town Hall property Heritage Property Application to the Heritage Advisory Committee for review/recommendation for inclusion in the Registry of Heritage Properties.

- ***AM-2.7.8 COVID-19 Proof of Vaccination Policy Amend***

That Municipal Council amend AM – 2.7.8 COVID-19 Proof of Vaccination Policy as amended, in accordance with seven-day notice given. (*see attached*)



<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>		<b>AM - 2.7.8</b>
<b>Section</b> <b>Health and Safety</b>	<b>Subject</b> <b>COVID-19 Vaccination Policy</b>	

**1. APPLICATION**

**1.1** This policy governs the COVID-19 proof of vaccination procedure for all **councillors and** employees of the Municipality of the County of Annapolis (“the County”).

**2. AUTHORITY**

**2.1** *Municipal Government Act*, as it is amended.

**3. DEFINITIONS**

**3.1** **COVID-19** refers to the outbreak of the novel coronavirus known as COVID-19.

**4. PURPOSE**

**4.1** The County is committed to providing a work environment that keeps our employees and the community safe. This commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical therefore that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.

**4.2** The purpose of this Policy is to set out the standards that employees must meet in the workplace so that each employee can do their part to keep each other and the public safe.

**5. PROCESS**

*Mandatory Vaccination*

**5.1** The County requires all **councillors and** employees to be fully vaccinated (~~have both injections of one of the recognized vaccines~~) against COVID-19 **in accordance with Nova Scotia’s COVID-19 immunization plan.**

**5.2** Employees **and councillors** must provide confirmation of their vaccination status by providing an acceptable copy of the Nova Scotia COVID-19 Vaccination Record or other acceptable record if ~~the employee was~~ vaccinated outside of Nova Scotia.

**5.3** If an employee is not vaccinated, the employee must disclose in writing to the Employer the reason for not being vaccinated. The Employer recognizes that it has a duty to accommodate employees who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion. The Employer will review the information and, after consultation with the employee, take alternative actions such as requiring that the employee undergo testing at a regular interval to be determined by the Employer, restricting access to the workplace, placing the employee on an unpaid leave of absence, and / or taking some other step so that the employee does not pose a hazard to other employees or anyone else with whom they would have contact through their work.

- 5.4** If a councillor is not vaccinated, the councillor must disclose in writing to the Warden the reason for not being vaccinated. The Warden will review the information and, after consultation with the councillor, take alternative actions as follows:
- (a) The councillor may be asked to provide proof of a negative COVID-19 test result to the Warden on the day of, or day immediately preceding, any scheduled meeting;
  - (b) In the instance of meetings called with limited notice, time may be provided for the councillor to do COVID-19 testing before the meeting is called to order;
  - (c) The councillor may be required to attend meetings virtually.
- 5.5** The Employer will provide councillors and employees with self-administered rapid test kits. Any councillor or employee who tests positive on a rapid test will be required to provide confirmation of a negative PCR test before being allowed to be in the workplace isolate in accordance with provincial requirements.
- 5.6** Vaccinations will be only one part of the Employer County's steps to maintain a safe workplace. The County of Annapolis may continue to implement other measures, such as wearing a mask and physical distancing even if the Province discontinues those steps.
- 5.7** The County may, at its discretion, apply this Policy to contractors who are working on municipally-owned premises.

## 6 COMPLIANCE

- 6.1** Regardless of their vaccination status, councillors and employees are required to follow all COVID-19 protocols that the County of Annapolis has in place.
- 6.2** If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the County of Annapolis can require that the employee follow alternative measures such as weekly testing or, where there is no other option that the County considers reasonable, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, this pandemic ends or the County ends the leave.
- 6.3** If a councillor does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) Municipal Council can require that the councillor follow alternative measures such as weekly testing or attending meetings virtually.

**7 CONFIDENTIALITY**

**7.1** Information relating to an employee’s proof of vaccination and/or the reason(s) for not receiving a COVID-19 vaccination will be kept confidential by the County. All medical information and vaccination records will be stored separately from employees’ personnel files, kept secure at all times and destroyed when no longer needed.

