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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, September 10, 2024
10:00 a.m.



PAGES	1.	ROLL CALL
	2.	DISCLOSURE OF INTEREST
	3.	APPROVAL of the Order of the Day
	4.	APPROVAL of MINUTES
3-8	4.1	2024-07-09 Regular COTW
	5.	10:00 CERTIFICATE PRESENTATIONS
	5.1	74 th Crusaders Bike Club – Certificate of Appreciation
	5.2	Highland Games Team – Certificate of Appreciation
	5.3	Annapolis County Special Olympic Athletes – Certificates of Appreciation
	6.	INFORMATION/STAFF REPORTS
9-12	6.1	SR2024-43(4) Community Grant Applications
13-30	6.2	SR2024-38(2) Policy 116 Committees of Council and Council Meetings - Procedures
31-39	6.3	SR2024-58 Policy 128 Travel and Expenses
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47-49	6.5	IR2024-09-10 Bridgetown Public Parking
50-51	6.6	SR2024-57 Road Naming Process for Shared Access Road in Meadowvale
52-65	6.7	SR2024-60 Deregistration of Municipal Heritage Property
66-72	6.8	SR2024-61 ACOSS Request to Establish a Pavilion at the Sports Hub
73-78	6.9	SR2024-62 Repeal AM-1.6.1 Employment Equity Policy
	7.	RECOMMENDATIONS/REPORTS from Boards/Committees
79	7.1	2024-07-10 TCTS Board Meeting Report
80	7.2	2024-08-26 CPAAC Recommendations
	8.	NEW BUSINESS
81-84	8.1	Proposal to the Town of Annapolis Royal and the County of Annapolis
	9.	IN-CAMERA
	9.1	In accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property, of the <i>Municipal Government Act</i>
	10.	ADJOURNMENT

Minutes of the regular Committee of the Whole meeting held on Tuesday, July 9, 2024, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

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

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

Disclosure of Interest

None.

Order of the Day

The Clerk requested to move item 7.1 New Business Warden’s Update – July, to be addressed as the first item of business after the approval of minutes, and that the Presentation of Certificates be moved to 11:45 a.m.

To approve the Order of the Day as amended.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

Minutes

Re: 2024-06-11 Committee of the Whole

Approved, no errors or omissions.

New Business

Re: Warden’s Update – July

Information/Staff Reports

Re: 2024-07-09 IR 2024-2025 Q1 Budget Valiance Report – Director of Finance Angela Anderson reviewed the document as circulated and answered questions.

Re: SR2024-49 Repayment of Temporary Borrowing

That Municipal Council direct staff to utilize \$3,088,608 from the operating reserve to repay the RBC line of credit.

Moved: Councillor Sheridan

Seconded: Councillor Gunn

Motion carried

Re: SR2024-50 AM-1.3.6.3 Heritage Advisory Committee Policy

That Municipal Council repeal *AM-1.3.6.3 Heritage Advisory Committee Policy*, seven-day notice.

Moved: Councillor LeBlanc

Seconded: Councillor Enslow

Motion carried.

Re: SR2024-51 Policy 123 Police Advisory Board New

That Municipal Council approve *Policy 123 Police Advisory Board*, seven-day notice.

Moved: Councillor Prout

Seconded: Councillor LeBlanc

Motion carried.

Re: SR2024-52 Policy 118 Fire and Emergency Services Registration - New

That Municipal Council approve *Policy 118 Fire and Emergency Services Registration*, seven-day notice.

Moved: Councillor Connell

Seconded: Deputy Warden Redden

Motion carried.

Re: SR2024-53 Housekeeping: Policy 124 Accessibility Advisory Committee New and Policy 125 Climate Change Action Plan Review Committee New

• SR2024-53_Policy 124 Accessibility Advisory Committee -New

That Municipal Council amend *Policy 124 Accessibility Advisory Committee* as circulated, seven-day notice.

Moved: Deputy Warden Redden

Seconded: Councillor Longmire

Motion carried.

• SR2024-53_Policy 125 Climate Change Action Plan Review Committee - New

That Municipal Council amend *Policy 125 Climate Change Action Plan Review Committee* as circulated, seven-day notice.

Moved: Councillor Redden

Seconded: Councillor Enslow

Motion carried.

Re: SR2024-54 Road Naming Process Shared Access Road, Meadowvale

That Municipal Council initiate the road naming review process to name a new shared access road in Meadowvale.

Moved: Councillor LeBlanc
Seconded: Councillor Prout
Motion carried.

Re: SR2024-10 2024 Election – Powers of Appointment, Electronic Polling Days, First Advance Poll, Amended List of Electors

•SR2024-10 *Powers of Appointment – Assistant Returning Officer – Delegate Authority*

That Municipal Council delegate its powers of appointment of an assistant returning officer to the Municipal Clerk.

Moved: Councillor Barteaux
Seconded: Councillor Sheridan
Motion carried.

•SR2024-10 *Tariff of Fees and Expenses – Delegate Authority*

That Municipal Council delegate its authority to make, revise, and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment pursuant to subsection 4(1)(A) to the Municipal Clerk.

Moved: Councillor Barteaux
Seconded: Councillor Longmire
Motion carried.

•SR2024-10 *First Advance Poll Day*

That Municipal Council set Saturday October 12, 2024, as the First Advance Poll Day in accordance with the NS *Municipal Elections Act*.

Moved: Councillor Barteaux
Seconded: Councillor Hudson
Motion carried.

•SR2024-10 *Electronic Polling Days*

That Municipal Council set the Electronic Polling Days commencing Monday, October 7, 2024, at 7:00 a.m. and terminating on Saturday, October 19, 2024, at 7:00 p.m.

Moved: Councillor Barteaux
Seconded: Councillor Gunn
Motion carried.

•SR2024-10 *Closing Date for Revisions to Preliminary List of Electors*

That Municipal Council set Friday, August 23, 2024, at 4:00 p.m. as the closing date for revisions to the Preliminary List of Electors.

Moved: Councillor Barteaux
Seconded: Councillor Hudson
Motion carried.

Re: SR2024-43(2) Policy 101 Community Grants Applications

•SR2024-43(2) Community Facilities Annapolis Valley Trails Coalition

That Municipal Council approve a grant to the Annapolis Valley Trails Coalition in the amount of \$10,000, to assist with trail maintenance and repair in Annapolis County in accordance with *Policy 101 Community Grants*.

Moved: Councillor Longmire

Seconded: Councillor Enslow

Motion carried.

•SR2024-43(2) Community Facilities – Port George District Lighthouse Society

That Municipal Council approve a grant to the Port George District Lighthouse Society in the amount of \$15,333 to help with the cost of replacing the siding on the lighthouse in accordance with *Policy 101 Community Grants*.

Moved: Councillor Longmire

Seconded: Councillor Connell

Motion carried.

•SR2024-43(2) Community Facilities Royal Canadian Legion Branch 33 Bridgetown

That Municipal Council approve a grant to the Royal Canadian Legion, Branch 33 Bridgetown in the amount of \$10,268.42, to help support accessibility ramps upgrade and installation in accordance with *Policy 101 Community Grants*.

Moved: Councillor Longmire

Seconded: Councillor Enslow

Motion carried.

•SR2024-43(2) Community Facilities Bridgetown Lawn Bowling and Quoits Club

That Municipal Council approve a grant to the Bridgetown Lawn Bowling and Quoits Club in the amount of \$3,467.40, to help support roof repairs to the building in accordance with *Policy 101 Community Grants*.

Moved: Councillor Longmire

Seconded: Councillor Enslow

Motion carried.

•SR2024-43(2) Community Projects Cats for Keeps Rescue Society

That Municipal Council approve a grant to the Cats for Keeps Rescue Society in the amount of \$5,000, to help support fostering equipment and supplies in accordance with *Policy 101 Community Grants*.

Moved: Councillor Longmire

Seconded: Councillor Prout

Motion carried.

The CAO noted that a year ago we had an old grant policy that Council wanted updated. The amount of money is more meaningful at these larger amounts. It is important as we see services centralized, that municipal council recognizes that supporting programs like this is an investment in our communities.

Recommendations / Reports from Boards / Committees

Re: 2024-06-17 Audit Committee Recommendations

• 2022-2023 Audited Financial Statements

That Municipal Council adopt the audited financial statements for the year ended March 31, 2023, as recommended by the Audit Committee.

Moved: Councillor Sheridan

Seconded: Councillor Enslow

Motion carried.

• Audit Strategy

That Municipal Council accept the Audit Strategy as presented and confirm Grant Thornton to carry out the 2023-24 audit, as recommended by the Audit Committee.

Moved: Councillor Sheridan

Seconded: Councillor Gunn

Motion carried.

Re: 2024-07-02 Heritage Advisory Committee Recommendation

That Municipal Council consider the entire Whitman Cemetery Company property (identified as PID #05123609 being 1.47 acres) located in South Williamston for registration as a municipal heritage property and begin the process by filing Notice of Recommendation at the Registry of Deeds and holding a public hearing on Tuesday, September 17, 2024, at 2:00 p.m.

Moved: Councillor LeBlanc

Seconded: Deputy Warden Redden

Motion carried.

Re: 2024-06-19 Southwest Nova Biosphere Region Association Board Meeting

Re: Information Report FCM Conference – Mr. Gunn

11:45 Presentation

Communications Coordinator Nadine Bartheaux provided background information on the five-day Dugua de Mons Art Exhibition event, which took place in June. Warden Morrison talked about the solid foundation that has been built for this event to continue for years to come, and, with great pleasure, he presented certificates of appreciation for the Dugua de Mons Exhibition to Christine Igot and Sally O'Grady.

New Business (cont'd)

Re: 2024-07 Municipal Operations Annual Workplan Update

The Director of Municipal Operations provided an overview of the document circulated in the agenda package.

In-camera

To meet in-camera from 12:10 p.m. until 1:04 p.m. in accordance with Section 22(2)(e) contract negotiations of the *Municipal Government Act*.

Moved: Deputy Warden Redden
Seconded: Councillor LeBlanc at 12:10
Motion carried.

Adjournment

The Warden declared the meeting adjourned at 1:04 p.m.

Unapproved
Draft

Warden

Municipal Clerk



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: September 10, 2024
Prepared By: Nancy Whitman, Recreation Manager
Report Number: SR2024-43(4) Community Grant Applications
Subject: Community Grants

RECOMMENDATION(S):

Community Facilities Recommended Motion:

That Municipal Council approve a grant to the Clarence United Baptist Church in the amount of \$5,000 to assist with the cost of rewiring and painting their church in accordance with *Policy 101 Community Grants*.

That Municipal Council approve a grant to the Habitation New Horizons Club in the amount of \$4,217.49 to assist with the cost of roof repairs and window replacement in accordance with *Policy 101 Community Grants*.

Community Projects Recommended Motion:

That Municipal Council approve a grant to the Thalia Barn Cat Rescue in the amount of \$5,000 to assist with their spay and neuter costs in accordance with *Policy 101 Community Grants*.

LEGISLATIVE AUTHORITY

Section 65A, *Municipal Government Act* and *Policy 101 Community Grants*.

BACKGROUND

The *Community Grants Policy* allows registered not for profit/charitable organizations to apply for funding to support their facilities, programs, and initiatives. There are two categories under which they can apply, and each outlines the criteria for the application.

The applications listed below follows policy requirements and are eligible for approval by Municipal Council. Other applications are:

- still in progress.
- not recommended for approval; or
- previously approved by the CAO for amounts of \$2,500 or less.

