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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS
COMMITTEE OF THE WHOLE AGENDA

Tuesday, April 08, 2025
10:00 a.m.



PAGES	1.	ROLL CALL
	2.	DISCLOSURE OF INTEREST
	3.	APPROVAL OF THE ORDER OF THE DAY
	4.	APPROVAL OF MINUTES
3-5	4.1	2025-03-11 Regular COTW
	5.	INFORMATION/STAFF REPORTS
6-20	5.1	SR2025-43 Repeal of <i>Mobile Home Park Bylaw (P1)</i>
21-44	5.2	SR2025-44 Approve <i>Policy 102 Personnel</i>
45-55	5.3	SR2025-45 Approve <i>Policy 109 Tax Exemption and Reduction</i>
56-57	5.4	SR2025-48 Road Naming Process for Shared Access Road
58-61	5.5	SR2025-49 Approve Community Grants
	6.	NEW BUSINESS
	7.	IN-CAMERA
	7.1	In accordance with Section 22(2)(e) contract negotiations of the <i>Municipal Government Act</i>
	7.2	In accordance with Section 22(2)(e) contract negotiations of the <i>Municipal Government Act</i>
	8.	ADJOURNMENT

Minutes of the regular Committee of the Whole meeting held on Tuesday, March 11, 2025, at 10:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, NS.

ROLL CALL

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

Also Present: CAO Chris McNeill; Administrative Clerk - Municipal Clerk Office Kelly Kempton; Director of Planning and Inspection Services Linda Bent; Strategic Initiatives Coordinator Alyssa Blais; Director of Finance Angela Bohaker; Director of Corporate Services / Deputy CAO Dawn Campbell; Legislative/Safety Clerk Tina Halliday; Communications Coordinator Nadine McCormick; Manger of Information Technology Ben Olsen; Director of Community Development Debra Ryan; Director of Municipal Operations Jim Young and 1 member of the public

Disclosure of Interest

None

Order of the Day

Approved as circulated

Minutes

Re: 2025-02-11 Committee of the Whole

Approved, no errors or omissions

Information/Staff Reports

Re: SR2025-34 Approve Terms of Reference – Marketing Levy Ad Hoc Committee

That Municipal Council approve the Terms of Reference for the Marketing Levy Ad Hoc Committee.

Moved: Councillor Cranton

Seconded: Councillor Welch

Motion carried

Re: SR2025-35 Internet Project Final Reconciliation

That Committee of the Whole recommend that Council authorize funding of \$394,837.00 from the capital reserve fund for the completion of the internet project.

Moved: Councillor Welch

Seconded: Councillor Oxner

To amend the motion to change the amount to \$349,837.00

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

Question called on the original question

Motion carried

Re: SR2025-36 Approve *Bylaw 6 Commercial Activity on Municipal Property*

To recommend that Municipal Council give first reading to approve *Bylaw 6 Commercial Activity on Municipal Property*.

Moved: Deputy Warden Enslow

Seconded: Councillor Longmire

Motion carried

Re: SR2025-37 Tom's Cool Bus Vendor on Municipal Property Application

That Municipal Council authorize the Clerk to issue a 2025-26 Vendor on Municipal Property permit to Tom Marshall, for the operation of Tom's Cool Bus Canteen at the Annapolis River Causeway park in accordance with *S6 Commercial Activity on Municipal Property Bylaw*, and permit the canteen to stay at the park overnight for the April-October season, subject to reasonable requests from the Municipality to move it from time to time.

Moved: Councillor Harding

Seconded: Councillor Welch

Motion carried

Re: SR2025-38 Repeal *AM-1.2.7 Flag Flying Policy*

That Municipal Council repeal *AM-1.2.7 Flag Flying Policy*, seven-day notice.

Moved: Councillor Longmire

Seconded: Councillor Hare

Motion carried, 1 opposed

Re: SR2025-39 Warden Versus Mayor System

That Council of Municipality of the County of Annapolis add to the public boundary review consultation process whether or not Annapolis County should switch from the current Warden System to a Mayoral System.

Moved: Councillor Agombar

Seconded: Councillor Cranton

Motion defeated, 2 in favour

New Business

In-Camera (11:26 a.m.)

To meet in-camera in accordance with Section 22(2)(g) legal advice eligible for solicitor-client privilege of the *Municipal Government Act*, and with Section 22(2)(c) personnel matters of the *Municipal Government Act*.

Moved: Councillor Longmire

Seconded: Councillor Harding

Motion carried

A recess was called at 12:40 p.m. The in-camera session resumed at 1:45 p.m. with all councillors present as prior to the recess.

The meeting resumed at 3:13 p.m.

Adjournment

The Warden declared the meeting adjourned at 3:14 p.m.

Warden

Recording Secretary, Administrative Clerk –
Municipal Clerk Office



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 8, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Report Number: SR2025-43 Repeal of *Mobile Home Park Bylaw (P1)*
Subject: Repeal of *Mobile Home Park Bylaw (P1)*

RECOMMENDATION

To recommend that Municipal Council give first reading to *Bylaw 4 Repeal Mobile Home Park Bylaw (P1)*.

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.

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

- Bylaw must be read twice;
- Following first reading and at least 14 days before the bylaw is read for 2nd time, notice of council's intent to consider 2nd reading published in a newspaper circulating in the municipality or posted on the municipality's website. Notice must state the object of the bylaw, date and time it will be considered and how a copy of the proposed bylaw may be inspected;
- Bylaw read 2nd time and approved;
- Notice published in a newspaper circulating in the municipality stating object of the bylaw and place where it may be read;
- Certified copy of the bylaw filed with Minister of Municipal Affairs.

BACKGROUND

A bylaw relating to mobile homes and mobile home parks in the County of Annapolis was initially approved by the Minister of Municipal Affairs April 8, 1991. The subsequent and current bylaw, *P1 Mobile Home Park Bylaw*, replaced the previous bylaw and was adopted by municipal council in September 1995 and approved by the Minister of Municipal Affairs on October 18, 1995. It became effective upon advertisement on November 6, 1995. Both of these bylaws were approved in accordance with the *Municipal Act* which was replaced by the *Municipal Government Act* in 1999.

In the fall of 2018, the province made changes to the *Municipal Government Act* (Bill 58), making planning mandatory for all land within the boundaries of a municipality. Municipalities were required to have comprehensive planning documents for all parts of the municipality. The County is nearing completion of this process to expand and update its land use bylaws. As such, provisions for mobile home parks will be included in the new plans. They will be permitted through site plans or development agreements as land leased communities. This makes the *P1 Mobile Homes Park Bylaw* obsolete and unnecessary.

DISCUSSION

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

BUDGET IMPACTS

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

ALTERNATIVES / OPTIONS

Council may approve the bylaw as circulated.


Council could consider further changes.

ATTACHMENTS

Bylaw 4 Repeal of Mobile Home Parks Bylaw P1 (proposed)

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

APRIL 1, 2025
(Date)

BYLAW 4
Repeal Mobile Home Park Bylaw

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

1. P1 Mobile Home Park Bylaw, adopted by Council of the County of Annapolis on the 19th day of September, 1995; approved by the Minister of Municipal Affairs on the 18th day of October, 1995; and thereafter published as being in effect on the 6th day of November, 1995, is hereby repealed.

Bylaw Adoption	
First Reading:	PENDING April 15, 2025
Notice of Consideration:	PENDING April 16, 2025
Second Reading:	PENDING May 20, 2025
Final Publication and Effective Date:	PENDING

SIGNATURE

Chris McNeill, Chief Administrative Officer

For Repeal

P1 MOBILE HOME PARK BYLAW

PART 1: TITLE

1.1 This Bylaw may be cited as the "*Mobile Home Park Bylaw*" of the Municipality of Annapolis County.

PART 2: DEFINITIONS

2.1 In this Bylaw the word "shall" is mandatory and not permissive. Words used in the present tense shall include the future. Words used in the singular number shall include the plural and words used in the plural number shall include the singular, unless otherwise indicated. All other words shall carry their customary meaning except those defined hereinafter.

- a. **ACCESSORY BUILDING** means a subordinate building or structure which is constructed or otherwise placed on a mobile home space and devoted exclusively as a use which is accessory to the use of the mobile home as a dwelling.
- b. **ACCESSORY USE** means any use customarily and normally incidental to and exclusively devoted to the operation of a Mobile Home Park.
- c. **ADDITION** means any deck, enclosed space, stairway or wheelchair ramp and any similar structure which is attached to the mobile home or otherwise added onto the mobile home space but shall exclude the foundation and skirting of the mobile home.
- d. **BUILDING INSPECTOR** means an inspector duly appointed by resolution of Council to administer the provisions of the Building Code Bylaw.
- e. **COUNCIL OR MUNICIPALITY** means the Council of the Municipality of Annapolis County.
- f. **DEVELOPMENT OFFICER** means an officer duly appointed by resolution of Council to administer the provisions of the Mobile Home Park Bylaw.
- g. **EXISTING** means existing as of the effective day of the Mobile Home Park Bylaw.
- h. **EXPANSION OF A MOBILE HOME PARK** means any increase in the number of mobile home spaces within a mobile home park.
- i. **LICENSE** means a Mobile Home Park License issued by the Development Officer as required pursuant to this Bylaw.
- j. **LAND SURVEYOR** means a land surveyor who is a registered member, in good standing, of the Association of Nova Scotia Land Surveyors.