**8 REVIEW OF POLICY**

**8.1** The impact of the COVID-19 pandemic will undoubtedly continue to change. The County will, therefore, review this Policy on an ongoing basis, adjusting it if necessary and revoking it if warranted.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i> .....	<b><i>PENDING <u>July 12, 2022</u></i></b>
<i>Council Approval</i> .....	<b><i>PENDING <u>July 19, 2022</u></i></b>
<b><i>Carolyn Young</i></b>	<b><u>PENDING</u></b>
Municipal Clerk      Date	
At <b><u>Annapolis Royal</u></b> Nova Scotia	

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

OUTSTANDING ITEMS				
Month Requested	Staff Rpt No	Description	Council Approval	Follow Up Expected
June 2022	Recommendation Report	<p><b>Governance and Boundaries – Public Consultation</b></p> <p>THAT municipal council consult the public regarding governance and boundary input by:</p> <ol style="list-style-type: none"> <li>1. Initiating an on-line survey throughout the summer regarding Governance and Boundaries; and</li> <li>2. circulating the same information in a local publication in early September adding an in-bound telephone number to complete the survey; and</li> <li>3. mailing the same information to all Annapolis County addresses in mid-September guiding public to the on-line and in-bound telephone number to complete the survey; and</li> <li>4. conduct eleven in-person meetings, one in each district;</li> </ol> <p>In order that municipal council can make a decision on Governance and prepare a submission to the NS Utility and Review Board regarding boundaries; and</p>	MOTION 220621.03	TBD on items 1 through 4
June 2022	Recommendation Report	<p>THAT municipal council submit an application for extension to the December 31, 2022 deadline to the NS Utility and Review Board in order to accommodate the addition of eleven in-person meetings, pursuant to the recommendation of Committee of the Whole.</p>	Referred to staff	June 2023
June 2022	Recommendation Report	<p><b>Amend AM-2.7.8 COVID-19 Proof of Vaccination Policy</b></p> <p>THAT Municipal Council amend AM-2.7.8 COVID-19 Proof of Vaccination Policy as circulated.</p>	Referred to staff	COTW July 2022
June 2022	Recommendation Report	<p><b>2022-23 Community Grants</b></p> <p>THAT Municipal Council approve the 2023 grant allocations s presented in accordance with AM-1.4.9 Community Grants Policy</p>	MOTION 220621.11	September 2023
June 2022	Recommendation Report	<p><b>Response to NSFM Survey Regarding Exchange of Services/Changes to Municipal Government Act</b></p>	Referred to an AdHoc Committee of Councillors Redden and Morrison and two staff	COTW July 2022
June 2022		<p><b>Extending Current Citizen Appointments and Advertising to Fill Vacancies on the Committees Working On Secondary Plans</b></p> <p>To direct staff to contact the citizen members of the BAAC, CPAAC, EEAAC, HCAAC, and UCAAC to seek their agreement for extending their current appointment end</p>	Direction to staff	Council August 2022 Council passed a motion no

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

		date to November 30 2024, in order that they may continue their work on the secondary plans, and to advertise to fill any citizen member vacancies on these committees.		meetings to be held in August
June 2022	PAC Recommendation	<b>Bridgetown LUB Amendment Application from CMH to Amend by Rezoning 4 PIDs – First Reading</b> THAT Municipal Council give first reading to amend the Bridgetown Land Use Bylaw (LUB) Text and Zoning Map. The amendments will include rezoning the land identified as parcels PID No. 05144787, 05144795, 05144293 and 05005475, in the community of Bridgetown from the Institutional (I1) and Open Space (O1) Zones to the Residential Multiple (R2) Zone as well as the removal of Part 9.3.2(d) regarding the location of multi-unit buildings on local streets. The aforementioned text and map amendments will permit the redevelopment of the property from a former school to a multi-unit residential development consisting of sixteen (16) two-bedroom apartments	MOTIONS 220621.13 and 220621.18	Public Hearing set for July 19, 2022
June 2022	Council	<b>Middleton Railway Museum Society Grant Application</b>	MOTION 220621.17	Adjourned for consideration in July
June 2022	Council	<b>Refer Matters to Fire Services Committee as Discussed</b> THAT Municipal Council refers to the Fire Services Committee all matters as discussed with representatives of the Fire Services Association at an information meeting on June 20 <sup>th</sup> for consideration and recommendation back to the Committee of the Whole	MOTION 220621.19	COTW – no date
June 2022	Council	<b>Fire Services Review</b> Direction given to CAO that staff to prepare a recommendation report regarding carrying out a fire services review.	Direction to staff	TBD
May 2022	Recommendation Report	<b>Road Naming Process for Shared Access Road Off Church Street, Bridgetown North</b> THAT Municipal Council initiate the road naming review process to name the shared driveway that provides access to residences off Church Street in Bridgetown North.	MOTION 220517.07	When review process complete
May 2022	Recommendation Report	<b>Road Naming Process for Shared Access Road at Long Lake, Hampton</b> THAT Municipal Council initiate the road naming review process to name the shared access road at Long Lake in Hampton.	MOTION 220517.08	When review process complete