DISCUSSION

Grant Applications listed by category.

Community Facilities – Projects that support enhancement and development of public use for new or existing facilities in Annapolis County. The facility must be used for activities of a recreational, educational, environmental, cultural, community, or social nature and be accessible

for use by the general public. Operational costs are not supported under this category (i.e., oil, power, insurance, etc.).

Maximum grants shall not exceed \$20,000. Applicants must be able to demonstrate a minimum 1/3 contribution to the total project cost.

Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Clarence United Baptist Church	\$10,710	\$32,132	\$5,000	<p>The Clarence United Baptist Church, a registered charity and municipal heritage building, is now more commonly known as the "North Mountain Meeting House".</p> <p>They are requesting funding to replace electrical wiring and to paint the east and north sides of the building. They work in cooperation with the Clarence Community Club to provide space for a wide range community activities.</p> <p>The amount recommended is less than the requested amount. On average the recommended amount is on par with previously approved grants with similar projects for community halls. In addition, the Community Grants budget has \$14,217.49 remaining for the fiscal year, with other applications being considered.</p>
Habitation New Horizons Club	\$5,000	\$7,450	\$4,217.49	<p>The Habitation New Horizons Club supports the Port Wade and surrounding areas for various community events. Their goal is to eventually become a comfort station for the remote area. They are starting with basic repairs and are fixing the roof and replacing some windows this year.</p>

				The amount recommended is less than the requested amount. If the other two recommendations are approved, there will only be the recommended amount remaining in the budget to approve.
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Community Projects – Assistance to initiate or continue to develop events and/or structured programs to support the enhancement of community well-being and quality of life for Annapolis County residents and visitors.

Maximum grants shall be up to 50% of the program cost to a maximum of \$5,000. Grant applicants must be able to demonstrate active fundraising efforts to support the continuation of the program, if applicable.

Group	Amount Requested	Total Project Cost	Recommended	Identified Project / Need
Thalia Barn Cat Rescue Society	\$5,000	\$65,200	\$5,000	Cat Rescue that focuses on Cat Care Management, Population Control, and Community Education within Annapolis County. They are requesting funding to help support their spay and neuter program.

Community Grants Policy - Summary

Total Requested/Recommended	\$20,710		\$14,217.49	
Total cost of projects/programs impacting Annapolis Co.		\$104,782		
			Remaining in budget	\$14,217.49
			Remaining funding for fiscal year based on recommendations above and previously reviewed recommendation.	\$0

FINANCIAL IMPLICATIONS

There is \$14,217.49 remaining in the budget to implement Policy 101 Community Grants program. If the above recommendations are approved there will be no funding remaining for the current fiscal year.

POLICY IMPLICATIONS

Recommended funding is in accordance with current policies.

ALTERNATIVES / OPTIONS

Council can approve the recommendation(s).
Council could decide a different amount(s); or
Council could decide not to approve the applications.

NEXT STEPS

Issue grant as approved and inform applicant of Council's decisions regarding their application.

ATTACHMENTS

None

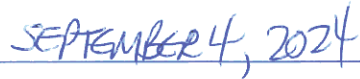
Prepared By: Nancy Whitman, Recreation Manager

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer



(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: September 10, 2024
Prepared By: Dawn Campbell, Director of Corporate Services
Assisted By: Kelly Kempton, Administrative Clerk - Municipal Clerk Office
Report Number: **SR2024-38(2) Policy 116 Committees of Council and Council Meetings - Procedures**
Subject: Amend *Policy 116 Committees of Council and Council Meetings-Procedures* (Sept 2024)

RECOMMENDATIONS

That Municipal Council amend *Policy 116 Committees of Council and Council Meetings-Procedures* as circulated, seven-day notice.

LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:

The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Sub-section 48(1) of the *Municipal Government Act*:

Before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.

SUMMARY OF CHANGES

- On first page of policy under MEETINGS delete "as outlined in the *Council Videoconferencing Policy, AM-1.2.0.1*" and replace with "by policy"
- On Page 7 of the policy under **Recommendations and Reports from Boards and Committees** delete "*listed in Sections 45 and 46 of this policy*" and "*(Policies AM-1.3.6.1; AM-1.3.6.10; AM-1.3.6.17 and AM-1.3.6.18)*" and "*(Policy AM-1.3.7)*"
- Sub-section 44 c) delete "*in Travel and Expenses Policy AM-1.8.1*" and replace with "by policy"
- Delete Sub-section 45(a) Cornwallis Park and Area Asset Review Committee
- Delete Sub-section 45(b) Glyphosate Advisory Committee
- Delete Sub-section 46(c) CAO Review Committee

BACKGROUND

- Several of the recommended deletions are to remove references to other policies that are unnecessary and subject to constant updating.
- Cornwallis Park and Area Asset Review Committee was dissolved by motion of Municipal Council on December 20, 2022.
- Glyphosate Advisory Committee was an ad hoc committee that submitted a final report and completed its mandate in October 2021.
- CAO Review Committee was dissolved by motion of Municipal Council on February 21, 2023.

Policies must be periodically reviewed for any necessary "housekeeping" changes relating to cross-references or independent council motions. To ensure transparency and clarity of changes, they are noted in the summary section at the very end of the policy.

DISCUSSION

The changes follow-up on previous motions / activities of Municipal Council.

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from these repeals.

POLICY IMPLICATIONS

This report follows up on previous "housekeeping" changes brought to Committee of the Whole / Council.

ALTERNATIVES / OPTIONS

- None

COMMUNICATION

Normal statutory requirements

ATTACHMENTS

Policy 116 Committees of Council and Council Meetings - Procedures (amendments marked)

Prepared By: Dawn Campbell, Director of Corporate Services

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

SEPTEMBER 4, 2024
(Date)

Corp Services – Amend *Policy 116 Committees of Council and Council Meetings - Procedures*
SEPT 2024 (7 day notice)

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS		Policy 116
POLICY AND ADMINISTRATION MANUAL		
Section	Subject	
Procedure & Organization of Council	Committees of Council and Council Meetings - Procedures	

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~~ **by policy.**



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) 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 a.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.

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

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- 2) **REGULAR MEETINGS OF COUNCIL** - meetings of Council shall be held on the **third 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.

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

- 3) **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.

- 4) **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. There shall be no regular meetings during the month of August.

- 5) **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. 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.

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6) 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.

7) 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.

8) 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.

9) 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/members present and the meeting shall stand adjourned until the date of the next regular meeting; or until otherwise scheduled.

10) 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/member 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.

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11) 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 __, 10:00 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

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- e) The Clerk shall have prepared and provided electronically and in hard copy 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 Recommendations

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 Recommendations – all recommendations discussed and debated at Committee of the Whole will be brought to Council as individual recommendations for decision by Council.

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.

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

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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 45 and 46 of this policy;~~
- **recommendations** from Advisory Boards and Committees ~~(Policies AM 1.3.6.1; AM 1.3.6.10; AM 1.3.6.16; AM 1.3.6.17 and AM 1.3.6.18);~~ 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.

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.

MOTIONS

12) 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.

13) 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.

14) 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.

15) 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.

16) 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.

17) 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.

18) 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.

19) 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.

20) 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**21) 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.

22) 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.

23) 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. A Councillor may request that their vote is recorded.

Rules of Debate

- 24) 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.
- 25) When a councillor is speaking no other councillor shall interrupt him/her except to raise a Point of Order.
- 26) 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.
- 27) 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.

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- 28) 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.
- 29) 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

- 30) The Chair shall preserve order and decide questions of order.
- 31) 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.
- 32) 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.
- 33) 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.
- 34) 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?"
- 35) 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.

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- 36) If the councillor refuses to leave their seat, the Chair may order the councillor to be expelled and excluded from the Council chambers.
- 37) 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.
- 38) 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.
- 39) 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.
- 40) 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

- 41) 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
- 42) When the Chair is putting the question, no councillor shall leave or make a disturbance.

COMMITTEES OF COUNCIL

- 43) **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 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.
- 44) **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~~ **by policy.**
- 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.

45) **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

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- 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*).

46) **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 such consideration shall be deemed as fulfilling the requirement for seven days’ notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the *Municipal Government Act*; 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.
- 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.
- f) **Fences Arbitration Committee** – committee continues pursuant to Section 4 of *the Fences and Detention of Stray Livestock Act*.
- 1) 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 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 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 members of a committee hold office for a term of not more than four years



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- 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) Members of the committee and alternate members of the committee appointed pursuant to this Section shall be residents of the municipality for which the committee is established. 2
- g) **Forestry Advisory Committee** – shall exist as an advisory committee of Council.
- 1) consists of not more than four councillors.
 - 2) its purpose is to consider and make recommendations regarding forestry matters.

47) REPEAL

AM-1.2.0 Committees of Council and Council Meetings Procedures Policy, adopted by Municipal Council of the County of Annapolis on September 19, 2023, is hereby repealed.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice	PENDING Sept. 10, 2024
Council Approval	PENDING Sept. 17, 2024
<u>Carolyn Young</u>	<u>PENDING</u>
Municipal Clerk	Date
<i>At Annapolis Royal Nova Scotia</i>	

AMENDMENTS:

October 25, 2022:

Article 3 – change fourth to third; and

Article 12 – Change Council Agenda from COTW Consent to COTW Recommendations; and change the Definition for Committee of the Whole Consent to Committee of the Whole Recommendations – all recommendations discussed and debated at Committee of the Whole will be brought to Council as individual recommendations for decision by Council.

May 16, 2023:

Subsection 47 a) 1) – add “and such consideration shall be deemed as fulfilling the requirement for seven days’ notice to Municipal Council before a policy is passed, amended or repealed in accordance with Sub-section 48 (1) of the Municipal Government Act;”

September 19, 2023:

Added:

In Article 3 Regular Meetings of Council

“There shall be no regular meeting during the month of August”; and

In Article 5 Committees of Council Meetings

“There shall be no regular meetings during the month of August.”

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April 16, 2024:

Repealed *AM-1.2.0 Committees of Council and Council Meetings Procedures Policy* (adopted by Municipal Council of the County of Annapolis on September 19, 2023) and approved *Policy 116 Committees of Council and Council Meeting Procedures*

May 21, 2024:

Deleted - Article 1 Inaugural Meeting:

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. and renumbered subsequent articles.

June 18, 2024:

Page 7, paragraph 5, amended as follows:

- recommendations from ad hoc and standing committees of Council, listed in Sections ~~4845~~ and ~~4946~~ of this policy;

Page 7, paragraph 6, amended as follows:

- recommendations from Advisory Boards and Committees (*Policies AM-1.3.6.1; ~~to AM-1.3.6.10~~; AM-1.3.6.16; ~~AM-1.3.6.17 and AM-1.3.6.18~~*); and

PENDING Sept. 17, 2024:

- On first page of policy under MEETINGS deleted "as outlined in the *Council Videoconferencing Policy, AM-1.2.0.1*" and replaced with "by policy"
- On Page 7 of the policy under **Recommendations and Reports from Boards and Committees** deleted "*listed in Sections 45 and 46 of this policy*" and "*(Policies AM-1.3.6.1; AM-1.3.6.10; AM-1.3.6.17 and AM-1.3.6.18)*" and "*(Policy AM-1.3.7)*"
- Sub-section 44 c) deleted "*in Travel and Expenses Policy AM-1.8.1*" and replaced with "by policy"

Deleted the following:

- Sub-section 45(a) Cornwallis Park and Area Asset Review Committee
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*); ~~dissoved by motion of Municipal Council on December 20, 2022~~
- Sub-section 45(b) Glyphosate Advisory Committee
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 ~~submitted a final report and completed its mandate in October 2021~~
- Sub-section 46(c) CAO Review Committee
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. ~~dissoved by motion of Municipal Council on February 21, 2023~~



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: Sept. 10, 2024
Prepared By: Dawn Campbell, Director of Corporate Services
Assisted By: Kelly Kempton, Administrative Clerk - Municipal Clerk Office
Report Number: **SR2024-58 Policy 128 Travel and Expenses**
Subject: Approve *Policy 128 Travel and Expenses* Sept. 2024

RECOMMENDATIONS

That Municipal Council approve *Policy 128 Travel and Expenses* as circulated, seven-day notice.

LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:

The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Sub-section 48(1) of the *Municipal Government Act*:

Before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.

BACKGROUND

Recently the County has enacted a new policy numbering system, as well as amending and repealing a number of policies. Frequently these updates necessitate "housekeeping" changes in other policies. This policy fits into this category of needing "housekeeping" updates. To ensure transparency and clarity of the changes, they are summarized in the section at the very end of the policy.

It should be noted that a comprehensive review was not undertaken as this policy will require a review after the upcoming election in accordance with Sub-section 4.16 as follows:

4.16 By the January 31st immediately following a regular election held under the Municipal Elections Act, Municipal Council shall review this policy as part of the orientation process and, by motion, the Council, shall either re-adopt or amend the policy.

DISCUSSION

The following do not enact any substantive changes:

- Section 1 – delete “*i.e., AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy.*” The example is not necessary and deleting it will alleviate the need for future housekeeping updates.
- Repealing and replacing the policy will change the name to the new numbering system

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from these repeals.

POLICY IMPLICATIONS

This report follows up on previous “housekeeping” changes brought to the Committee of the Whole / Municipal Council in recent months.

ALTERNATIVES / OPTIONS

- None

COMMUNICATION

Normal statutory requirements

ATTACHMENTS

Policy 128 Travel and Expenses (new)

Prepared By: Dawn Campbell, Director of Corporate Services

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

SEPTEMBER 4, 2024
(Date)

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

1. APPLICATION

It shall be the policy of the Municipality of the County of Annapolis to compensate elected officials (including warden, deputy warden, and municipal councillors), non-councillor designates (including citizen appointees and other committee designates / representatives) and municipal employees for reasonable expenses incurred when participating in activities related to council / municipal business provided that appropriate prior authority is obtained in accordance with this policy. This policy applies for all travel and expenses except as provided under other municipal policies. ~~i.e., AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy.~~



2. AUTHORITY

Section 23 of the *Municipal Government Act*, as amended

3. TERMS OF POLICY

- 3.1 Any person authorized to travel for the benefit of the municipality and for the purposes of municipal business is expected to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved.
- 3.2 If an elected official, designate or employee, for his or her own convenience, travels by an indirect route or interrupts travel by the most economical route, the elected official or employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.
- 3.3 An employee's place of work shall be considered the starting point and point of return of any trip, unless the employee leaves from and/or returns directly home and the distance travelled is less.
- 3.4 An elected official's / designate's residence shall be considered the starting point and point of return of any trip, unless he / she leaves directly from another location and the distance travelled is less.
- 3.5 When two or more elected officials and / or designates and / or employees are attending the same seminar, convention or meeting, carpooling shall be practised whenever possible.

4. SPECIFIC REQUIREMENTS

- 4.1 Councillors may participate in two events per year (April 1 – March 31), apart from FCM which is by policy, and NSFM (which is different when local).

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

- 4.2 Where an elected official, designate or employee is chosen by municipal council or the CAO as a representative of the municipality to any organization, he / she is entitled to either reimbursement of expenses by the organization or by the municipality; however, if the he / she chooses to be reimbursed by the municipality, any reimbursement to which that designated representative is entitled from the organization shall be paid to the municipality. In no circumstance shall the chosen representative receive reimbursement by both the organization and the municipality.
- 4.3 The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-county conferences and municipally-related activities subject to prior approval by CAO / Director / Manager / Supervisor in accordance with approved budgets and Standard Operating Procedures.
- 4.4 The County shall not reimburse expense claims for alcohol purchases by an individual.
- 4.5 Employees authorized to travel may submit a claim for reimbursement of travel expenses for actual travel while engaged in the performance of duties or on the municipality's behalf, in accordance with the guidelines and schedules herein.
- 4.6 Travel advances for elected officials, designates or employees are subject to the approval of the CAO or in his / her absence, the Director of Corporate Services. Approved travel advance claims shall be submitted to the Accounts Payable Clerk at least five working days prior to the departure date. Within thirty (30) days of the completion of a business trip for which a travel advance was made, the elected official / appointee / employee must account for the advance by submitting a travel expense claim for allowable expenses and by remitting any balance in excess of the expenses actually incurred and claimed. If the advance has not been accounted for within the prescribed time limit the Accounts Payable Clerk will deduct the balance owing to the municipality from any sum of money that may be due and payable to that elected official / designate / employee.

All travel claims must be signed by the person making the claim and approved for payment by the employee's supervisor, by the employee's service group manager or by the CAO; with respect to elected officials / designates, all travel claims must be approved by the warden. All claims made later than 45 days after the completion of a business trip require the approval of the CAO.

- 4.7 An elected official, designate or employee who plans to attend out-of-town conferences / municipally related activities shall be solely responsible to co-ordinate all registrations, bookings, schedulings, cancellations and other arrangements to be paid for by the municipality. Assistance may be provided by the Municipal Clerk. This will provide the municipality with a preferred level of service at competitive rates. However, the final responsibility for all matters related to out-of-town municipal activities shall be the responsibility of the individual.
- 4.8 Members of Municipal Council and the CAO may be accompanied by their spouse or a guest while attending the Union of Nova Scotia Municipalities (UNSM) annual conference and be reimbursed for additional conference registration fees and additional accommodation costs,

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
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if any. This also applies to the two members of municipal council selected to attend the Federation of Canadian Municipalities (FCM) Annual Conference, except that no reimbursement will be provided for the cost of airfare for the spouse or guest. This also applies to the CAO with respect to attendance at the annual conference of the Association of Municipal Administrators of Nova Scotia (AMANS), the Canadian Association of Municipal Administrators (CAMA) or International City/County Management Association (ICMA).

- 4.9 The spouse or one guest may accompany a municipal employee receiving an award, certificate or diploma at the annual conference of a municipal association and the employee will be reimbursed for additional conference registration fees, meal allowances and additional accommodation costs, if any. Similarly, the spouse may accompany an employee authorized to attend an employer sponsored pre-retirement seminar (1 occasion only). The employee will be reimbursed for additional seminar fees, meal allowances and additional accommodation costs, if any.
- 4.10 Elected officials, designates or employees who register for conferences, courses, seminars or municipally related activities that result in fees / costs and do not attend shall be responsible for any and all costs incurred by the municipality except if attendance was not possible / practical for the following reasons:
- illness (personal or immediate family);
 - weather conditions;
 - travel emergencies;
 - municipal emergencies / urgencies;
 - other reasons as approved by municipal council.

From time to time, there may be instances where there are conflicting opinions as to the acceptability of specified expenses between the claimant and authorizing personnel. These matters shall be referred to Chief Administrative Officer for direction.

- 4.11 For expenses not billed directly to the municipality, all lodging, meals, parking fees and other incidental expenses will be reimbursed upon submittal to the Accounts Payable Clerk on the proper "Expense Claim" form along with receipts.
- 4.12 Claims for per diem meal allowance or personal vehicle kilometric allowance shall be submitted to the Accounts Payable Clerk on the proper "Expense Claim" form but do not require receipts. Such claims shall be paid in accordance with rates as set forth in *Appendix A* and *Appendix B*, as may be amended by resolution of municipal council from time to time. All claims must be approved by an employee's supervisor or in the case of an elected official or designate by the warden.

No additional allowances are payable for carrying passengers and two or more persons travelling during the same time period to the same destination should car pool to the greatest extent appropriate or practical in the circumstances.

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- 4.13 The municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles. Person(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring: the automobile(s) is properly insured for such use; compliance with all relevant statutory requirements; and payment of insurance premiums.
- 4.14 Where possible and financially advantageous for the municipality, the CAO or designate may approve a short-term rental of an automobile for a person or persons travelling on municipal business. The municipality will pay the daily rental, insurance, gasoline, and kilometric charges invoiced by the rental agency, as applicable.
- 4.15 Reporting requirements may include some items as taxable income or taxable benefits.
- 4.16 All expenditures and/or expense claims are subject to review and internal and external audit verification.
- 4.17 By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Municipal Council shall review this policy as part of the orientation process and, by motion, the Council, shall either re-adopt or amend the policy.
- 4.18 ~~AM-1.8.1 Travel and Expenses Policy~~, approved on June 21, 2022, is hereby repealed.



Municipal Clerk's Annotation for Official Policy Book
I certify that this policy was adopted by Municipal Council as indicated below:
Seven (7) Day Notice..... **PENDING Sept. 10, 2024**
Council Approval **PENDING Sept. 17, 2024**

Carolyn Young
Municipal Clerk
At Annapolis Royal, Nova Scotia

PENDING
Date

Effective 97/06/17, Amended 99/01/19, 00/04/18, 01/05/15, 02/08/20, 04/05/18, 05/04/19; 06/04/18; 10/03/16; 10/12/21; Amended 11/04/19;

2013/04/16 Added "This policy applies for all travel and expenses except as provided under other municipal policies; i.e., AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy." in Section 1.

2013/05/21 Added "Councillors may participate in two events per year (April 1 – March 31), apart from FCM which is by policy, and UNSM (which is different when local)." in Subsection 4.1.

2013/12/17 Added to Appendix A:
Effective April 1, 2014:

- 51¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

2014/12/16 Amended Appendix B:
Effective January 1, 2015:

- | | |
|---|----------------|
| • breakfast (between 12:00 a.m. and 12:00 noon) | \$15.00 |
| • lunch (between 12:00 noon and 5:00 p.m.) | \$20.00 |
| • dinner (between 5:00 p.m. and 12:00 midnight) | \$30.00 |
| | \$65.00 |

- 2015/05/19 Amended by:
- removing "/ employees" in Sub-section 4.1;
 - deleting and replacing Sub-section 4.3 as follows:

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
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~~The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-town conferences and municipally-related activities subject to prior approval by CAO/Director/Supervisor and in accordance with approved budgets.~~

The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration and direct travel expenses for municipal employees in accordance with current policies for attendance at meetings, out-of-county conferences and municipally-related activities subject to prior approval by CAO / Director / Manager / Supervisor in accordance with approved budgets and Standard Operating Procedures.

2017/12/19 Amended by adding:

Sub-section 4.4 The County shall not reimburse expense claims for alcohol purchases by an individual (and re-numbering subsequent sections as appropriate);

AND

Sub-section 4.16 By the January 31st immediately following a regular election held under the Municipal Elections Act, Municipal Council shall review this policy and, by motion, the Council, shall either re-adopt or amend the policy.

2020/12/20

Policy was reviewed and re-adopted without changes.