For Repeal

- k. **MOBILE HOME** means a transportable, single or multiple section dwelling unit whether installed on a foundation or not.
- l. **MOBILE HOME PARK** means an establishment comprising land or premises under single ownership designed and intended for residential use where three (3) or more mobile homes are located for dwelling purposes.
- m. **MOBILE HOME PARK DEVELOPMENT** means the construction of a new mobile home park and any expansion of an existing mobile home park.
- n. **MOBILE HOME PARK OWNER** means the owner of a mobile home park and can include a person, persons, company or corporation operating the mobile home park and assume responsibility for the day-to-day operation of the mobile home park.
- o. **MOBILE HOME PARK SIGN** means any device which is visible from any public place and which directs attention or advertises a mobile home park.
- p. **MOBILE HOME SPACE** means the total horizontal area of a tract of land, within a mobile home park, designed for the accommodation of one (1) mobile home.
- q. **MUNICIPAL ENGINEER** means an engineer licensed to practise professional engineering in Nova Scotia and appointed by the Municipality.
- r. **PARK ROAD** means any interior street within a mobile home park development that extends to or has access to a public street and is owned and maintained by the mobile home park owner.
- s. **PERMANENT BUILDING** means any structure used or intended for supporting or sheltering any use or occupancy, owned by the Mobile Home Park Owner and devoted exclusively as an accessory use to the operation of the Mobile Home Park.
- u. **PROFESSIONAL ENGINEER** means a member or licensee, in good standing, of the Association of Professional Engineers of Nova Scotia.
- t. **PUBLIC STREET** means any street or highway owned and maintained by the Municipality of Annapolis County or the Nova Scotia Department of Transportation and Communications, excluding designated controlled access highways, pursuant to the Public Highways Act.
- u. **USEABLE LAND** means an area of land within a mobile home park development for parkland, playgrounds, and open space purposes which:
 - (1) has a slope of 0% to 6% over at least 50% of the useable land area, and no more than 25% of the useable land area is to contain slopes of 6% to 12%, and no more than 25% of the lot is to contain slopes greater than 25%; and
 - (2) is not comprised of land subject to flooding or classified as wetland or lands with substantial amounts of soils classified as organic.

For Repeal

PART 3: GENERAL REQUIREMENTS

- 3.1 Nothing in this Bylaw shall exempt any person from complying with the requirements of the Building Bylaw or any other Bylaw in force within the Municipality or from obtaining any license, permission, permit, authority or approval required by any other Bylaw of the Municipality.
- 3.2 No person shall locate, erect, build or construct any structure or building within a Mobile Home Park Development other than a mobile home or a building or structure permitted in accordance with the provisions of this Bylaw.
- 3.3 No person shall locate or relocate a mobile home within a mobile home park that has not been certified by the Canadian Standards Association prior to placement on the site as complying to the requirements of the CAN/CSA-Z240 Series "Mobile Homes" at the time of manufacture and without having first obtained a building permit from the Building Inspector issued in accordance with any relevant provisions of the Building Bylaw for Municipality.
- 3.4 Where the provisions of this Bylaw conflict with those of any other Municipal or Provincial requirements, the higher or more stringent regulations shall prevail.
- 3.5 The metric system of measurement is used throughout this Bylaw and in all cases is the required standard. Imperial equivalents are given only for approximate reference purposes.

PART 4: ADMINISTRATION AND LICENSES

- 4.1 No person shall commence a mobile home park development without first having obtained a License from the Development Officer, issued in accordance with the provisions of this Bylaw.
- 4.2 A License issued under this Bylaw shall expire one (1) year after it is issued, if the mobile home park development for which the License was issued has not commenced, the Development Officer may renew the License for a further period of up to 12 months.
- 4.3 The application form for a License shall be in the form of Schedule "A" of this Bylaw.
- 4.4 If the Development Officer refuses an application for a License under this Bylaw, the Development Officer shall do so in writing, setting forth the reasons for refusal.

PART 5: FEE FOR LICENSE

- 5.1 Where an applicant applies for a License for a mobile home park development the fee payable shall be in accordance with Schedule "B" of this Bylaw which may be amended from time to time by recorded resolution of Council.
- 5.2 The License fee shall be payable to the Municipality prior to the issuance of the License.

For Repeal

PART 6: PRELIMINARY PLAN EVALUATION

6.1 Any person proposing a mobile home park development may submit to the Development Officer eight (8) copies of a preliminary plan or sketch showing or together with the following information and documentation:

- a. the approximate dimensions and area of the mobile home park and of each proposed mobile home space with an indication whether the space is for a single or double-wide mobile home appropriately numbered;
- b. the approximate location, dimensions and name of all existing and proposed park roads and of all abutting public streets;
- c. a schematic of the proposed water distribution, sanitary sewerage, storm drainage systems and water source(s) including topographical information;
- d. the approximate location and dimensions of all existing rights of way, easements, and all accesses to existing public streets;
- e. the approximate location, dimensions and area of useable land to be reserved for recreation purposes;
- f. the appropriate location of all proposed garbage receptacles, storage facilities and recreational vehicle storage areas;
- g. the approximate location of any watercourse, swamp, prominent rock formation, wooded area, area subject to flooding and any other prominent natural feature which might affect the number of mobile home spaces, the provision or layout of sanitary sewerage systems, storm sewerage systems, water distribution systems, park roads and public streets;
- h. the North Point; and
- i. a location plan, drawn at a scale not smaller than 1:50,000 showing the general location of the proposed mobile home park in relation to the closest community to which it is located.

PART 7: PROCEDURE FOR PRELIMINARY PLAN EVALUATION

7.1 When the Development Officer is satisfied that the preliminary mobile home park application is complete and accompanied by all information required by Part 6, the Development Officer shall, if applicable, forward a copy of the application and documentation received to:

- a. the Nova Scotia Department of the Environment;
- b. the Nova Scotia Department of Transportation and Communications;
- c. Nova Scotia Power Inc.;
- d. the Municipal Engineer; and
- e. any other department or agency of the Province or Municipality the Development Officer deems necessary to evaluate the design, environmental, planning and public safety aspects of the proposed mobile home park development.

7.2 The Development Officer shall advise the applicant in writing of all departments and agencies which have not responded within thirty (30) days of the date on which the preliminary plan was accepted by the Development Officer.

For Repeal

7.3 When the Development Officer has received the written comments of all applicable agencies pursuant to subsection 7.1, the Development Officer shall provide an evaluation and forward a copy of the evaluation and all comments received to the applicant.

PART 8: FINAL REQUIREMENTS FOR THE DEVELOPMENT OF A MOBILE HOME PARK

8.1 Any person proposing a mobile home park development shall submit to the Development Officer eight (8) copies of a plan drawn at a scale of no less than 1:500 or greater than 1:50, with the scale to be determined in consultation with the Development Officer, showing or together with the following information and documentation:

- a. written proof of ownership or lease to the land upon which the applicant proposes to develop or expand a mobile home park, and if not the owner, a written permission from the owner of the land to use it as a mobile home park;
- b. a survey of the mobile home park boundary showing the dimensions and total area of land to be developed as a mobile home park, which shall be certified and stamped by a Land Surveyor in accordance with the Nova Scotia Land Surveyors Act and the regulations made thereunder;
- c. the location, boundaries, dimensions and total area of each proposed mobile home space indicating whether it is for a single or double-wide mobile home and appropriately numbered, the recreation area, storage facilities, garbage receptacles and recreational vehicle storage area;
- d. the location and dimensions of existing and proposed park roads within and adjacent to the proposed mobile home park development and the location of abutting public streets;
- e. the location and dimensions of all existing rights of way, easements and accesses to all existing public streets;
- f. the approximate location and use of all existing and proposed structures on the land to be developed as a mobile home park;
- g. the location of any watercourse, swamp, prominent rock formation, wooded area, area subject to flooding and any other prominent natural feature which might affect the number of mobile home spaces or the provision or layout of sanitary sewerage systems, storm sewerage systems, water distribution systems, park streets and public streets;
- h. a location plan, drawn at a scale not smaller than 1:50,000 showing the location of the proposed mobile home park in relation to the closest community to which it is located;
- i. the date on which the plan was drawn;
- j. the scale to which the plan is drawn;
- k. the north point;
- l. the name of the existing or proposed mobile home park; and
- m. any other information deemed necessary by the Development Officer to determine whether the plan conforms to this Bylaw.

8.2 In addition to the requirements of subsection 8.1, the applicant shall show on the plans submitted under subsection 8.1 of this Bylaw, or together with these plans, the location and specifications of all existing and proposed services including water distribution, sanitary sewer, storm drainage systems and water source(s).

PART 9: PROCEDURE FOR ISSUING A MOBILE HOME PARK LICENSE

9.1 When the Development Officer is satisfied that the mobile home park development application is complete and accompanied by all information required by Part 8, the Development Officer shall, if applicable, forward a copy of the application and documentation received to:

- a. the Nova Scotia Department of the Environment;
- b. the Nova Scotia Department of Transportation and Communications;
- c. Nova Scotia Power Inc.;
- d. the Municipal Engineer; and
- e. any other department or agency of the Province or Municipality the Development Officer deems necessary to evaluate the design, environmental, planning and public safety aspects of the proposed mobile home park development.

9.2 The applicant shall obtain from the Nova Scotia Department of the Environment a certificate approving the design of the water distribution system and sanitary sewerage system and shall forward a copy of the certificate to the Development Officer.

9.3 The applicant shall obtain from the Nova Scotia Department of Transportation and Communications a permit to establish an access to a public street or confirm the suitability of an existing access.

9.4 Within thirty (30) days of receiving written approvals from all applicable agencies and departments to which the application has been referred, the Development Officer shall:

- a. issue the License; or
- b. refuse the application for a License in accordance with the requirements of this Bylaw.

PART 10: SITE REQUIREMENTS

10.1 A mobile home space shall:

- a. have a minimum area of 371.6 sq. m. (4,000 sq. ft.) for a single-wide mobile home (up to 4.3 m. [14.1 ft.] wide) with a minimum dimension of 13.5 m. (44.3 ft.).
- b. have a minimum area of 464.5 sq. m. (5,005 sq. ft.) for a double wide mobile home (4.9 m. [16 ft.] or more in width) with a minimum dimension of 14.02 m. (46 ft.).
- c. provide a minimum of two (2) off-street parking space with minimum dimensions of 3 m. x 6 m. (9.8 ft. x 19.7 ft.) for each parking space.
- d. have a minimum total side yards of 9.2 m. (30 ft.).
- e. have a minimum side yard on the principal-facade side of the mobile home of 7.62 m. (25 ft.) and on the other side a minimum side yard of 1.58 m. (5.18 ft.).
- f. have a minimum setback from a park road right-of-way of 6 m. (19.7 ft.).

10.2 Each mobile home space shall be identified with a number, which will be permanently displayed or be visible at all times from the abutting park road.