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

May 2022		<b>Mayor vs Warden System of Governance</b> THAT Municipal Council seek public input regarding the move to a mayoral system in conjunction with the 2022 polling district review public consultations and bear in mind the potential of an extension from the NS Utility and Review Board, in accordance with the recommendation of Committee of the Whole.	MOTION 220517.09	See also MOTION 220621.03
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**COMPLETED ITEMS**

Month Requested	Staff Rpt No	Description		Date Complete
May 2022	Recommendation Report	<b>Derelict Vehicle Collection Program</b>	MOTION 220517.03	June 2022
May 2022	Recommendation Report	<b>Raven Haven Beachside Family Park – Future Plan</b> THAT Municipal Council approve the attached Raven Haven Beachside Family Park – 1-5 Year plan.	MOTION 220517.04	May 2022
May 2022	Recommendation Report	<b>Regional Emergency Management Plan - Approve</b>	MOTION 220517.05	May 2022
May 2022	Recommendation Report	<b>AM-1.2.5 Declaration of Proclamations Policy – Amend</b> National Accessibility Week and International Day of Persons with Disabilities	MOTION 220517.06	May 2022
May 2022	Recommendation Report	<b>CMH Application to Amend the Bridgetown Land Use Bylaw (LUB) Text and Zoning Map</b> THAT Municipal Council consider processing the application from CMH, referral to BAAC and PAC; Tuesday, May 31, 2022 at 7:00 pm at the Bridgetown Volunteer Fire Hall, 31 Bay Road, Bridgetown, to hold a <u>PAC sponsored public meeting</u> in the community, pursuant to the recommendation of Committee of the Whole.	MOTION 220517.10	May 2022
June 2022	Recommendation Report	<b>AM-6.6.6 Signing Authorities Policy – Amend</b>	MOTION 220621.04	June 2022
June 2022	Recommendation Report	<b>Appointment of Erin Schurman-Kolb as Municipal Building Official and Municipal Fire Inspector for the Municipality of the County of Annapolis</b>	MOTION 220621.05	June 2022
June 2022	Recommendation Report	<b>Appointment of Andrew Dobson as Municipal Building Official and Municipal Fire Inspector for the Municipality of the County of Annapolis</b>	MOTION 220621.06	June 2022
June 2022	Recommendation Report	<b>AM-6.1.1 Progress Payments Policy (EAGLE Telecom) [Repeal]</b>	MOTION 220621.07	June 2022

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

June 2022	Recommendation Report	<b>2022-02-02 School Trust Award payouts</b>	MOTION 220621.08	June 2022
June 2022	Recommendation Report	<b>Amend AM-1.8.1 Travel and Expenses Policy</b>	MOTION 220621.09	June 2022
June 2022	Recommendation Report	<b>Moschelle Hall Society Grant Application</b>	MOTION 220621.10	June 2022
June 2022		<b>Audit Committee Letter</b>	MOTION 220621.14	June 2022
June 2022		<b>Audit Representation Letter</b>	MOTION 220621.15	June 2022