2021/04/20 Amended by:

- removing "*The municipality agrees to pay the cost of registration, accommodations, meals not covered by registration, and direct travel expenses for elected officials / designates / in accordance with current policies for attendance at meetings, conferences and municipally-related activities subject to approved budgets and prior approval of Municipal Council.*" in Sub-section 4.1.

2022/06/22

Amended Appendix A:

Effective July 1, 2022:

- **61¢ per kilometre for the first 5,000 kilometres driven; and**
- **55¢ per kilometre driven after that.**

Amended Appendix B:

Effective July 1, 2022:

- | | |
|--|-----------------------|
| • breakfast (between 12:00 a.m. and 12:00 noon) | \$20.00 |
| • lunch (between 12:00 noon and 5:00 p.m.) | \$20.00 |
| • dinner (between 5:00 p.m. and 12:00 midnight) | <u>\$35.00</u> |
| | <u>\$75.00</u> |

PENDING 2024/09/17 Changed name to *Policy 128 Travel and Expenses* (repealing *AM-1.8.1 Travel and Expense Policy*)

- Deleted in Section 1 "~~Le. AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy.~~"
- Added Sub-section 4.17 "~~AM-1.8.1 Travel and Expenses Policy, approved on June 21, 2022, is hereby repealed.~~"

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
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APPENDIX A

KILOMETRIC ALLOWANCE

Effective April 1, 2014:

- 51¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

Effective June 21, 2022:

- 61¢ per kilometre for the first 5,000 kilometres driven; and
- 55¢ per kilometre driven after that.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		Policy 128
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APPENDIX B

MEAL ALLOWANCES

Effective January 1, 2015:

- | | |
|--|----------------|
| • <i>breakfast (between 12:00 a.m. and 12:00 noon)</i> | <i>\$15.00</i> |
| • <i>lunch (between 12:00 noon and 5:00 p.m.)</i> | <i>\$20.00</i> |
| • <i>dinner (between 5:00 p.m. and 12:00 midnight)</i> | <i>\$30.00</i> |
| | <i>\$65.00</i> |

Effective July 1, 2022:

- | | |
|--|----------------|
| • <i>breakfast (between 12:00 a.m. and 12:00 noon)</i> | <i>\$20.00</i> |
| • <i>lunch (between 12:00 noon and 5:00 p.m.)</i> | <i>\$20.00</i> |
| • <i>dinner (between 5:00 p.m. and 12:00 midnight)</i> | <i>\$35.00</i> |
| | <i>\$75.00</i> |



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: September 10, 2024
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: **SR2024-59 Policy 129 Appointments to External Organizations**
Subject: Approve *Policy 129 Appointments to External Organizations*

RECOMMENDATIONS

That Municipal Council approve *Policy 129 Appointments to External Organizations* as circulated, seven-day notice.

LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:

The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Sub-section 48(1) of the *Municipal Government Act*:

Before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.

BACKGROUND

The County has enacted a new policy numbering system, as well as undertaking a comprehensive review of current policies. Frequently policies require "housekeeping" updates to align with other policies or provincial statutes. This policy fits into this category of needing review and "housekeeping" updates.

DISCUSSION

It should be noted that a provision providing for appointments to the Digby Annapolis Development Corporation (DADC) has been omitted as it was dissolved by motion on April 21, 2020. Additionally, the following provisions from the previous policy have been omitted:

"Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed."

"To qualify as a citizen appointee, applicants must have no outstanding taxes, fees, charges or liens owing to the Municipality of the County of Annapolis at the time of appointment."

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from this new policy.

POLICY IMPLICATIONS

This report follows up on previous "housekeeping" changes brought to the Committee of the Whole / Municipal Council in recent months.

ALTERNATIVES / OPTIONS

- None

COMMUNICATION

Normal statutory requirements

ATTACHMENTS

Policy 129 Appointments to External Organizations (new)

AM-1.3.7 Appointments to Joint, Regional or Community Organizations (for repeal)

Prepared By: Dawn Campbell, Director of Corporate Services

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer



(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		129
Section Procedure & Organization of Council	Subject Appointments to External Organizations	

GENERAL

1. This policy is referred to as the "Appointments to External Organizations Policy."

AUTHORITY FOR POLICY

2. Section 23, *Municipal Government Act*, as amended

DEFINITIONS

3. Except as provided below, terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

PROVISIONS

4. Other than those required by provincial statute or by agreements signed by the County, appointments to external organizations shall be discretionary and subject to change by resolution of Municipal Council without notice.
5. Appointments shall be reviewed bi-annually (every two years) by Municipal Council within three months following each municipal general election or election anniversary.
6. Council may appoint a council member, a county resident or an employee as their representative to an external organization.
7. An appointee is entitled to reimbursement of expenses to attend meetings or conferences by the external organization or by the municipality but not both.
8. An appointee to an external organization who is a council member or employee is not entitled to receive remuneration for serving as a member of an external organization.
9. An appointee to an external organization who is not a council member or employee is entitled to remuneration from the organization for serving as a member.
10. Unless Municipal Council specifically determines otherwise by resolution, a citizen member may only be re-appointed for one additional consecutive term (2 years appointment + 2 years re-appointment).
11. Municipal Council may replace appointees who resign or who are unable or unwilling to discharge their duties.
12. Municipal Council may require regular or periodic verbal or written reports relating to the activities of the organization from any appointee.
13. Councillor appointees shall not have their remuneration reduced for absences from meetings of external organizations.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		129
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14. *AM-1.3.7 Appointments to Joint, Regional or Community Organizations Policy*, adopted by Municipal Council of the County of Annapolis on January 16, 2018, is hereby repealed.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice	PENDING Sept. 10, 2024
Council Approval	PENDING Sept. 17, 2024
 <u>Carolyn Young</u> Municipal Clerk	 <u>PENDING</u> Date
At <u>Annapolis Royal</u> Nova Scotia	

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.7
Section Procedure & Organization of Council	Subject Appointments to Joint, Regional or Community Organizations Policy	

FOR REPEAL

GENERAL

15. This policy is entitled "Appointments to Joint, Regional or Community Organizations Policy" and applies to council appointments made to external organizations (including joint or regional organizations requiring appointments in accordance with an inter-municipal agreement, organizational bylaws or articles of incorporation).

AUTHORITY FOR POLICY

16. Section 23, *Municipal Government Act*, as amended

PROVISIONS

17. Except to the extent that such appointments are otherwise determined by provincial statute or inter-municipal agreement, appointments to a joint, regional or community organization shall be reviewed bi-annually (every two years) by Municipal Council within 3 months following each municipal general election or election anniversary, after seeking the advice of the Nominating Committee.
18. Except to the extent that such appointments are otherwise determined by provincial statute, inter-municipal agreement or articles of incorporation, appointments to a joint, regional or community organizations shall be discretionary and subject to change by resolution of Municipal Council without notice. Consideration to appoint shall include that the organization be not-for-profit or charitable; that the organization provides a service or responsibility that may fall within the Municipality's jurisdiction; that a principle of stewardship be engaged to ensure the money provided to the organization is well spent; and that the organization provides a benefit to the municipality or citizens belonging to the municipality.
19. Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.
20. Except to the extent that such appointments are otherwise determined by provincial statute, inter-municipal agreement or articles of incorporation, council may appoint a council member, a county resident or an employee as their representative to a joint, regional or community organization.
21. The Warden shall serve as one of council's appointees to the Digby-Annapolis Development Corporation, along with another councillor appointee and an alternate appointee who shall be a voting member if either is unable to attend a meeting.
22. An appointee to a joint, regional or community organization who is a council member or employee is not entitled to receive additional remuneration for serving as a member of an external organization.
23. An appointee to a joint, regional or community organization who is not a council member or employee is entitled to additional remuneration from the organization for serving as a member.
24. Unless Municipal Council specifically determines otherwise by resolution, a citizen member may only be re-appointed for one additional consecutive term (2 years appointment + 2 years re-appointment); the citizen member shall once again become eligible for appointment following a 2 year absence / hiatus from the appointment.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.7
Section Procedure & Organization of Council	Subject Appointments to Joint, Regional or Community Organizations Policy	

FOR REPEAL

25. To qualify as a citizen appointee, applicants must have no outstanding taxes, fees, charges or liens owing to the Municipality of the County of Annapolis at the time of appointment.
26. Where a council member or employee is appointed by the council to a joint, regional or community organization or is otherwise appointed as a representative of the municipality, any remuneration from that position, excluding reimbursement of expenses, to which that council member or employee is entitled shall be paid to the municipality.
27. Where a councillor, resident or employee is appointed by the council to a joint, regional or community organization, or is otherwise appointed as a representative of the municipality, the appointed representative is entitled to either reimbursement of expenses by the organization or by the municipality; however, if the appointed representative chooses to be reimbursed by the municipality, any reimbursement to which that appointee is entitled to be paid by the organization shall be paid to the municipality. In no circumstance shall the appointed representative receive reimbursement by both the organization and the municipality.
28. Municipal Council may replace at any time appointees who resign or who, in Council's opinion, are unable or unwilling to discharge their duties.
29. Municipal Council may, at its discretion and subject to change, require regular or periodic verbal or written reports relating to the activities of the organization from any appointee.
30. Missed meetings relating to appointments under this policy do not count as missed meetings under Section 5 of AM-1.2.1 *Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy*.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice	January 9, 2018
Council Approval	January 16, 2018
<i>Carolyn Young</i>	January 16, 2018
Municipal Clerk	Date
At Annapolis Royal Nova Scotia	

Amendments:

Approved Dec. 21, 2010

Amended Feb. 21, 2012 - Changed policy to:

- clarify limitations on terms of committee membership
- create "fairness" for honorariums
- clarify that appointments do not expire until successors are appointed

Amended Feb. 19, 2013 - added:

Corp Services – Approve *Policy 129 Appointments to External Organizations* (7 day notice) Page 6 of 7

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.7
Section Procedure & Organization of Council	Subject Appointments to Joint, Regional or Community Organizations Policy	

FOR REPEAL

Missed meetings relating to appointments under this policy do not count as missed meetings under Section 5 of AM-1.2.1 Remuneration and Allowances for Warden, Deputy Warden and Councillors Policy.

Amended Jan. 16, 2018 – added in Section 4:

Consideration to appoint shall include that the organization be not-for-profit or charitable; that the organization provides a service or responsibility that may fall within the Municipality's jurisdiction; that a principle of stewardship be engaged to ensure the money provided to the organization is well spent; and that the organization provides a benefit to the municipality or citizens belonging to the municipality.



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: September 10, 2024
Prepared By: Amy Barr, Policy and Development Coordinator
Subject: Bridgetown – Increasing Safety and Visibility around Public Parking Zones

ORIGIN

Information for awareness and increased safety of public with new 'no parking' areas, and increased signage of public parking availability within the community of Bridgetown.

LEGISLATIVE AUTHORITY

Nova Scotia Traffic Authority Section 45(1) j

BACKGROUND

Through public feedback, staff became aware of the concerns with parking on Granville Street in Bridgetown and the lack of parking signs directing motorists to the public parking areas.

DISCUSSION

New 'No Parking' Zones

Granville Street in the central core area has parking on both sides of the road in many locations. This is not safe for pedestrians and other motorists. It has been observed that when vehicles are parked on both sides, the traveling public often choose to cross the centre line to avoid incidents, and this may create problematic road hazards.

As a result, staff have indicated on the attached plan, marked in yellow, new 'no parking' zones to reduce any potential incidents. Signage will be installed to deter motorists from parking in the non-designated areas.