- 10.3 The boundary lines of each mobile home park space shall be permanently identified with stakes, markers or other permanent means of identification.
- 10.4 No mobile home space or permanent building shall have direct access to a public street.
- 10.5 Each mobile home space shall be properly drained and graded for adequate drainage to an area that will not endanger any water supply or contaminate any lake or river.
- 10.6 Private storage facilities, for the sole use by the mobile home park residents, shall be provided at a rate of one storage facility per ten (10) mobile home spaces.
- 10.7 Private storage area for recreational vehicles, appropriately fenced or otherwise secured, for the sole use by mobile home park residents, shall be provided within the mobile home park development.
- 10.8 Recreation areas:
- A minimum of five percent (5%) of the total mobile home park development area shall be provided exclusively for parks, playgrounds, and open space purposes.
 - Land provided for parks, playgrounds, and open space purposes shall be useable land, maintained by the mobile home park owner and appropriately landscaped with grass or other suitable ground cover plantings.

PART 11: PARK ROADS

- 11.1 A park road shall intersect existing public streets to the satisfaction of the Department of Transportation and Communications.
- 11.2 All mobile home spaces, buildings and facilities, shall have frontage on and access to a park road.
- 11.3 All park roads shall have a minimum right-of-way of 15.25 m (50 ft.) with the travel surface of a park road graded to a minimum width of at least 9 m (29.5 ft.).
- 11.4 All park road intersections shall generally be at right angles and offsets at intersections, and intersections of more than two park roads shall not be permitted.
- 11.5 Cul-de-sacs shall have a turning circle at the dead-end of at least 19 m (62 ft.) radius and a park road length not exceeding 107 m (351 ft.).
- 11.6 P-loop park roads shall have an entrance leg not exceeding 229 m (751 ft.) in length and an unimpeded emergency access not less 3 m (9.8 ft.) wide connecting to another park road or public street.
- 11.7 Blocks created by the internal park road system shall not exceed 366 m (1200 ft.). Blocks in excess of 183 m (600 ft.) shall have a graded, paved or gravelled pedestrian right-of-way cross walk between the two parallel park roads of not less than 3 m (9.8 ft.) in width, and be located near the centre of the block.

- 11.8 The park road and right-of-way system of the mobile home park development shall be designed so as to ensure smooth and orderly flow of traffic throughout the system, have suitable water drainage, and be constructed and maintained in accordance with accepted engineering practices of the Department of Transportation and Communications.
- 11.9 The speed limit on all park roads shall be a maximum of 25 kilometres per hour and regulation speed limit signs shall be placed at all entrances to the mobile home park.
- 11.10 Park roads shall be named by way of a road sign to be placed at the main entrance and at each intersection.
- 11.11 Park roads shall have regulation "STOP" signs located at the intersection with all other park roads and public streets.

PART 12: SIGNAGE

- 12.1 No advertising sign or other device shall be permitted except as follows:
- a. Not more than one (1) mobile home park sign which denotes the name of the mobile home park at the park entrance or exit to a public street;
 - b. Wall, pole, and projecting signs shall be erected at a height not less than 3 m (9.8 ft.) nor more than 7 m (22.9 ft.) above grade, with a surface area not to exceed 3 m² (32 sq. ft.);
 - c. The sign, or its illuminator, shall not, by reason of its location, shape or colour, interfere with traffic or be confused with or obstruct the view or effectiveness of any official traffic sign, signal or marking and shall be located so as to direct light away from adjacent mobile home spaces;
 - d. Flashing signs shall not be permitted.

PART 13: RESPONSIBILITIES OF THE MOBILE HOME PARK OWNER

- 13.1 The mobile home park owner shall maintain the mobile home park, including all related signs, facilities and services, in good repair and in a clean and sanitary condition.
- 13.2 The mobile home park owner shall provide for the storage of garbage and other refuse in covered storage receptacles and arrange to have all garbage and refuse removed from the mobile home park at least once each week.
- 13.3 The mobile home park owner shall cap all sewerage and water connections when not in use.
- 13.4 The mobile home park owner shall erect and maintain stop signs, speed limit signs and park road name signs in the mobile home park development in accordance with this Bylaw.

- 13.5 The mobile home park owner shall maintain all park roads in good condition and shall provide for the removal of snow from park roads within twenty-four (24) hours of the cessation of a snowfall.

PART 14: REVOCATION OF A MOBILE HOME PARK LICENSE PROCESS

- 14.1 The Development Officer may, where a mobile home park owner of a mobile home park development to whom a License has been issued is or appears to be, in violation of the provisions of this Bylaw, give Notice of Intent to revoke the License issued pursuant to this Bylaw.
- 14.2 Notice of any alleged violation shall be given to the mobile home park owner, by the Development Officer, at least ten (10) days before any hearing, and the notice shall specify the date of the council meeting at which the matter will be discussed and advise that the person so served, is entitled to be heard.
- 14.3 Council, after hearing the Development Officer and, if he chooses to appear, the mobile home park development owner, shall either:
- a. dismiss the matter;
 - b. order the license to be suspended until such time as the condition complained of is remedied; or
 - c. order the license revoked.
- 14.4 A License revoked under this Bylaw shall, upon application, be reinstated if the circumstances leading to the revocation have been remedied and all other requirements of this Bylaw have been complied with.

PART 15: PENALTIES

- 15.1 Any person who violates any provision of this Bylaw is guilty of an offense and liable on summary conviction to a minimum of One Hundred Dollars (\$100.00) and a maximum fine of One Thousand Dollars (\$1,000.00), and in default of payment of such a fine, to a term of imprisonment not exceeding sixty (60) days.
- 15.2 Each day that a violation continues constitutes a new offence under this Bylaw.

PART 16: REPEAL

16.1 The Bylaw relating to Mobile Homes and Mobile Home Parks for the Municipality of Annapolis County approved by the Minister of Municipal Affairs April 8, 1991, and any amendments thereto, are repealed upon the coming into effect of this Bylaw.

Done and passed by Council this **19th** day of **SEPTEMBER**, A.D., **1995**.

Jacque Z. Lawrence
Jacque Z. Lawrence,
Municipal Clerk

BYLAW P1

First Reading: July 18, 1995

Second / Third Reading: September 19, 1995

Ministerial Approval: October 18, 1995

Effective Date (Publication):November 6, 1995

Application for: Mobile Home Park

SCHEDULE A (1 of 2)

- | | | |
|--------------------------|---|---------------------------------------|
| ↑ Preliminary Evaluation | ↑ | New Mobile Home Park |
| ↑ Final Evaluation | ↑ | Addition to Existing Mobile Home Park |

**Note: Please complete and return to the Development Officer for Annapolis County, P. O. Box 9, Lawrencetown, N.S. B0S 1M0*

1. Applicant is: Registered Owner(s): _____ complete 2
 Agent _____ complete 2 and 3
 Operator _____ complete 2 and 4, 3 if applicable
 Other (please specify) _____

2. Name of Applicant(s): _____

Mailing Address: _____ Postal Code _____

Telephone: Home _____ Business _____

3. Name of Agent(s): _____

Mailing Address: _____ Postal Code _____

Telephone: Home _____ Business _____

Registered Owner(s) signature(s) authorizing the agent to act on their behalf:

Signature	Print Name	Date
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4. Where the applicant is not the registered owner(s) or an authorized agent acting on behalf of the registered owner(s), written authorization from the registered owner(s) must accompany this application.

ALL APPLICANTS MUST COMPLETE THIS SECTION:

5. Mobile Home Park Lot Description:
- a. Number of mobile homes: _____ existing _____ proposed
 - b. Area of land to be devoted to Mobile Home Park: _____
 - c. Civic Number: _____
 - d. Property ID #: _____
 - e. Community: _____
 - f. Existing Use: _____
 - g. Water Services: _____ existing type _____
 - h. Sewer Services: _____ existing type _____
 - j. Access to Public Street: _____ Street Name _____ width
 - k. Number of permanent buildings: _____ existing _____ proposed
 - l. Other relevant information: _____
 - m. Fee: _____ Receipt #: _____

**Note: Proof of ownership or lease along with Mobile Home Park plan copies must accompany this application.*

Application for: Mobile Home Park

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SCHEDULE A (2 of 2)

6. **Legal Declaration:** (Please Print)

I, _____ (applicant's/agent's name) of, _____ (address)

do solemnly declare that all of the statements and attachments are true and accurate.

Dated at _____ this _____ day of _____, 20_____.

Applicant's Signature: _____

**Note: Attached are materials and information required by the Mobile Home Park Bylaw of the Municipality of Annapolis County. In submitting this application, the applicant confirms familiarity with the Mobile Home Park Bylaw.*

7. **Office Use Only:**

a. Zoning _____ Applicable Land Use Bylaw _____

b. Rezoning Required _____

c. Action to be taken _____

d. Check List:

- Applicant's Signature _____
- Agent's Authorization _____
- Proof of Ownership _____
- Legal Declaration _____
- 8 Copies of Plan _____
- Fee _____

- Agent's Signature _____
- Registered Owner's Authorization _____
- Proof of Lease _____
- Additional Attachments _____
- Servicing Agreement _____
- Receipt Number _____

e. Referral to:

- Department of the Environment
Date Sent _____
Date Received _____
- Department of Transportation & Communications
Date Sent _____
Date Received _____
- Nova Scotia Power Inc.
Date Sent _____
Date Received _____
- Municipal Engineer
Date Sent _____
Date Received _____
- Other: _____

f. Approved _____ Rejected _____

Comments: _____

8. **License:**

LICENSE NO. _____

Permission this day is given to _____ of _____ to

establish a Mobile Home Park in the Municipality of Annapolis County in accordance with the submitted plans and information. This License is valid unless suspended or revoked in accordance with the Provisions of the Mobile Home Park Bylaw for the Municipality of Annapolis County.

Signature of Development Officer: _____ Date of Issue: _____

Conditions: _____



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 8, 2025
Prepared By: Dawn Campbell, Director of Corporate Services
Consultation: Kate McLean, Human Resources Coordinator
Report Number: SR2025-44 Approve *Policy 102 Personnel*
Subject: Approve Policy 102 - *Personnel*

RECOMMENDATION

That Municipal Council approve *Policy 102 Personnel* as circulated [7-day notice].

BACKGROUND

Policy 102 Personnel was approved in September 2023. The process to develop this policy spanned two years and included an examination of best practices of other governments and public sector entities. The policy was updated in November 2024 to clarify language around future internal promotions and hiring processes, hybrid work schedules, and remaining references to specific policy numbers.

DISCUSSION

This policy should be reviewed periodically to:

- Update outdated references to other policies,
- Ensure clarity,
- Ensure fulfills legislative / legal requirements.

The current recommended changes will eliminate individual policies for staff orientation (*AM- 2.7.4 Staff Orientation Policy*) and bereavement / get well recognitions (*AM- 2.6.2 Bereavement and Get Well Acknowledgement Policy*). New sections will be added to the Personnel Policy to cover these items. It should be noted that the Personnel Policy generally applies only to non-union employees. However, it is suggested the new section for "*Recognition of Significant Life Events*" apply for union employees as well for fairness and to continue past practice.

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(3) of the *Municipal Government Act* further states:

In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

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.

FINANCIAL IMPLICATIONS

It is projected there may be a slight increase in expenditures for recognitions.

ALTERNATIVES / OPTIONS

- None

COMMUNICATION

Normal statutory requirements:


7-day notice to approve policy (Committee of the Whole)

Approval by Municipal Council 7 days or more after notice is provided

ATTACHMENTS

Policy 102 Personnel (proposed changes as marked)

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

APRIL 1, 2025
(Date)



Policy 102 - PERSONNEL

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Preamble

This policy applies to all non-union employees of the Municipality of the County of Annapolis. Its purpose is to document approved, formal personnel practices and to ensure that there is a clear understanding of the terms, conditions and requirements governing employment with the municipality. Equitable work practices that embrace diversity and support inclusion will attract and retain a talented workforce. This is a cornerstone and catalyst for a strong community.

Definitions

1. The requirements in this policy are intended to complement, supplement and be consistent with the requirements of the *Municipal Government Act* and applicable labour legislation.
2. In this policy, unless the context otherwise requires:
 - a. "Accommodation" - any adjustment in the terms and conditions of employment or the physical environment which may be required as a result of an employee's documented medical or physical disability, whether permanent or temporary. Accommodations shall be provided to the point of undue hardship to the employer.
 - b. "Barriers" - formal or informal policies or practices (written or unwritten) that disproportionately restrict or exclude individuals based on factors unrelated to the nature of work, merit, or safety.
 - c. "Career Track" - a plan developed jointly by the employer and employee setting out the employee's goals for possible future positions, responsibilities, training, education and certifications.
 - d. "CAO" - Chief Administrative Officer of the Municipality of the County of Annapolis;
 - e. "Council" - Municipal Council of the Municipality of the County of Annapolis;
 - f. "Diversity" - refers to a broad range of attributes. Some aspects of diversity can be seen while others may be invisible. Elements of diversity include race or ethnicity, religion, culture or newcomer status, geography, language, politics, gender, beliefs, sexual orientation, economic status, abilities, skills and interests. A diverse workplace is one that reflects our communities.
 - g. "Human Resources Administrator" - the employee designated by the Chief Administrator to carry out the responsibilities assigned in this policy;
 - h. "Management" - CAO, directors, and managers of the municipality;
 - i. "Municipality" means the Municipality of the County of Annapolis;
 - j. "Overtime" - hours worked in excess of normal work hours for which some employees (based on classification and job description) may be entitled to compensation in the form of pay or time off in lieu;
 - k. "Relative" – includes any person who is a spouse, child, grandchild, sibling, parent, grandparent, or fiancé(e) of an employee, and is not estranged. This definition shall also include a person with whom an employee resides.
 - l. "Supervisor" - the person (or persons) to whom the employee directly reports, as set out in the employee's job description and the organizational chart.

Management Rights and Responsibilities

3. Management is responsible for the implementation, administration, and interpretation of this policy. Every effort shall be made to ensure that it is applied in a timely, consistent, fair and equitable manner.

Code of Conduct

4. The following Code of Conduct does not acknowledge every potential ethical question or situation that may arise. It is designed to promote ethical and respectful decision-making and conduct. Should a situation arise where a staff member is unsure on how to appropriately act as a municipal representative, they should speak to their supervisor.
5. County of Annapolis employees are public servants with duties and responsibilities serving the needs of residents. As such, employees are entrusted with upholding and adhering to the County's bylaws and policies, as well as all applicable federal and provincial laws. They must observe a high standard of ethical behavior in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests. A high level of professionalism in the workplace, in public, and online is required of all staff.
6. Municipal staff shall perform their duties with honesty and integrity in a manner that is helpful, respectful, and courteous. Employees will do their jobs to the best of their abilities, treating others with respect, courtesy, and dignity.
7. Employees shall faithfully and diligently endeavor to develop or enhance programs and services that address the needs of residents in an efficient and effective manner. Employees shall function at the level expected of those who work in the public's best interests.
8. Municipal time and assets are to be used only for the performance of municipal duties and as approved by the appropriate supervisory staff. Employees are required to care for municipal assets, including all property, equipment, software, information, and materials.
9. Employees shall not exceed their authority or knowingly / intentionally breach the law or ask others to do so. They shall work in full co-operation with other public officials and employees unless prohibited from doing so by law.
10. Municipal staff shall not provide or receive any gift, benefit, or favour in exchange for special considerations or influence, or in a manner that it may be perceived to be in exchange for special treatment.
11. Employees must remove themselves from any decision process that may result in actual or perceived personal gain, favouritism, or benefit. Awarding of municipal tenders, job opportunities, land sales, and disposal of surplus assets shall be carried out impartially – without any advantage or favouritism to themselves or others.
12. County of Annapolis employees shall use, collect, and disclose information only for the purposes of carrying out municipal duties and in accordance with Part XX of the *Municipal Government Act* (Freedom of Information and Protection of Privacy). Personal, business, or financial information shall be used only for the intended purposes for which it was provided.

13. In the course of carrying out their responsibilities, employees will gain knowledge and be entrusted with detailed confidential information concerning the business of the municipality and its employees, residents and businesses, the disclosure of which would be highly detrimental to their interests. Employees must treat confidentially all such information received during the course of their employment.
14. All employees have the right to take part in political activity, but only on their own time. Should a municipal employee decide to run for elected office in government, the employee must first seek an unpaid leave of absence for the time period between the day they announce their intention to seek public office and voting day. Should the employee win their seat, it will be understood that the employee will resign from employment with the municipality immediately before taking their elected seat.

Hiring Authority

15. Council has the responsibility and authority to hire the Chief Administrative Officer (CAO) and to negotiate their terms of employment. Council may engage third parties to assist in this hiring process.
16. The CAO (or designate) shall be responsible for directing and managing all employees of the municipality including authority to:
 - a) establish and change employment procedures, programs, rules and guidelines as deemed necessary for the safe, efficient, economic and effective operation;
 - b) hire, appoint, suspend, remove, layoff, or terminate any employee;
 - c) set the terms of employment for all employees of the municipality;
 - d) establish departments of the municipal administration;
 - e) adopt a system of classification of positions of municipal officers and employees;
 - f) determine the salaries, wages and emoluments to be paid to municipal employees, including payment pursuant to a classification system and approved budgets.

Hiring Practices

17. It shall be the practice of the municipality to recruit and select employees in accordance with all provisions of the *Nova Scotia Human Rights Act*.
18. Employees may be provided the opportunity for advancement as determined appropriate by the Chief Administrative Officer.
19. Vacancies shall be advertised and open to all qualified applicants. The selection of a successful applicant shall be based on education, training, experience, ability, competence, attitude and character.
20. Relatives and friends of council members or employees who apply for employment with the municipality will not be favoured or discriminated against.
21. Relatives may be employed only where they will not be working directly for or supervising a relative.
22. Employees shall not be transferred into a reporting relationship as described above.

23. Council members and existing employees shall not contact members of a selection committee or the Chief Administrative Officer regarding or on behalf of a particular applicant.
24. Staff with friends or relatives who are applicants for a position are not permitted to participate in the hiring process for this position.
25. If an applicant provides a councillor or existing employee as a reference, the applicant will be requested to provide an alternate reference.
26. Councillors and employees directly involved in any hiring process must be knowledgeable of and abide by the provisions of the *Municipal Conflict of Interest Act*.

Employment Equity and Diversity

27. The municipality shall provide equitable employment opportunities to all by identifying and alleviating barriers including (but not limited to) discrimination based on:
 - a) age;
 - b) race;
 - c) colour;
 - d) religion;
 - e) creed;
 - f) sex;
 - g) sexual orientation;
 - h) gender identity;
 - i) gender expression;
 - j) physical / mental disability;
 - k) ethnicity;
 - l) family status;
 - m) marital status;
 - n) source of income;
 - o) political belief / affiliation / activity or association with those having these characteristics;
 - p) and any other described discrimination as contained in the *Nova Scotia Human Rights Act*.
28. The CAO shall ensure strategies are developed to promote equity and diversity in the workplace.
29. An applicant for employment with the County of Annapolis who believes they have received unfair treatment based on discrimination can register a written complaint with the Chief Administrative Officer.

Hours of Work

30. Employees are expected to devote working hours to employment responsibilities.

31. Regular working hours are from 8:30 a.m. to 4:30 p.m., Monday to Friday (inclusive). These hours may be varied due to operational requirements or by express agreement between the employee and their supervisor.
32. The municipality recognizes the benefits to employees through flexible and remote work arrangements. The CAO or directors may determine that certain positions and their duties permit an alternate working arrangement that differs from a traditional work arrangement. Alternate work arrangements (periodic, temporary, or permanent basis) may consist of compressed schedules, flexible schedules, flex-time schedules, or hybrid schedules. In making this determination, the CAO or directors shall consider all relevant circumstances and the requirements of the municipality's business. Accordingly, the following considerations shall guide all flexible work arrangements and be used in evaluating the functionality of such arrangements:
 - Use of human and other resources (including information technology) to ensure efficiency;
 - Productivity of the employee;
 - Effect on service levels and public access to employees (positive and negative);
 - Impact on the work flows of other employees;
 - Alleviation of employment barriers;
 - Ability to meet work standards, particularly communication with colleagues and the public.
33. Alternate work arrangements will be 1) considered on a case-by-case basis; 2) approved in advance; 3) documented in writing; and 4) meet the following criteria:
 - a) Absence from the office shall have no or minimal impact on the workplace;
 - b) Clear, defined outcomes must be established to monitor performance;
 - c) If working from home, the employee must have the necessary equipment or software and proper security in place to work from home.
34. Working hours may also be varied based on family and medical reasons or as otherwise provided in the *Nova Scotia Labour Standards Code*.
35. Employees are entitled to all breaks as provided under the *Nova Scotia Labour Standards Code*.
36. Management has the authority to schedule lunch and breaks for individual employees as may be required to maintain service levels.