Currently, the Municipality does not have an appropriate bylaw in place to have the authority to issue Summary Office Tickets for parking violations, however that is something that may be considered and further recommendations can be brought forward. RCMP may also be able to enforce safety violations and continued discussions will occur.

New Parking Signage

Staff are in the process of ordering additional public parking wayfinding signage for the community of Bridgetown. An example of this sign is attached. The goal is to increase awareness of the existing public parking spaces. In addition, staff have totaled the amount and type of parking availability below.

Parking availability totals within the *central core* of Bridgetown:

Free Public Parking Lots:

- North of Queen Street, next to former Town Hall: 22 standard spaces, 2 EV charging spaces, 4 spaces for persons with a disability
- East of Queen Street, next to Salvation Army: 17 standard spaces, 2 spaces for persons with a disability
- West of Queen Street, behind pharmacy: 25 standard spaces, 3 spaces for persons with a disability

Public Street Parking:

- Queen Street: 23 standard spaces, 1 space for persons with a disability

Total Standard Spaces: 87

Total Spaces for persons with a disability: 10

Total EV Charging Spaces: 2

Overall Total: 99

In addition to the parking within the central core of Bridgetown, there are also public parking spaces at both the Sports Hub and nearby Jubilee Park.

To help residents and visitors easily identify parking locations in Bridgetown, staff intend to develop an online map which will soon be available for viewing on the municipal website.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

Currently, the Municipality does not have an appropriate bylaw in place to have the authority to issue Summary Office Tickets for parking violations, however this can be developed and brought forward.

ATTACHMENTS

- Bridgetown Public Parking Aerial Map
- Example of Parking Signs to be installed


Prepared by: Amy Barr, Policy and Development Coordinator

Reviewed by: Jim Young, P.Eng, Director of Municipal Operations

Approved by:

Approval Date:


Chris McNeill, Chief Administrative Officer


(Date)

Public Parking - Community of Bridgetown



Parking Sign



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: September 10, 2024
Prepared By: Adam Hack, Civic Addressing Technician
Report Number: **SR2024-57 Road Naming Process for Shared Access Road in Meadowvale**
Subject: Road Naming Process for Shared Access Road in Meadowvale

RECOMMENDATION(S):

That Municipal Council approve the road name "Pointer Lane" for the shared access road in Meadowvale, on PID 05026372.

LEGISLATIVE AUTHORITY

The *Municipal Government Act*, Civic Addresses 313 (c) gives the municipality authority by policy to name or rename any street or private road.

Annapolis County *AM 1.4.5 Road Naming and Community Adjustment Policy*.

BACKGROUND

The shared access road in Meadowvale, located on property owned by Jason Daniels (PID 05026372), will provide access to more than three addresses structures in the future. To accurately identify the location of these residences for emergency response and to follow the guidelines for civic addressing, this access road must be named.

DISCUSSION

The property owner submitted three names for consideration. One of the names, Nature Lane, already exists as a road name within the Municipality, and according to Section 4.2 of *AM 1.4.5 Road Naming and Community Adjustment Policy*, "there should be no duplication or near duplication of road and community names within the Municipality".

The two additional names, Pointer Lane and Wire Hair Lane, were sent out to emergency responders, (Fire, RCMP, and EHS), the NS Department of Public Works, the area councillor, the adjacent municipality, and the provincial Civic Addressing Coordinator for comments. None of the respondents issued any concerns about either name, nor did a review of existing road names in Annapolis County find any duplication. Comments returned, however, did favor "Pointer Lane".

"Lane", by definition, is a reduced right-of-way or curving street of less than 300 metres, branching from courts and ending in a cul-de-sac or dead end. In this case, when using "Lane" as the road type, suggests a small narrow road with low traffic volume with a dead end. Road naming is in accordance with the guidelines specified in the Nova Scotia Civic Address File (NSCAF), which requires roads to be named when more than three addressable structures require civic addresses.

FINANCIAL IMPLICATIONS

It will be the responsibility of the property owners to purchase and properly post the road name sign and the civic number signs.

POLICY IMPLICATIONS

The road naming process follows the policy 1.4.5 Road Naming and Community Adjustment.

NEXT STEPS

Once the road name is approved, staff will advise the property owner of the new approved road name, and issue civic addresses as needed.

ATTACHMENTS

- 1. Map attached showing the location of the road being named.

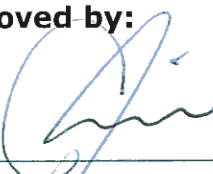



Prepared by: Adam Hack, Civic Addressing Technician

Reviewed by: Linda Bent, Director of Planning & Inspection Services

Approved by:

Approval Date:


Chris McNeill,
Chief Administrative Officer


(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: September 10, 2024
Prepared By: Linda Bent, Director of Planning & Inspection Services
Report Number: SR2024-60 Deregistration of Municipal Heritage Property
Subject: Captain James Anthony House – Request to Deregister Property

RECOMMENDATION(S)

That Municipal Council hold a public hearing at 11:00 am on November 19, 2024, to consider the deregistration of the Captain James Anthony House, a municipally-registered heritage property located at 1625 Granville Road, Port Wade.

LEGISLATIVE AUTHORITY

Heritage Property Act Section 16

BACKGROUND

A request to deregister an existing registered municipal heritage property was received from the current owner of the Captain James Anthony House dated August 17, 2024. The property specifics are as follows:

- a. Civic Number: 1625 Granville Road, Port Wade
- b. Present Use: Residential Single-Family Dwelling
- c. Municipal Heritage Registration Date: June 20, 1995

DISCUSSION

The current property owner, Robert Kahn, has made a request to deregister the property due to great difficulty obtaining homeowners insurance for the property. During a recent conversation with his local insurance company, the insurance company was made aware that the property is a municipally registered heritage property, and they were uncertain if the current underwriter would insure the property based on its heritage status. After much research and discussions, Mr. Kahn discovered that to insure his home, which is a seasonal residence, would cost him an additional \$2,000 per year over and above his existing rate. He is also concerned that his current insurer will cancel his insurance due to the added risk of being a heritage property.

Mr. Kahn's mother requested the heritage registration and while he would like to maintain his mother's wishes, he feels he has no other options but to request the property be removed from the Annapolis County Registry of Municipally Registered Properties instead of risking not being insured or not being able to reasonably afford the cost of insurance.

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

- (a) The property has been destroyed or damaged by any cause; or

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

Mr. Kahn's concern is that his property could be left vulnerable if he cannot obtain homeowners insurance for the property due to the fact it is a municipal heritage property or that it puts an added burden on him financially to place insurance on the property which was predicted to exceed \$2,000 more than his current rate.

While the property originally scored well in 1995 by staff for being of 'Classical Revival' architecture, it is also noted by staff that the architectural of the house is not uncommon in the area. A search of Captain James Anthony garnered only his obituary of 1913 which stated, "he was a much-respected citizen and Deacon of the Baptist Church". It makes no mention of him being a sea captain. A search of local histories such as "Age of Sail in Annapolis County 1760-1925" by Peggy Armstrong and Marguerite Wagner, published in 2000, also makes no mention of Captain Anthony.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

None known

ALTERNATIVES / OPTIONS

The option available to Municipal Council is to not consider deregistration of the Captain James Anthony House.

NEXT STEPS

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

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

ATTACHMENTS

Letter from Owner
Municipal Heritage Registration dated June 1995
Staff Report dated January 1995
Site Map of Property Location

Prepared by: Linda Bent, Director of Planning & Inspection Services

Approved by:

Approval Date:


Chris McNeill
Chief Administrative Officer



(Date)

RECEIVED AUG 17 2024

Municipal Heritage Advisory Committee
c/o Linda Bent, Director of Planning and Inspection Services
752 St. George St.
Annapolis Royal, NS BOS 1AO

Date: 17 August 2024

Re: De-registration of Residential Heritage Property – 1625 Granville Rd., Port Wade

Dear Members of the Committee,

It is with regret that I am asking to de-register The Captain James Anthony House, built in 1853. My mother had applied, and registration was approved, June 20, 1995.

My reason for de-registration is driven by conversations this July with my insurance agent in Annapolis Royal. Due to the escalating premium costs, I asked her for a quote from another underwriting company. During this conversation I mentioned that the house was a Municipal Heritage Property. She looked surprised and said she didn't know this, and that the other company she was considering for me would not insure heritage properties under any conditions. Surprising me, she said she wasn't sure if the underwriting company covering my property now knew it was a heritage property, implying that the house may not be insured. She also admitted that, in general, insurance companies are looking to drop or not insure properties that are to them questionable risks. She said, they only want to insure "perfect properties". I said that if the house was severely damaged I would not be trying to build it back with historical materials. She said that made no difference to the company.

I contacted two other Nova Scotia agencies, one in Annapolis Royal and one out of town. One said that they would only insure my seasonal home if they insured my primary residence. My primary residence is in the US and not insured with that company. The other agency offered two quotes. The quote for coverage for my heritage property would be \$2,000.00 higher annually than my current already high coverage. Given this information, I can only surmise that coverage for heritage properties will increase faster than non-heritage properties. If I inform my current company of the heritage registration I would likely be dropped due to the added risk factor. In short, I can not afford this increased cost, and do not want to be without any coverage.

My mother was happy to have this house registered, and so am I, but not under increased financial hardship. Please grant my request to de-register. This small house is not among other registered houses, and not known locally as historically registered.

Thank you,
Robert Kahn

000170

H 2212

NOTICE OF REGISTRATION

TO REGISTER A MUNICIPAL HERITAGE PROPERTY

Pursuant to the Nova Scotia Heritage Property Act, R.S.N.S. 1989, c.199, the

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

hereby gives notice that the property of Ms. Elizabeth Kahn located at 1625 Granville Road, Port Wade, Annapolis County being property identification number 05096399, field card number 09289000 and described in Schedule "B" hereto annexed, and in a deed recorded Lot 1 in Book 406, Page 225, Document Number 3849 in the Registry of Deeds for the County of Annapolis, has been recommended for registration in the registry of heritage property for the Municipality of the County of Annapolis.

The property has been recommended for registration as a Municipal Heritage Property.

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

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

The Heritage Property Act further provides that no person shall substantially alter the exterior appearance of or demolish a building for 120 days after notice of recommendation to register the property has been served, unless the Municipality sooner refuses to register the property.

000171

A copy of this notice has been recorded at the registry of Deeds for the County of Annapolis pursuant to the Act.

SIGNED, SEALED AND DATED at Annapolis Royal, Nova Scotia,
this 11 day of July, 1925

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

per: [Signature]
Warden

per: [Signature]
Clerk

000172

SCHEDULE "E"

A L L that certain lot, piece of parcel of land situate, lying and being at Port Wade, in the County of Annapolis and Province of Nova Scotia and more particularly bounded as follows:

BEGINNING at an iron bolt distant one hundred and ninety-five feet (195') from the Southeast corner of lands conveyed from Watson Anthony to Gordon Snow, and set at the edge of the Main Highway running from Victoria Beach to Annapolis Royal;

THENCE northerly parallel with the West line of lands of Alfred Armstrong one hundred and forty-five and one-half feet (145 1/2') from an old iron bolt;

THENCE westerly and parallel with the said Highway seventy-nine and one-half feet (79 1/2') to another iron bolt;

THENCE southerly parallel with lands of Ainsley Morgan a distance of one hundred and sixty-eight feet (168') to an iron bolt set at the edge of the Main Highway;

THENCE eighty and one-half feet (80 1/2') easterly along said Highway to the place of beginning.