Managing Unsatisfactory Performance / Corrective Actions

37. "Corrective Actions" are measures designed to address unsatisfactory conduct or performance. They are dependent on the specific circumstances and may range from counseling to verbal or written warnings, which are within the authority of Management; or suspension or dismissal, which are within the authority of the CAO.
38. *AM-2.4.2 Managing Unsatisfactory Performance Policy* applies to all employees of the Municipality.

Professional Development

39. The municipality is committed to continuous employee performance management and professional development. This process is intended to:
 - a) enhance the effectiveness and efficiency of the organization and its employees;
 - b) focus resources on strategic priorities;
 - c) align organizational objectives within the organization;
 - d) provide a forum to discuss position responsibilities and training and career opportunities, and build strong, positive relationships between management, supervisors and staff.
40. Having competent, knowledgeable, and highly trained staff facilitates the municipality's mandates, priorities and objectives being met.
41. Supervisors will endeavor to place capable, competent, and motivated employees on specific career tracks. These career tracks will form part of a strategic succession plan for the municipality. Employees will be informed, and must accept, that career tracks and succession plans are subject to change by management due to internal and / or external factors.
42. Annual operating budgets will provide funding for training and professional development opportunities and programs targeted to increase the efficiency and effectiveness of employees.
43. Supervisors shall be mindful of providing both formal and informal mentoring and coaching opportunities for their employees.
44. As deemed appropriate by the CAO and supervisors, employees will be required or encouraged to be members of relevant professional development agencies or associations. The municipality will pay the costs of such memberships.
45. At the discretion of the applicable supervisor, employees that attend or complete any professional development session or program may be required to prepare and present a report to other staff or Council.

Employee Classification, Salary Scales, Wage Rates

46. The municipality's employee classification system includes the approved organization chart, a listing and number of approved positions and salary scales.
47. The authority to approve changes to positions / job descriptions rests solely with the CAO. The Human Resources Administrator has the responsibility for drafting and maintaining revisions to the position descriptions.
48. A salary scale and responsibility review and comparison to other rural municipalities will be conducted every five (5) years commencing in the 2023 / 2024 fiscal year.
49. Salary scale increments for individual employees are based on performance evaluation, demonstrated commitment to the strategies and objectives of the municipality, and dedication to quality public service.

50. Council has the responsibility and authority to approve salary scale increments for the CAO position.
51. The CAO has the responsibility and authority to approve salary scale increments for all other employees of the municipality.
52. The CAO, in consultation with the Human Resources Administrator, has the responsibility and authority for initial placement of that new employee at the appropriate level on the salary scale. This placement will be based on the following factors:
 - a) the academic qualifications, training, and skill achievements of the new employee compared to those set out in the position description as being required or desirable; and
 - b) market conditions and market demands for candidates.
53. The CAO may consider making changes to the approved classification system or salary scales in consultation with directors and managers.
54. In some cases the CAO may agree in advance that attainment of specific career track goals or assumption of increased responsibilities will result in a specified salary scale change.
55. The municipality shall annually consider an increase to all non-union employee salary scales in consideration of cost of living changes.

Employee Orientation

56. Supervisors and the Human Resources Administrator shall collaborate to ensure that new employees receive appropriate orientation including:
 - a) providing an overview of municipal government and its relationship with other levels of government;
 - b) familiarizing new employees with general departmental operating procedures, goals, rules, and regulations that pertain to that employee in the performance of their job;
 - c) orienting new employees with the duties and responsibilities of their new jobs, working relationships to subordinates and senior staff, and acquaint new employees with the physical location and facilities of departments and other members of staff, particularly as they pertain to the performance of the new employee's duties and responsibilities;
 - d) encouraging a high level of morale, teamwork, and motivation between new and existing staff members of the municipality;
 - e) providing training regarding the county's safety plan and standard operating procedures.

Overtime

(For non-union employees other than Managers and Directors)

57. The municipality shall endeavor to maintain appropriate staffing levels for the management, administration and operations of the municipality so as to minimize overtime requirements.

58. Management and employees should be mindful of the need to reduce and contain costs while striving to maintain and improve the quality and effectiveness of services. Accordingly, it is incumbent upon all staff to first question the necessity of overtime, while exercising critical judgement concerning the issues of productivity, cost and customer service.
59. Supervisors have the authority to approve all overtime and time off in lieu in accordance with the provisions of this policy and the county's standard operating procedures, subject to budget limitations.
60. Time off in lieu of overtime pay shall be used to the greatest extent possible.

(For Managers and Directors)

61. Managers and directors may be required to work a reasonable number of hours outside normal office hours without additional compensation as required to ensure the responsibilities of those positions are performed.
62. Directors and managers may be provided time off in lieu on a straight time basis for attending meetings outside of their normal work hours when the meeting exceeds two (2) hours in duration.
63. Directors and managers may be compensated on a straight time basis for other work activities outside regular hours, at the discretion of the CAO.

Paid Holidays

64. The following are recognized as paid holidays:

- a) New Year's Day
- b) Nova Scotia Heritage Day
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) Canada Day
- g) Civic Holiday / Natal Day
- h) Labour Day
- i) National Day for Truth and Reconciliation
- j) Thanksgiving Day
- k) Remembrance Day
- l) Christmas Eve
- m) Christmas Day
- n) Boxing Day

and any other day declared or proclaimed as a holiday by the Employer.

65. When Christmas Day falls on a Wednesday, Thursday, Friday or Saturday, the municipality shall grant each employee one-half day holiday with pay on Christmas Eve. When Christmas Day falls on a Tuesday, the municipality shall grant each employee a

full day holiday with pay on Christmas Eve.

66. An employee shall be paid for a holiday in accordance with the *Labour Standards Code*.
67. An employee shall be paid for a holiday if the employee has received or is entitled to receive pay for at least 15 days during the 30 calendar days immediately preceding the non-statutory holiday and the employee has worked on the employees' scheduled day immediately preceding and immediately following the non-statutory holiday(s).
68. Municipal Offices will be closed to the public from the last working day before Christmas Day to New Year's Day without the requirement for employees to take this time from banked overtime or vacation time (as approved in May 2010 in lieu of pay increase).

Paid Vacations

69. All vacation entitlements shall be calculated based on the Municipality's fiscal year (April 1 to March 31), and shall be prorated in accordance with commencement, anniversary and end of employment dates.
70. Temporary or term employees shall receive vacation time or pay in lieu in accordance with the *Labour Standards Code* unless they have been provided additional benefits in an employment agreement with the Municipality.
71. Employees on leave of absence without pay do not accumulate vacation or sick leave entitlement.
72. Effective April 1, 2024, permanent full time employees and probationary employees hired after 1992 shall be entitled to vacation in accordance with the following schedule:
 - a) 1.25 days per month up to and including the fourth year of employment calculated from the employee's commencement date,
 - b) 1.67 days per month from the commencement of the fifth year of employment and up to and including the thirteenth year, and
 - c) 2.083 days per month from the commencement of the fourteenth year of employment up to and including the twentieth year, and
 - d) 2.5 days per month from the commencement of the twenty-first year and henceforth.
73. Employees hired in 1992 or before will continue to be entitled to one additional day per year of service to a maximum ten additional days.
74. Permanent part-time employees are eligible for vacation with pay on a pro-rata basis in accordance with the schedule above.
75. Paid holidays that occur during an employee's vacation leave are not deducted from an employee's vacation leave entitlement.
76. Any employee who leaves the employ of the Municipality during the fiscal year shall have their vacation entitlement prorated, and in the event vacation in excess of the prorated entitlement has been taken, the salary received for the excess shall be repaid to the Municipality.

77. Upon separation of employment for any reason, unused, earned vacation leave owing to an employee is to be paid at the regular rate of pay the employee received immediately prior to separation.
78. The Chief Administrative Officer, or someone designated or delegated to act on their behalf, has discretionary authority to recognize acceptable equivalent service in determining the accumulation of vacation leave entitlement of to be offered to new employees and such determination shall be explicitly stated in the employment agreement.

Pension and Group Insurance Plans

79. Any employee who has obtained a permanent position is eligible to participate in the Municipality's registered pension plan, subject to the requirements of that plan.
80. Any employee who has obtained a permanent position is eligible to participate in the Municipality's extended health, dental, life insurance, accidental death and dismemberment, and long term disability plans (subject to the requirements of those plans). Eligible employees are required to participate in the life insurance, accidental death and dismemberment, health and long term disability plans. If an employee's spouse has similar coverage, an employee may sign a waiver with respect to their participation in health and dental coverage.

Bereavement Leave

81. Employees bereaved by the death of a family member will be granted time off from work, without loss of pay, in accordance with the following schedule and conditions:
 - a) In the event of a regular full-time or part-time employee's current spouse or partner, parent, brother, sister, grandchild, child (including those acquired through legal adoption) and the mother, father, brother, sister, grandchild or child of the employee's current spouse or partner, including current step relations, or any other person who at the time of their death resided with the Employee, the Employee shall be entitled to be absent from work for a period not to exceed five (5) consecutive working days.
 - b) In the event of a regular full-time or part-time Employee's grandparent, the grandparent of the Employee's spouse, aunt, uncle, the aunt or uncle of the Employee's spouse or partner, including current step relations, niece, nephew, the niece or nephew of the Employee's spouse or partner, the Employee shall be entitled to be absent from work for a period not to exceed two (2) consecutive working days.
82. All bereavement leave is subject to the approval of the supervisor to whom the employee reports.
83. When the funeral is held at considerable distance and the employee attends, a maximum of two additional days may be granted for travel at the discretion of the supervisor.
84. In the event additional time is necessary for compassionate purposes, an employee may request vacation, lieu time or additional days of unpaid leave and such days may be granted at the same time as the initial leave at the discretion of the Chief Administrative Officer.