000173

Province of Nova Scotia
County of Annapolis

I hereby certify that the within instrument
was recorded in the Registry of Deeds Office
at Lawrencetown in the County of Annapolis, N.S.,
at 12:55'clock P.M., on the 12th
day of July, A.D. 19 92 in
Book No. 530 at pages 170-173
as Document Number 2012


Registrar of Deeds for the Registration
District of Annapolis County

REPORT TO: ☐ Annapolis District Planning Commission
 ☒ Municipality of Annapolis County
 ☐ Town of Annapolis Royal
 ☐ Town of Bridgetown
 ☐ Town of Middleton

☐ PAC
☒ HAC - January 30, 1995
☐ COUNCIL
☐ OTHER _____

DATE: January 17, 1995

FROM: Albert Dunphy, Senior Planner/Development Officer

SUBJECT: Captain James Anthony House, Port Wade

Background

A request was made by Ms. Elizabeth Kahn, the registered owner of the property locally known as the Captain James Anthony House, to have her property registered as a municipal heritage property. Her application dated October 1, 1994 was heard at the December 5, 1994 meeting of the Annapolis County Heritage Advisory Committee. The motion made at this meeting was that the Annapolis District Planning Commission prepare an evaluation of the Kahn property and send a report back to Heritage Advisory Committee for the next meeting of January 30, 1995.

The particulars on this property are as follows:

- A. Civic Number: 1625 Granville Road, Port Wade
- B. Present Use of the Property: Residential
- C. PID Number: 05096599
- D. Assessment Number: 01544519
- E. Field Card Number: 09289000
- F. Deed Reference: Lot 1 In Book 406, Page 225
- G. Property Area: 12,000 sq.ft.

.../2

Discussion

The Captain James Anthony House, now the property of Elizabeth L. Kahn, is a 1½ storey, wood construction, modified vernacular house with strong Classic Revival influences. This house built in 1853, remained in the Anthony family until 1973, whereas it changed hands a total of four more time to come to the present owner, Elizabeth Kahn in 1987. The house is a well kept older home, typifying an architectural styling that is common in the community of Port Wade.

The house, according to local tradition, belonged to Captain James Anthony. However, as reported in the Department of Tourism and Culture, Inventory Site Form, Microfiche Number 43 02 00394 1, it would appear that both James Anthony and Willoughby Anthony, both master mariners, bought lots 117 to 120 and then divided the property.

Architectural Features

As stated previously, the Captain James Anthony House is a very good example of a modified Nova Scotia vernacular influenced with Classic Revival styling. While this particular house has strong Greek Revival influences, the overall classification as a Classic Revival styling is attributed to the fact that Nova Scotia house styling intermixed both Greek and Roman details. Thus the style is more accurately called Classic Revival.

Some of the specific features of this house are:

- A. The decorated plaster window surrounds with the triangular gable design of a classical temple pediment;
- B. The elaborate entry portico featuring ionic columns and a pediment;
- C. Highly detailed transom and sidelight window surrounds of the entry way;
- D. Detailed return eaves; and
- E. Pine planking interior floors with a curving central staircase.

.../3

Additional features include:

- A. A stone foundation with mortared joints;
- B. Painted wood shingle siding;
- C. 6 over 6 window on the second floor only;
- D. Central Chimney;
- E. Wood Construction;
- F. Medium pitched roof;
- G. Combination window and gable end vents of the attic; and
- H. A panel front entrance door.

Alterations

While the house is in a very good state of repair, some alterations have been performed over time. These alterations include:

- A. A new central chimney;
- B. Asphalt roofing shingles;
- C. Aluminum exterior storm door and windows;
- D. A new concrete cellar entrance way; and
- E. A wood shed addition to the rear of the building (which is evidence by a different eave style, newer roof shingles, a wooden tongue-and-groove back entry door and concrete piers as opposed to the stone and mortar foundation of the main structure).

Site

The house is situated about 100 to 120 feet off the main road on a slight rise. The grounds are well-treed with a shrub perimeter and grass driveway. Small flower gardens are located in the front of the building on each side of the portico.

There is a small vegetable garden to the rear of the house but it is not clear if it located on the immediate Kahn property. The North Mountain as background provides the visual context of this house that remains unimpaired since the time the house was constructed in 1853.

.../4

Recommendation

As part of the heritage property evaluation conducted on December 16, 1994, an evaluation scoring sheet was completed. The summation of the three scoring subcategories defines a total scoring category. With a total of 78 points, the Captain James Anthony House rates as a Category 1 designation. Scoring in this category denotes the property rates *"a priority in the registration process"*

Based on the scoring outcome of the evaluation of the Kahn property in Port Wade, it is recommended that the Annapolis County Heritage Advisory Committee recommend to Council that this property be considered for registration as a municipal heritage property.

ANNAPOLIS COUNTY

HERITAGE PROPERTY EVALUATION FORM

Owner's Name Elizabeth Kahn
 Mailing Address 105 Farm Road, Sherborn, MA 01770
 General Location of Property Port Wade, 1625 Granville Road
 Present Use of Property residential
 Assessment Property I.D. # 05096599
 Owner's Telephone # (508) 655-0667
 Assessed By A. Dunphy Date December 16, 1994

BASIC CRITERIA
EVALUATION DECISIONS

REASONS FOR GRADES

SCORING

I. Development Era, Age

E VG G F/P

(Maximum 25)

18

A. Era

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

"Automatic Designation"
 "Automatic Designation"
 25
 15
 8
 2

B. Age

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

"Automatic Designation"
 20
 10
 3

II. Architectural

(Maximum 35)

35

C. Construction

10 6 3 0

D. Design

10 6 3 0

E. Site

10 5 2 0

BASIC CRITERIA
EVALUATION DIVISIONS

REASONS FOR GRADES

SCORING

Annapolis County Heritage Property Evaluation Form (Page 2)

F. Alterations _____ 5 (3) 2 0
G. Condition _____ (5) 3 2 0
H. Style _____ 10 (6) 3 0

II. Historical Association

(Maximum 40)

25

I. Individual _____ 25 10 (5) 0
J. Event _____ 25 10 5 (0)
K. Landmark _____ 20 (10) 5 0
L. Environment _____ (10) 5 2 0

TOTAL SCORE

78

Total Score Category: (1) 2 3

Recommendations by Assessor: Register whole 12,000 sq.ft. property

Reviewed by: A. Dunphy, Senior Planner/Development Officer

Comments: 1) Well kept property, 2) Classical Revival Styling, 3) 1½ storey, 4) medium
pitch roof, 5) shingles, 6) portico, 7) Pediment motif over doors and windows,
8) 6 over 6 second floor double hung ground floor, 9) new chimney, 10) new cellar
entrance, 11) newer asphalt shingles, 12) new back addition, 13) Plaque - Captain
James Anthony c 1853.



1:1,500



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: September 10, 2024
Prepared By: Debra Ryan, Director of Community Development
Report Number: **SR2024-61 ACOSS Request to Establish a Pavilion at the Sports Hub**
Subject: ACOSS request to establish a Pavilion at the Sport Hub

RECOMMENDATION(S):

That municipal council approve the establishment of a new pavilion structure up to (30' x 50') and no greater than the height of 15' at the Annapolis County Regional Outdoor Sports Hub that will be purchased and funded by the Annapolis County Outdoor Sports Hub Society on lands located north of the artificial track provided they meet all the regulations associated with building permits and development permits that are required; subject to the approval of the Director of Municipal Operations as to the exact location and installation requirements.

LEGISLATIVE AUTHORITY

The Municipality of the County of Annapolis owns the Bridgetown Sports Hub facility, and the complex is under lease agreement to ACOSS. The MGA allows Municipal council to approve such additions on lands that they own providing they meet regulatory requirements.

BACKGROUND

Staff were approached by the treasurer of ACOSS on behalf of the society to meet on site to discuss a pavilion to be in the grass area located north of the artificial track that would be a BriteSpan design that will be (30' x 50'). The height of the structure of that size is 22'. The pavilion will have open sides and the canopy will be 10 feet high on the sides rising to an rounded canopy up to 22 feet high. The structure has a twenty-year warranty.

The society is planning the pavilion due to feedback at a public meeting where the public asked for a sheltered area out of the sun for various outdoor events and activities on the site.

Foundation details will be submitted with the requisite building permit application process.

Height requirements for the Bridgetown area is 15 feet for accessory buildings and the recommendation is in keeping with the land use bylaw.

One of the concerns staff does have is the height of the proposed structure that may or may not impact on the Chimney Swifts that visit the site and its proximity to the chimney. The existing chimney on site is 30 feet and unlikely to interfere however some discussion should occur with the folks that oversee the endangered chimney swifts.

FINANCIAL IMPLICATIONS

ACOSS are planning on building this season and are working to get funding together in regard to the development of the \$55,000 structure. If they are successful, they will fund the project without county contributions in the 2024 season.

They have indicated that if the project gets delayed to 2025 they will ask the municipality for a financial contribution to assist with the project prior to municipal capital budget approvals.

They are hopeful to get all the funds in place for the 2024 season and therefore requesting council approval to construct for the 2024 season.

As with all additions to municipal structures they have to be declared to our insurance company and we would add the structure to the assets. There would be a small cost.

POLICY IMPLICATIONS

N/A

ALTERNATIVES / OPTIONS

To request another design for the facility that is a lower profile but can meet the same objectives.

In discussions with our senior staff there were concerns expressed by the height of the structure and the strong winds that exist now. They have indeed escalated in the last few years.

NEXT STEPS

Have the group consult with the governing body regarding the chimney swifts.

ACOSS has obtained the engineered drawings for the site and have planned the complex accordingly.

For ACOSS to verify with Municipal Operations to ensure there is no water and or sewer lines where they are constructing the cement footing for the structure.

ATTACHMENTS

Attachment A Site plan

Attachment B Britespan specifications, quote and warranty

Prepared by: Debra Ryan, Director of Community Development

Approved by:

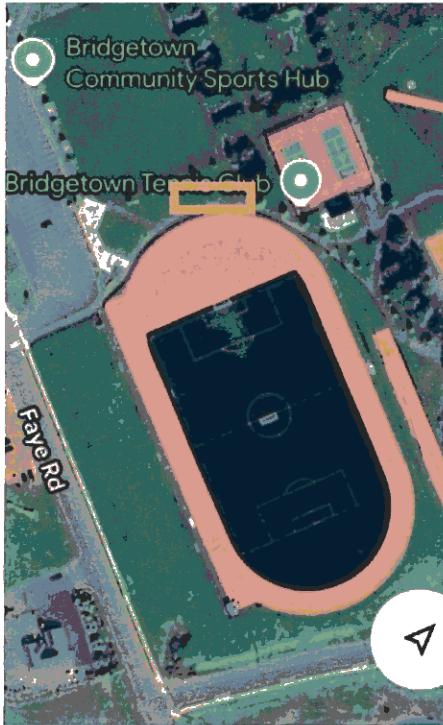

Chris McNeill
Chief Administrative Officer

Approval Date:



(Date)

Appendix A. Site Plan



Yellow is the approximate location of 30 x 50 foot Britespan structure.