Sick Leave

85. The Municipality allows employees to earn and accumulate sick leave benefits ("sick leave") in order to provide some protection against loss of pay:
 - a) in the case of long term incapacity, during the period between cessation of work and commencement of other benefits, plans or insurance; and
 - b) in the case of short term inability to work due to illness, injury or the need to obtain medical treatment.
86. Normally all sick leave earned will not be used in short term situations and, with the passage of time, employees will accumulate the maximum allowable in order to give them protection in the event of serious and extended health problems.
87. Employees shall earn sick leave at the rate of one and one-half days per month worked. Unused sick leave can be accumulated to a maximum of one hundred twenty (120) days [short term sick leave bank].
88. Permanent part-time employees shall earn sick leave credits on a pro-rated basis of twelve (12) hours per 173 hours worked. The maximum accumulation will be one hundred twenty (120) days (hours pro-rated to 120 working days) [short term sick leave bank].
89. An employee may take no more than one hundred twenty (120) consecutive paid sick days.
90. An employee who has a specialist, dental or medical appointment and provides documentation to that effect shall be entitled to use sick days from their sick leave bank to attend such appointments provided the employee has banked those days.
91. In the case where an employee is considered to be using a habitual, unusual or excessive amount of sick time, the municipality reserves the right to require written reports from the employee and a physician / medical professional.
92. It is the responsibility of the employee to make arrangements for the needs during illness or injury of a person dependent on the employee for care. When no one other than the employee can provide these needs, an employee shall be allowed to use up to five (5) days leave with pay in any one fiscal year. Such leave shall be charged against and only available to the extent of available earned or accumulated sick leave. The employee also has the option to use vacation leave for such purposes.
93. Abuse of sick leave benefits is subject to corrective action up to and including dismissal.
94. No payment shall be made for accumulated sick leave upon retirement or if an employee separates for any reason.

Return to Work

95. The County of Annapolis supports early intervention and gradual return to work practices (such as modified duties or hours) to allow employees to return to work while they recover from an injury or illness.
96. Human Resources Administrator shall support and facilitate the early and safe return to work of the employee by:

- (a) contacting the employee as soon as possible after the injury / illness occurs and maintaining communication throughout the period of the worker's recovery;
 - (b) coordinating suitable return to work arrangements that are consistent with the worker's functional abilities and that, when possible, restores the employee's pre-injury earnings;
 - (c) keeping the CAO and the employee's supervisor informed of the employee's recovery; and
 - (d) doing such other things as may be prescribed by legislation.
97. The employee shall co-operate in their early and safe return to work by:
- (a) contacting the Human Resources Administrator as soon as possible after the injury or illness occurs and maintaining communication in a timely manner throughout their period of recovery;
 - (b) cooperating to identify suitable return to work arrangements, tasks, hours and conditions consistent with the worker's functional abilities and that, when possible, restores their pre-injury earnings;
 - (c) arranging for and providing such reports from their medical professional as are requested in a timely manner; and
 - (e) doing such other things as may be prescribed under this policy or other relevant legislation.
98. The Administrator may contact the employee to obtain an update on the progress of their recovery and to offer assistance to enable the employee's return to work.
99. The Administrator may contact the employee's medical professional to obtain an update on the progress of the employee's recovery and to offer assistance to enable the employee's return to work. Any associated cost shall be borne by the municipality.
100. The County shall accommodate the tasks, hours or the workplace location for the employee to the extent that the accommodation does not cause undue hardship.

Maternity / Parental Leave

101. The Municipality shall grant such maternity and paternity leave as is prescribed by federal and provincial regulations.
102. The municipality shall continue to cost-share on benefits for any employee that is on maternity or paternity leave provided that the employee on leave contributes the employee share of the required premiums. Such premiums may be deducted in advance of the leave or paid during the leave by pre-authorized payment. Payment arrangements must be made in advance through Finance and Payroll Clerk to ensure there is no interruption to employee benefits coverage.
103. Employees on Parental Leave will receive a top-up payment of their Parental Leave EI benefits for a period of up to sixteen (16) weeks to 70% of their weekly rate of pay. Top-up payments will be reduced by applicable deductions and any other earnings received by the Employee during the benefit period.

Leave Without Pay

104. Requests for leave without pay will be considered on a case-by-case basis and may be granted or refused at the sole discretion of the CAO.

105. The maximum cumulative amount of leave without pay that may be granted to an employee is six (6) months after an employee has been employed over three (3) years.

Compassionate / Critical Care Leave

106. The *Labour Standards Code* requires an employer to provide unpaid leave for employees providing care and support to injured or critically ill family members under certain circumstances.
107. Employees must give their employer as much notice as possible before taking such leave.
108. Depending on the employee's job description and length of leave, a temporary employee may be hired to cover their tasks or another employee designated to temporarily cover their duties.

Recognition of Significant Life Events

109. A card shall be sent to an employee or council member experiencing a significant life event such as birth or adoption of a child; marriage; death of a relative; or other significant life event deemed appropriate.
110. Flowers or a gift basket shall be sent to an employee or council member who has been hospitalized or has a serious illness.
111. The municipality will either send flowers or make a memoriam donation (family's charity of choice) on the death of an employee or councillor or their spouse, partner or child.

Emergency Service Volunteers Leave

112. The Municipality supports local volunteer emergency service providers and recognizes the contributions these organizations and their members make to the health, safety, and wellbeing of the public.
113. Volunteer Fire Departments, Ground Search and Rescue, Canadian Red Cross, St. John's Ambulance, Medical First Responders, EMO Responders, (including radio operators) and any other volunteer emergency response organizations approved in writing by the CAO are approved organizations for the purpose of Emergency Service Provider Leave.
114. Employees wishing to be eligible for Emergency Service Provider Leave must inform the Municipality in writing of their membership in an organization, and in advance of any such leave being taken pursuant to this policy.
115. Employees who are members of approved organizations, and who do not receive any remuneration relative to emergency response activities, will be permitted to respond to emergency situations as a member of the organization without loss of regular pay and benefits.
116. The Municipality reserves the right to require that an employee return to regular duties, notwithstanding that the emergency response may be ongoing.
117. Use of County-owned vehicles should be only for the purpose for which they are issued and they should not be deployed as emergency service vehicles.

118. The Municipality will grant up to ½ day leave from 8:30 a.m. to 12:00 p.m. with pay to an employee who is a volunteer emergency responder and who has been out on a call for more than two (2) hours between the hours of 12:00 a.m. and 6:00 a.m. the night before. Leave must be approved by the Department Manager.

Paid Volunteer Work Day

119. The Municipality supports and encourages employees to be members of registered charitable and not for profit organizations that provide services to the residents of the County of Annapolis.
120. The County will provide one (1) full day per fiscal year with pay for its employees to participate in such activities.
121. An employee's supervisor has the authority to approve this paid volunteer work day.
122. Employees must give their supervisor as much notice as possible before taking the leave.

Building or Facility Closures / Delayed Openings

Definitions

123. Designated Services – Services determined by the Chief Administrative Officer to be essential or necessary in their nature (e.g., snow removal; operation of water / wastewater treatment facilities; emergency management operations during periods of activation or declared emergency).

General

124. Employees are expected to make every effort to report for work and continue to work during their scheduled working hours. With the exception of those employees who provide designated services as defined in this policy, employees should assess their own ability to get to and from work safely and consult with their supervisor / manager. Employees may make alternate arrangements with the approval of their immediate supervisor / manager including approval to take paid time off (lieu time or vacation).
125. In the event that offices or worksites are closed due to extreme storm or hazardous conditions, employees who provide designated services are required to report to or remain at work, or be able to work from home or another safe location.
126. The decision to close municipal buildings or facilities will be the responsibility of the CAO (or designate). In recognition that weather and other conditions will differ from one location to another, it may be appropriate for worksites or facilities in one or more locations to close while others remain open. Factors that may contribute to the closure include: weather conditions or forecasts, pandemics, school or government office closures, road conditions, declared state of emergency and issuance of police / public health warnings.
127. In the event a building or facility is closed pursuant to the preceding section there will be no loss of pay or other benefits.
128. All employees shall be paid for their regularly scheduled hours of work during periods of office closures.

129. Those employees that choose to remain at work during such building closures or that may be required to work at home are not eligible to receive incremental pay or accumulate overtime during regular work hours.

Expense Reimbursement / Travel Allowances

130. The Municipality shall reimburse employees for allowable expenses incurred that are associated with employees carrying out the responsibilities of their positions.
131. All requests for reimbursement of expenses and travel allowances will be in accordance with county policies.

Use of Personal Vehicle for Work Travel

132. Whenever possible and practical, employees shall use county vehicles for travel.
133. Travel reimbursement rates are as set out in county policies and may be adjusted from time to time.
134. Employees who are working from an external location (i.e., flexible work arrangement / work from home) shall not be entitled to reimbursement for travel between the external site and their designated employer worksite.
135. Employees shall only be authorized to use their personal vehicle for carrying out county business if they meet (and continue to meet) the following conditions:
- Possess a valid driver's license in good standing and valid for the type of motor vehicle being used;
 - Vehicle is legally registered;
 - Vehicle passes safety inspection and maintained as such;
 - Current minimum automobile insurance is in place and maintained;
136. 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.
137. Employees travelling for municipal business are considered to be at work. Regardless of the time the employee chooses to leave, they shall be considered as having left at the appropriate time. (For example: for a meeting in Halifax the following morning, an employee would be expected to leave after lunch. If an employee chooses to leave earlier, they will be expected to use vacation leave. If an employee chooses to leave after work, they will not accumulate overtime.) Travel on a Sunday for a Monday morning meeting will be compensated at straight time with time in lieu. Travel times will be subject to weather conditions at the discretion of the CAO.

Use of Municipally-Owned Vehicles / GPS

138. Any employee who has their driver's license revoked or suspended shall notify their supervisor immediately. In this circumstance, the employee shall immediately cease any use of personal vehicles for work travel.
139. Driver's abstracts must be obtained and provided to the county upon request.
140. All employees are required to comply with all laws and regulations related to the operation of motor vehicles, as well as county policies.
141. The employer shall not be responsible for any fines or charges resulting from negligent or illegal operation of municipal vehicles by an employee.
142. Personal use of county vehicles is not permitted.
143. The County's commitment to highway safety and employee welfare, in addition to the wellbeing of the general public, are the primary reasons for utilization of GPS tracking on all municipally-owned vehicles.
144. GPS units in County vehicles will monitor:
 - Speed of travel
 - Time vehicle is spent idling
 - Location of the vehicle at stops
 - Seat Belt Use
 - Vehicle Mileage
 - Acceleration and Deceleration
 - Rapid starts or hard braking
 - Erratic driving
 - Engine and battery health
145. GPS tracking devices will enable the County to monitor employee compliance.
146. Employee driving habits, patterns, and usage shall be reviewed regularly.
147. IT personnel are responsible for installing GPS Tracking units in county vehicles. Any tampering, or attempts to remove or disable the GPS equipment is prohibited and such actions will be subject to disciplinary action up to and including termination.

Problem Resolution and Complaint Process

148. *Respectful Workplace Policy* applies to all employees of the Municipality. Any employee who believes they have been subjected to harassment or abuse in the workplace is encouraged to use the procedure set out herein to resolve such problem and can do so without fear of recrimination.
149. *Whistleblower Policy* applies to all employees of the Municipality. Any employee who believes any situation affecting them in the workplace is unjust or inequitable is encouraged to use the procedure set out herein to resolve such problem and can do so without fear of recrimination.

Performance Review

150. The Municipality is committed to supporting employees to perform and grow in their current and future roles through effective performance management. A key element of performance management is the alignment of individual and team goals with department business planning to support government priorities.
151. Employee performance must be formally reviewed in relation to the employee's goals and expected results.
152. Each employee will have a performance planning and development review conducted annually, or on a change of position or appointment, or more frequently as required.
153. A performance planning and development review must be documented using the Performance Planning and Development Form developed by Human Resources. This form establishes goals jointly by the supervisor and employee to provide a clear understanding of goals and expected results.
154. Individual employee goals must be based on SMART objectives (specific, measurable, attainable, relevant, time-based) and linked to the County's strategic priorities.
155. Employees must be given the opportunity in the formal review to discuss, comment, and sign the form according to this policy and applicable collective agreements.
156. Once the Performance Planning and Development Form is finalized, employees will be provided with a signed copy of the form. Managers / supervisors must file the original signed Performance Planning and Development Forms in the employee personnel record at the end of the performance cycle.

Repeal of Previous Policies

157. This policy repeals and replaces the following municipal policies:
 - *AM-2.1.1 Daily Work Schedule Policy*
 - *AM-2.1.2 Bereavement Leave Policy*
 - *AM-2.1.3 Statutory Holidays and Paid Holidays Policy*
 - *AM-2.1.4 Vacation Leave Policy*
 - *AM-2.1.5 Sick Leave Policy*
 - *AM-2.1.22 Inclement Weather / Unsafe Travel Conditions Policy*
 - *AM-2.1.23 Office Worksite Closures Policy*
 - *AM-2.2.3 Overtime Policy*
 - *AM-2 5 2 Employee Training and Development Policy*
 - *AM-3.2.1 Hiring Policy*
 - *AM- 2.6.2 Bereavement and Get Well Acknowledgement Policy*
 - *AM- 2.7.4 Staff Orientation Policy*

Effective Date

158. This policy is effective upon adoption.

159. *Policy 102 Personnel*, approved on November 19, 2024, is hereby repealed.

Municipal Clerk's Annotation for Official Policy Book

I certify that this policy was approved by Municipal Council as indicated below:

Seven (7) Day Notice..... **PENDING April 8, 2025**
Council Approval **PENDING April 15, 2025**

Chris McNeill **PENDING**
Chief Administrative Officer Date
At Annapolis Royal Nova Scotia

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM – 2.6.2
Section Achievement and Recognition	Subject Bereavement and Get Well Acknowledgment Policy	

For Repeal

Policy Objective

This policy provides clarification to ensure that appropriate and consistent acknowledgment is provided while avoiding duplication within the organization.

Policy

1. The following shall constitute the form, recipient and qualification for bereavement acknowledgement:

Bereavement	Flowers, In Memoriam” Donations	Death of Employee and/ or Council Member, Spouse, Child, Mother, Father
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2. A similar acknowledgement may be used (*at the discretion of managers*) in a circumstance whereby a staff or council member is seriously ill.
3. The maximum amount to be expended for each acknowledgement will be \$50.00.
4. The Warden or his/her designate shall be responsible for the administration of this policy as it relates to council members.
5. The Chief Administrative Officer or his/her designate shall be responsible for the administration of this policy as it relates to staff members.

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	February 8, 2011
Council Approval	February 15, 2011
<u>Carolyn A. Young</u>	<u>February 15, 2011</u>
Municipal Clerk Date	
At <u>Annapolis Royal</u> Nova Scotia	

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 2.7.4
Section HEALTH AND SAFETY	Subject Staff Orientation Policy

For Repeal

1.0 Purpose

It is the policy of the municipality to ensure that new employees are familiar with the areas of the municipality's operation of which they should have knowledge, and to assist the employee in becoming an integral part of the municipality workforce as quickly as possible.

2.0 Authority

This policy is enacted pursuant to Section 30 of the *Municipal Government Act*, as amended.

3.0 Objectives

The objectives of this policy are to:

- a) Provide an overview of municipal government and its relationship with other levels of government;
- b) familiarize new employees with general departmental operating procedures, goals, rules, and regulations that pertain to that employee in the performance of their job;
- c) familiarize new employees with the duties and responsibilities of their new jobs, working relationships to subordinates and senior staff, and acquaint new employees with the physical location and facilities of departments and other members of staff, particularly as they pertain to the performance of the new employees' duties and responsibilities;
- d) encourage a high level of morale, teamwork, and motivation between new and existing staff members of the municipality;
- e) demonstrate the commitment of the municipality to the well-being of its employees.

4.0 Responsibilities

4.1 The Council will:

- a) review, amend, and adopt changes to the Municipality 's *Staff Orientation Policy*.

4.2 The Chief Administrative Officer (or designate) will:

- a) ensure the proper implementation and maintenance of a staff orientation program in the municipality;
- b) recommend to Municipal Council changes to the *Staff Orientation Policy* where considered appropriate;
- c) support the development of standard operating procedures in consultation with directors and managers;
- d) ensure the proper delivery of orientation training to employees under his/her direct supervision.

4.3 Directors / Service Group Managers will:

- a) ensure the proper implementation of the *Staff Orientation Policy* in their department in accordance with standards operating procedures and in consultation with departmental staff and the Chief Administrative Officer;
- b) assist and facilitate the training of new employees by supervisors;
- c) ensure the proper delivery of orientation training to new employees under their direct supervision.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM – 2.7.4
Section HEALTH AND SAFETY	Subject Staff Orientation Policy

For Repeal

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..... **July 24, 2012**

Council Approval **August 21, 2012**

Carolyn Young **August 22, 2012**

Municipal Clerk Date

At Annapolis Royal Nova Scotia



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: **April 8, 2025**
Prepared By: **Dawn Campbell, Director of Corporate Services / Deputy CAO / FOIPOP Administrator**
Shelly Hudson, Manager of Accounts Receivable
Report Number: SR2025-45 Approve *Policy 109 Tax Exemption and Reduction*
Subject: *Tax Exemption and Reduction Policy*

RECOMMENDATION(S):

That Municipal Council approve *Policy 109 Tax Exemption and Reduction Policy*, seven day notice.

LEGISLATIVE AUTHORITY

Part IV, Sections 69A and 71, *Municipal Government Act, as amended*

BACKGROUND

This policy is reviewed as necessary to delete exemptions for properties which are no longer owned by the organizations to which the exemption was granted and provide approval for any new applications received.

DISCUSSION

New applications, for 2025-26 fiscal year, have been received from Arlington Forest Protection Society (two properties) and Port Lorne Community Centre Association (2 properties). Definitions-section 3 of Policy 109 (a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization (if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council)).

FINANCIAL IMPLICATIONS

New properties added will be granted exemptions for 2025-26 property taxes. The total value of tax exemptions for all properties listed in Policy 109 will save these Charitable and Non-profit organizations \$134,950.58 in property taxes for 2025-26.

POLICY IMPLICATIONS

Seven (7) day notice to Municipal Council is required before a policy is passed, amended or repealed. In accordance with Sub-section 10 (e) of *AM - 1.3.5 Committees of Council Policy*, consideration by the Committee of the Whole is deemed to fulfil the requirement for seven days' notice to Municipal Council in accordance with Sub-section 48 (1) of the *Municipal Government Act*.

ALTERNATIVES / OPTIONS

N/A

NEXT STEPS

Approval of recommendation requested from Committee of the Whole. If recommended by the Committee of the Whole, the new policy will be placed on the upcoming agenda for approval by Municipal Council.

ATTACHMENTS

Proposed *Policy 109 Tax Exemption and Reduction Policy*

Prepared by:

Shelly Hudson
Manager of Accounts Receivable

Approved by:



Chris McNeill
Chief Administrative Officer

Approval Date:

APRIL 1, 2025
(Date)

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 109
Section MUNICIPAL SERVICES	Subject Tax Exemption and Reduction Policy

1. Purpose

The purpose of this Policy is to provide relief of current taxes and area rates for:

- (a) property of qualifying non-profit organizations as defined within this policy and as specifically identified on appendices attached;
- (b) the taxes or a portion of the taxes payable on a building destroyed or partially destroyed by fire, storm, or otherwise proportionate to the reduction in assessed value;
- (c) the Annapolis County Water Utility.

2. Authority

This policy is enacted pursuant to Part IV, Sections 69A and 71, *Municipal Government Act*, as amended.

3. Definitions

For the purposes of this policy:

Qualifying Non-profit Organizations means – a registered Canadian charity [*Can. Revenue Agency*] (if the property being exempted is used directly and solely for a charitable purpose);

OR

a non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization (if, in the opinion of the council, the organization provides a service that might otherwise be a responsibility of the council).

Tax Reduction means – a reduction from commercial tax rates to residential tax rates.

4. Tax Exemption – Charitable and Non-profit Community Organizations

- (a) Municipal Council may, at their discretion, provide a tax exemption or tax reduction to qualifying non-profit organizations demonstrating service to the residents of the County of Annapolis.
- (b) When a property listed in this policy ceases to be owned by the organization named or ceases to be used for the purpose for which the exemption or reduction was granted, the exemption or reduction shall cease and the owner shall immediately be liable for the full property tax and area rates on the entire property for the remainder of the current taxation year and all future taxation years.
- (c) New applications for tax exemptions must be received prior to February 28th of each year for the upcoming taxation year. Any applications received after this deadline shall be considered for the subsequent taxation year.
- (d) Notwithstanding § 4 (c) above, a property which is disqualified from tax exempt status under the *Assessment Act* may submit an application for exemption at any time.