Treeline Project Management Ltd (TPM)
"Atlantic Canada's Premiere Fabric Building Specialist"
RR #1 Bridgetown, NS B0S 1C0
Phone: 902-665-2598 Fax: 902-665-4992

Treeline Project Management Ltd. are pleased to quote the following:

Name: **ACOSS** Date: **May 9, 2024**
Site Location: **Bridgetown NS**

1 Atlas 18 30' WPL10 x 50 with 10 ft. on center 1500 Sq. Ft.

- Building Classification:**
- F2 Industrial Medium Hazard / Commercial / Exposed / FR required
 - Importance factor 0.8
 - It is responsibility of customer to obtain building permit.
 - Should the building official deem the Importance factor to be changed, it may change the quote

Building Aspects:

- Fabric:**
- **FR** NovaShield® brand RU88X-6(FR) 400 Flame-retardant fabric
 - Heavyweight, woven clear HDPE scrim 12 oz/yd2 (407g/m2)

Cover Details: covers are 12 oz per square yard in weight, and 23 mils (0.59mm)

- Enhanced UV protection, high strength to weight ratio & exclusive polyethylene coating

- Building:**
- Complete with Steel and Hot Dipped Galvanized Metal
 - steel clad ends and sides

- End One:**
- No ENDS

- O/H Doors:**
- N/A

- End Two:**
- N/A

- Man Doors:**
- N/A

- Ventilation:**
-

- Extras**
- **5' eaves down both sides**

- Foundation:**
- Not Included but could sit on sonotubes

Engineering (required for owner to obtain building permit)

- 1 set of Wet stamped engineered foundation drawings
- 1 set of Wet stamped engineered building drawings

- Freight:**
- Freight to site included



Treeline Project Management Ltd (TPM)
 "Atlantic Canadas' Premiere Fabric Building Specialist"
 RR #1 Bridgetown, NS B0S 1C0
 Phone: 902-665-2598 Fax: 902-665-4992

- Labor** • ALL necessary equipment and labour, to install structure on the foundation. Site must be level & compacted so cranes and man lifts can manoeuvre 15 ft. around building during construction.
- Supply and installation of all BriteSpan Building aspects
 - No Site Prep or Foundation Included unless noted above

Total Building Price	Good for 30 days	\$ 47,520.00	plus tax
	Regular	\$55,410.00	

Financial Breakdown

Building and Install Total	\$ 47,520.00
-----------------------------------	---------------------

Tax @ 15 %	\$ 7,128.00
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Total	<u>\$ 54,648.00</u>
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50 % due upon ordering	\$ 27,324.00
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35 % due upon delivery	\$ 19,126.80
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15% due at completion	\$ 8,197.20
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Treeline Project Management Ltd (TPM)

"Atlantic Canada's Premiere Fabric Building Specialist"

RR #1 Bridgetown, NS B0S 1C0

Phone: 902-665-2598 Fax: 902-665-4992

Warranty: 20 YEAR Pro rated LIMITED WARRANTY

SCOPE OF LIMITED WARRANTY

Only the building components manufactured by Britespan Building Systems Inc. (Britespan) and described in this agreement are warranted for manufacturer defects to the building owner.

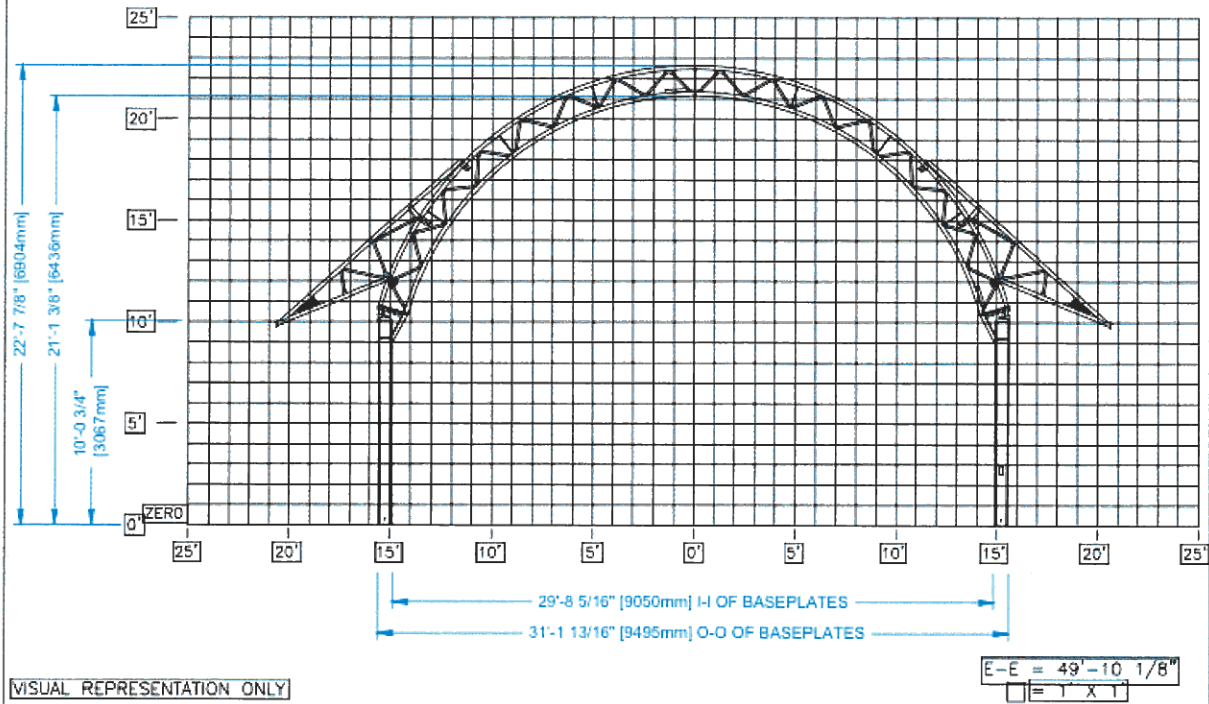
STANDARD LIMITED WARRANTY COVERAGE PERIODS:

TABLE 3-1: STANDARD PRO-RATED WARRANTY COVERAGE PERIOD (YEARS)

COMPONENT	ATLAS GENESIS APEN EASY ACCESS EPIC
MAIN STRUCTURE COVER (NON-FR) (4)	20
MAIN STRUCTURE COVER (FR) (4)	15
END FABRIC (NON-FR) (5)	5
END FABRIC (FR) (5)	5
MAIN STEEL FRAMEWORK (2)	20
END STEEL FRAMEWORK (HSS) (3)	10

* Building needs to be installed by factory trained, approved and qualified personnel.

ATLAS 18.2 30'W 10'PL 5' EAVES



VISUAL REPRESENTATION ONLY

BRITESPAN BUILDING SYSTEMS, INC. TF 800-427-0248 www.britespan.com		DEALER:	CUSTOMER:	PROJECT:		
DRAWN:	DWG REV	REVISED BY: DESCRIPTION	DATE	THIS DRAWING IS PROPERTY OF BRITESPAN. ANY REPRODUCTION IN WHOLE OR IN PART WITHOUT THE EXPRESSED WRITTEN CONSENT OF BRITESPAN IS PROHIBITED. THIS DRAWING IS NOT TO SCALE UNLESS OTHERWISE NOTED. *SPECIFICATIONS SUBJECT TO CHANGE.	WIDTH-STEEL-FAB-HSS-HSS/DRP:	DWG TITLE:
PG	1	DRAWN	16.APR.24		30' PL10	ATLAS 18.2 30'W PROFILE
CHECKER:				FILE NO:	PROPERTY ID:	SO/ORDER ID:
						DRAWINGS
						REV
						0



COUNTY of ANNAPOLIS
NATURALLY ENDUED

STAFF REPORT

Report To: Committee of the Whole
Meeting Date: Sept. 10, 2024
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2024-62 Repeal AM-1.6.1 Employment Equity Policy
Subject: Repeal AM-1.6.1 Employment Equity Policy

RECOMMENDATIONS

That Municipal Council repeal AM-1.6.1 Employment Equity Policy, seven-day notice.

LEGISLATIVE AUTHORITY

Sub-section 47(1) of the *Municipal Government Act* states:

The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

Sub-section 48(1) of the *Municipal Government Act*:

Before a policy is passed, amended or repealed the council shall give at least seven days' notice to all council members.

BACKGROUND

The policy recommended for repeal was enacted in 1997 with minor updates in 2009. It would require significant updating to be "in sync" with current provincial legislation. Overall, it is unnecessary. All necessary provisions relating to employment equity and diversity are contained within *Policy 102 Personnel* which was approved by municipal council in September 2023. Additionally, the municipality is required to adhere to the *NS Human Rights Act*.

DISCUSSION

It is recommended that this policy be repealed to alleviate duplication, contradiction or confusion with other policies and provincial legislation.

FINANCIAL IMPLICATIONS

There are no known financial implications resulting from this new policy.

POLICY IMPLICATIONS

This report follows up on previous "housekeeping" changes brought to the Committee of the Whole / Municipal Council in recent months.

ALTERNATIVES / OPTIONS

- None

COMMUNICATION

Normal statutory requirements

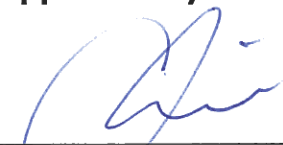
ATTACHMENTS

AM-1.6.1 Employment Equity Policy (for repeal)

Prepared By: Dawn Campbell, Director of Corporate Services

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

SEPTEMBER 4, 2024
(Date)

MUNICIPALITY OF ANNAPOLIS COUNTY POLICY AND ADMINISTRATION MANUAL		AM – 1.6.1
Section Equity of Employment and Services	Subject Employment Equity Policy	

For Repeal

1. APPLICATION

This policy applies to both existing and new employment positions in the organizational structure for the Municipality of the County of Annapolis, hereinafter referred to as the “Municipality.”

2. AUTHORITY

Section 74, Municipal Act.

Sections 6 and 25, Human Rights Act

Section 7, By-law M11 - Municipal Officers By-law.

Approved by Municipal Council 97/05/20.

3. BASIC POLICY

Equity of treatment must be practised and be observable in staffing matters without discrimination against any person or on any grounds prohibited by the Human Rights Act. Appointments must be based upon merit, and equality of access to employment opportunities must be provided in recognition of the career expectations of municipal employees and the employment aspirations of applicants.

4. POLICY PURPOSE/INTENT

Employment policies and practices of the Municipality of the County of Annapolis must be characterized by equity, so that municipal employees and those seeking municipal employment are treated in a fair and impartial manner.

5. GUIDING PRINCIPLES

5.1 Elected and senior appointed municipal officials should be, and be seen to be, sensitive and responsive to those needs that citizens expect to be met by the provision of municipal services. This should be achieved through appropriate policies and procedures for selection and appointments, performance evaluation and management, and human resource training and development. These measures will ensure that the background, knowledge and experience of municipal employees promote a good understanding of the various communities within the Municipality.

Effective 1997/05/20 Amended 2009/03/17

Page 3 of 4

MUNICIPALITY OF ANNAPOLIS COUNTY POLICY AND ADMINISTRATION MANUAL		AM – 1.6.1
Section Equity of Employment and Services	Subject Employment Equity Policy	

For Repeal

- 5.2 Staffing and employment practices must be conducted in a manner which will attract and retain persons who are representative of the equity groups within the Municipality. Special consideration must be given to attracting representatives of under-represented groups into municipal government employment and providing for their career development in accordance with municipal policy.
- 5.3 Policies and procedures must also ensure that all applicants for municipal employment are treated in a sensitive and responsive manner in considering their employment aspirations. The same requirement applies to all municipal employees in recognizing and responding to their career expectations.
- 5.4 All persons have a right to expect consideration for employment opportunities with the Municipality. Municipal Employment policies and procedures must respect this right and promote equality of opportunity for employment. Pursuant to Section 6(i) of the Human Rights Act, exceptions will be made for certain groups of people where special consideration is required or permitted by legislation.
- 5.5 Access to employment will, by necessity, be influenced by the balancing of staffing priorities, preferences established by law, desires for a workforce representative of the people living in the Municipality, economic considerations, efficiency and effectiveness. Determinations of eligibility for consideration for initial employment, employee transfer, job assignments and promotional opportunities must be made with full regard to applicable legislation and policies. Proper notice of employment opportunities must be provided for the information of all persons who are eligible for consideration in accordance with the Municipality's hiring policies. Internal communications regarding vacancies for either existing or new positions will be provided to employees of both the Municipality and the Annapolis County Municipal Housing Corporation.

6. EMPLOYMENT EQUITY PROGRAM

- 6.1 Municipal Council of the Municipality of the County of Annapolis is committed to the development, implementation and maintenance of an Employment Equity Program with special emphasis on persons, or groups, who because of race, gender, disability, or aboriginal origins may have been disadvantaged in employment. Accordingly, the program will address the needs and concerns of the following persons and groups: visible minorities, women, persons with disabilities, and aboriginal peoples.

Effective 1997/05/20 Amended 2009/03/17

Page 4 of 4

MUNICIPALITY OF ANNAPOLIS COUNTY POLICY AND ADMINISTRATION MANUAL		AM – 1.6.1
Section Equity of Employment and Services	Subject Employment Equity Policy	

For Repeal

- 6.2 The ultimate long range goal is to develop a workforce which represents the composition of the general labour market population through a combination of recruitment, hiring, and training practices.
- 6.3 The on-going goal is to continue to educate employees and make them aware of the plan which is intended to provide equal employment opportunities regardless of: age; race; colour; religion; creed; sex; sexual orientation; physical or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family or marital status; source of income; political belief, affiliation or activity; association with another person or groups of persons having characteristics referred to in the previous grounds.
- 6.4 The Employment Equity Program will be subject to all legal obligations of the Municipality regarding employee seniority rights under collective agreements, the *Trade Union Act* and other relevant legislation.
- 6.5 The Chief Administrative Officer will have authority and responsibility for developing and implementing the Employment Equity Program with the assistance of an implementation committee consisting of the Director of Administration, the Municipal Engineer/Director of Public Works, the Director of Municipal Social Services, and the Recreation Coordinator.
- 6.6 Municipal Council will, by constituting resolution, establish a special committee known as the Employment and Service Equity Advisory Committee consisting of council members and representatives of groups within the community to provide advice and input on: municipal policies; the development of the Employment Equity Program; and the progress of implementation of policies and programs.
- 6.7 The Employment Equity Program will be submitted to the Nova Scotia Human Rights Commission for approval pursuant to Section 25 of the Nova Scotia Human Rights Act.

7. MEASUREMENT, MONITORING AND REPORTING

Activities necessary for the development, implementation and review of the program include, but are not limited to, the following:

- Profiling of the Municipality's workforce and analysis of its makeup.
- Analysis of the makeup of the community.
- Review of hiring policies and practices to identify cultural or social barriers.

Effective 1997/05/20 Amended 2009/03/17

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MUNICIPALITY OF ANNAPOLIS COUNTY POLICY AND ADMINISTRATION MANUAL		AM – 1.6.1
Section Equity of Employment and Services	Subject Employment Equity Policy	

For Repeal

- Preparation of policy alternatives and revisions with respect to selection and appointment and human resource management and development.
- Ongoing consultation and involvement of municipal employees in the process.
- Progress reports at intervals of not more than twelve months.

8. RESPONSIBILITIES

Municipal Council: Exercises authority and responsibility for approval of all policies and programs of the Municipality.

Chief Administrative Officer: In accordance with the provisions of the *Municipal Officers By-law*, exercises authority and responsibility for implementing all policies and programs approved by Municipal Council.

Employment and Service Equity Advisory Committee: Provides input to senior municipal staff in policy and program development and advises Municipal Council regarding policies and programs submitted by the Chief Administrative Officer for approval by Municipal Council.

Implementation Committee: Develops, implements and reports on the Employment Equity Program. Demonstrates commitment to successful implementation by direct participation and involvement in the process.

Director of Administration: Acts as Employment Equity Coordinator and performs other duties consistent with delegated functions respecting human resource management issues.

Department Head: Ensures Department conforms to municipal policy and follows guidelines and objectives of the Employment Equity Program.



Information Report

Report To: Committee of the Whole
Submitted by: Councillor Bruce Prout
Submission Date: September 10, 2024
Subject: 2024-07-10 TCTS Board Meeting Report

Background

TCTS is a Community Organization which has a Municipality of the County of Annapolis Councillor who attends their meetings.

The July Board Meeting of TCTS was held in the Bridgetown Office on July 10th at 3:30. The following items comprise highlights of the meeting:

1. The meeting was called to order at 3:33.
2. The minutes of the April 17th meeting were approved.
3. There was no Business Arising.
4. Correspondence consisted of a letter from the Soldiers Memorial Health Foundation and one from the BDC. The letter from the BDC was concerning a lease Termination notice for TCTS at a date later this fall. TCTS is currently in the process of exploring possible options for locations in the general area.
5. The General Managers' Report was accepted and approved. Highlights included:
 - a) A staff meeting was held on April 22nd to discuss / go over new Handbooks and Policies
 - b) A video call with RTSF on May 9th resulted with TCTS receiving \$52,943 to be used towards a Vehicle to be requested through a project change. The request for a project change application was received and approved. With help from RTSF and ATAP, TCTS has been approved for a 2024 Toyota Sienna Rear Entry Hybrid for delivery in three months.
 - c) The group demo sessions on the topic of Dispatch Software have been completed, with individual sessions to follow. This continues to be a work in progress.
 - d) The past few months have seen an increase in the number of Charters booked with TCTS.
 - e) The General Manager of TCTS, Nicole Hackenschmidt, attended the RTA AGM in Halifax on June 14th and was elected as the Vice Chair of the RTA, (Congratulations Nicole).
6. The Treasurer's Report was accepted as presented.
7. Under New Business, the following items were discussed and approved:
 - a) A small increase was approved in order to decrease the amount of "deadhead" time in the bookings.
 - b) The date and time of the AGM were approved.
8. The next meetings will be held on October 16th with the AGM to be held at 3:30, followed by the regular Board Meeting, with the location TBA.
9. The meeting adjourned at 4:38.



COUNTY of ANNAPOLIS
NATURALLY ROOTED

BOARDS and COMMITTEES Recommendations AdHoc, Standing, and Advisory Committees

To: Committee of the Whole

Meeting Date: September 10, 2024

Subject: Recommendations from the 2024-08-26 CORNWALLIS PARK AREA ADVISORY COMMITTEE Meeting

RECOMMENDATIONS:

That Municipal Council call a Planning Advisory Committee (PAC) meeting on September 25, 2024, at 6 pm at Felker Hall, Cornwallis Park for consideration of the proposed Cornwallis Park planning documents.

**A PROPOSAL TO THE
TOWN OF ANNAPOLIS ROYAL
AND
THE COUNTY OF ANNAPOLIS**

**FOR THE CREATION
OF A GENEALOGY/HISTORY
CENTRE FEATURING THE HISTORY
OF PORT-ROYAL/ ANNAPOLIS ROYAL
1635 -1755**

Submitted by Gérard Boyer, May 2024

Preamble

I have been coming to Annapolis Royal to visit my sister, Amery Boyer, ever since she moved here about 20 years ago. Neither of us had any idea that our earliest Morin ancestor had married here in about 1661, when Annapolis Royal was Port-Royal, a French seigneurie centered where Annapolis Royal is located today and including the whole Annapolis River basin up to Bridgetown. We didn't know that our earliest ancestor here was Pierre Martin, who arrived here as a colonial farmer in 1636 with his wife and one son. In 2010, I lead a group of 27 relatives on a 10-day trip from Cumberland, Ontario to Annapolis Royal as part of what we named the Morintrek: a trip backwards in time to discover our French and Acadian roots here. I spent a considerable amount of time constructing our family tree and learning about that period. Because of the 1755 Deportation of Acadians from Annapolis Royal, I have had to search records all over except in Annapolis Royal, which is understandable. The records exist in France, in Québec, in some states in the USA, in Martinique, ... Today's Annapolis Royal reflects a settlement that replaced the one that was here before and reflects it in a very charming and faithful way. And I believe that there are important reasons and a way to reflect the French and Acadian period that ended in 1755.

Two factors have moved me to prepare and present this proposal to you.

Over the past year I agreed to participate in a project under the leadership of the Annapolis Heritage Society. My role was to act as researcher and paleographer (making sense of handwritten French historical documents) to assist in the establishment of an "Acadian" presence at the O'Dell museum. We were successful in establishing an "Acadian" room in the O'Dell museum which featured and continues to feature a display of historical maps related to the French and Acadian period (1635 – 1755). And we were also able to produce a walking tour map of the Port-Royal of 1710, thanks to a very accurate original from that year, the last year of effective French rule here. I also came to realize the following: Port-Royal (today's Annapolis Royal and Annapolis River basin) is the key beginning of Acadian culture and is rich in local archeological elements, but there is no center here to coordinate and

feature the very rich historical elements of that past. There is also the missing element of French expression, combined with English speaking skills (as many if not most Acadians are fluently bilingual) to interpret this local history to tourists from Québec and France.

The second factor to move me to make this presentation to you is the occurrence of the World Acadian Congress in Clare and Argyle next door. I decided to host two family reunions here in Annapolis Royal this summer under the auspices of the organizers of that World Congress. In doing so, I have discovered amazing historical treasures to share with the participants: those treasures exist in Belleisle, they exist in the Comeau “Island” (what you would know as the Barteaux farm) and they exist in town, thanks to the walking tour map that should be available any day now. There is an opportunity now to begin seriously considering the establishment of some kind of research/tourist/cultural centre which should be lead by the councils of the town and county in order to fit in to a vision that can be properly carried out to the benefit of the residents of this community as well as those who hope to rediscover something that was lost but can now be recaptured.

The proposal

I propose that the town of Annapolis Royal and the County of Annapolis begin a process that will invite legitimate representatives of the broader Acadian community (possibilities being the Nova Scotia Federation of Acadians and the Ministry of francophone and Acadian Affairs) and Acadian tourism representatives from New Brunswick, P.E.I., Québec, France, some New England states and Louisiana, with a view to establishing a place that I would name “Place Port-Royal” (in French) and “Port Royal Place” (in English). The town and the county need to determine where this center should go, as the site requires considerable discretion so as not to interfere with Annapolis Royal’s historical “look”. And there will be logistics to be explored with regard to costs (start up and location) and running costs – staffing a bilingual service. But my belief is that the town and county should be the drivers to get this established.

If both municipalities believe that this proposal has merit, I am prepared to add more texture to it in terms of fleshing out many examples of how this will benefit your municipalities as well as filling in a glaring gap in sharing the history of early Acadia up until the Deportation.

Yours truly

Gérard Boyer

Acadian descendant, amateur paleographer, long-time member of the Société généalogique canadienne-française in Montréal.