5. Building Destroyed or Partially Destroyed

- (a) For a building that has been destroyed or partially destroyed by fire, storm, or otherwise, the County of Annapolis shall request Assessment Services to provide a new valuation for the purposes of this policy reflecting the reduction in value due to damage. Such reductions do not cover tax arrears.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 109
Section MUNICIPAL SERVICES	Subject Tax Exemption and Reduction Policy

- (b) If the owner of the property is found guilty of arson, or if the County has reasonable and probable grounds to believe that the owner willfully and intentionally caused the property damage, the tax reduction shall be denied / revoked and the full taxes shall become due and payable with interest accrued thereon.

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 ***April 8, 2025***
Council Approval ***April 15, 2025***

Chris McNeill ***April 15, 2025***
 Chief Administrative Officer Date
At Annapolis Royal Nova Scotia

Pending Approval April 2025	Page 2 of 7
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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 109
Section MUNICIPAL SERVICES	Subject Tax Exemption and Reduction Policy

<u>Organization</u>	<u>Description</u>	<u>Incorp #</u>
In District #1		
Kinsman Club of Kingston – Greenwood	Land, Hall and Other Building at Wilmot AAN #104-965-086	1275916
Melvern Square & Area Community Association (1988)	Land and Community Centre at Melvern Square 165 Bridge St AAN #103-394-018	1848245
Melvern Square & Area Community Association (1988)	Land and Community Hall at Melvern Square Bridge St AAN #109-900-276	1848245
In District #2		
Brickton Community Hall	Land and Community Hall and Other Building at Brickton AAN #200-475-173	1767300
Forest Glade Community Club	Land – Forest Glade AAN #201-540-572	1750415
Forest Glade Community Hall	Land, Community Hall and Other Building at Forest Glade AAN #201-540-599	1750415
Margaretville Community Hall Society	Land at Margaretsville AAN #200-890-022	1280358
Margaretville Community Hall Society	Land and Building at Margaretsville AAN #203-024-466	1280358
Margaretsville Shore Society	37 Haddock Alley, Parcel HMQ-1A Margaretsville Buildings AAN #203-390-616	799868922 RR0001 3293382
Mount Hanley & District Schoolhouse Museum Society	2130 Mount Hanley Rd., Mount Hanley Land and Building AAN #09812881	813655149 RR001 *3124871
Port George District Lighthouse Society	Land/lighthouse Port George AAN #203-390-551	3027988
Port George Regional Recreation Centre	1.32 Acres Land & Community Hall at Port George AAN #206-338-984	1756504
The Friends of Margaretsville Lighthouse	13 Lighthouse Rd, Parcel 2015-1 Margaretsville AAN # 203-390-594	3274056 804282739 RR001
Wilmot Community Group	Land and Community Hall at Wilmot AAN #204-964-969	1815847
In District #3		
Arlington Forest Protection Society	Land – Chute Road – Hampton AAN #301-851-934	3342361
Arlington Forest Protection Society	Land – Lot 2002-2 -Arlington Rd- Hampton AAN #30-185-942	3342361
Clarence Community Club Trust	Land and Community Hall at Clarence East AAN #300-794-163	1742981

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 109
Section MUNICIPAL SERVICES	Subject Tax Exemption and Reduction Policy

Bridgetown Curling Club	Land/Club and Lounge AAN # 300-475-602	Private Act
Hampton Social and Recreation Society	Land and Community Hall at Hampton (Bayshore Rd) AAN #301-870-521	1846472
Hampton Lighthouse Society	Land/lighthouse Hampton AAN #303-390-659	3060949 836251013 RR001
Mt. Rose Community Club Trustees	Land and Community Hall Mount Rose AAN #303-344-231	3051697
Port Lorne Community Centre	Land & Hall Port Lorne AAN #303-789-004	3061761 866273139 RR001
Port Lorne Community Centre Association	Land - Port Lorne AAN #304-106-164	3061761 866273139 RR 0001
Port Lorne Community Centre Association	Land – Port Lorne AAN #307-102-828	3061761 866273139 RR 0001

In District #4		
74th Crusaders Motorcycle Touring Club	Land and Building (Boat Club) at Lequille AAN #400-092-193	1481297
Granville Ferry Community Hall	Land and Community Hall at Granville Ferry AAN #401-787-373	1267453
Granville Centre Community Club Trustees	Land & Hall 5650 #1 Hwy Granville Centre AAN #404-371-178	3080694
Moschelle Community Hall Society	Land and Community Hall at Moschelle AAN #403-620-956	2340493
Round Hill & District Recreation Commission	Land and Community Hall at Round Hill AAN #405-147-883	1286421
Round Hill Hall Company	Land and Community Hall at Round Hill AAN #404-064-089	1286421
Trustees of Tupperville School Building	School Museum Land – 2663 Highway 201 AAN #403-392-295	3006590 889555975 RR001
Tupperville Community Hall Association	0.05 Acres Land and Community Hall at Tupperville AAN #404-692-225	2046824
In District #5		

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 109
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Fundy Community Recreation Club	Land and Community Hall at Young's Cove AANs #501-618-237 and #510-699-789	1755952
Fundy Community Recreation Club	0.69 Acres Land at Young's Cove AAN #505-042-887	1755952
Habitation New Horizons Club	Land and Building at Port Wade AAN #501-835-939	1267940
Litchfield-Delaps Cove Community Hall Association	Land and Community Hall at Litchfield AAN #502-566-281	1732031
Lower Granville Community Hall	Land and Community Hall at Port Royal AAN #502-613-077	1765193
Parker's Cove Fundy Thread and Thimble Club	Land and Building at Parker's Cove AAN #500-811-734	1964798
Parker's Cove United Baptist Church	Land – 614 Milbury Lake Rd Young's Cove AAN #502-021-897	107815318 RR0001 3273179
Port Royal Lighthouse Association	Land and Lighthouse – 3420 Granville Rd AAN# 503-390-721	4445 386
In District #6		
Cornwallis Park Recreation & Parks Society	Resource General for Land at Martingale Place Deep Brook AAN #607-042-566	3062786
Cornwallis Park Recreation & Parks Society	Commercial Land at 285 Shady Lane Cornwallis Park AAN #607-042-647	3062786
Cornwallis Park Community Assoc.	Community Centre Cornwallis Park AAN #609-146-415	3012134
Atalanta Hospice Society	1126 Highway 1, lot 225 Cornwallis Park AAN #609-148-698	3310042 799430913 RR0001
Atalanta Hospice Society	Commercial Land No 1 Hwy Cornwallis Park AAN #609-149-295	3310042 799430913 RR0001
Deep Brook / Waldeck Lions Club Field Card #11245000	23 Acres Land and Building at Deep Brook AAN #603-394-212	2504520
Upper Clements & District Community Association	Land, Hall and Other Building at Upper Clements AAN #610-017-262	1532146
In District #7		
Bridgetown and Area Historical Society (effective April 1, 2015)	12 Queen Street, Bridgetown (James House Museum) AAN #701-854-275	1253941 106810674 RR001

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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 109
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Centrelea Community Club	Land and Community Hall at Centrelea AAN #700-704-296	2093393
Centrelea Community Club	Lot 1 – Land Highway 201 Centrelea AAN # 709-800-204	2093393
Paradise Historical Society	Land and Building at Paradise AAN #703-394-077 (including AAN #10859220 and AAN #10859239)	3317879 751854282 RR001
Paradise Community Hall Assoc.	Land and Community Hall at Paradise AAN #703-653-617	1759696
Paradise Community Hall Assoc.	Land, Highway 1, Paradise AAN #710-638-887	1759696
Saint Anne’s Anglican Youth Camp	2.5 Acres Leased Land and Buildings at Gibson Lake AAN #709-554-017	1285879
West Paradise Community Club	Land and Community Hall at West Paradise AAN #704-874-951	1768883
In District #8		
Bear River Board of Trade	Land & Windmill Bldg. 100 Wharf Rd AAN #805-396-395	*1647197
Bear River Board of Trade	Lot 95-1 CDEF – 100 Wharf Rd AAN #807-029-330	*1647197
Bear River Community Crafts & Recreation	Land & Building (fmr Oakdene School) at Bear River AAN #803-394-239	2453306
Clementsvalle & District Recreation Commission	2 Acres Land and Hall at Clementsvalle AAN #800-644-714	1574617
Community Hall Trustees (Maitland Bridge)	Land and Community Hall at Maitland Bridge AAN #800-889-717	1699201
Milford Area Community Association	Community Hall at South Milford AAN #803-233-588	1281442
The Keith Lodge, No. 16, AF & AM	Land and Lodge Hall at Bear River AAN #804-561-856	1280832
In District #9		
Middleton & District Lions Club	Land at Nictaux AAN #903-527-794	1281400
Middleton & District Lions Club	Land and Hall at Nictaux Falls AAN #903-228-819	1281400
Nictaux Baptist Church (Twelve Baskets Food Bank)	Land (Lot 8 Plan AC52) Buildings – Food Bank Highway 10 at Nictaux AAN #904-712-498	2169103 119057800 RR001
In District #10		

Pending Approval April 2025	Page 6 of 7
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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	Policy 109
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Annapolis Co Family Resource Centre	10 Middle Road, Lawrencetown AAN #1010-279-161	3041287 866864978 RR0001
Carleton Road Industries Assoc.	Lot 2 – Land Lawrencetown AAN #1007-028-016	1285160 107891020 RR001
Carleton Road Industries Assoc.	Land & Building 468 Main St., Lawrencetown AAN #1003-216-667	1285160 107891020 RR001
Carleton Road Industries Assoc.	Land & Dwelling 455 Main St., Lawrencetown AAN #1004-225-546	1285160 107891020 RR001
Carleton Road Industries Assoc.	Land, 11 Prince St., Lawrencetown AAN #1000-260-827	1285160 107891020 RR001
Carleton Road Industries Assoc.	Land Dining (Restaurant), 465 Main St., Lawrencetown AAN #1002-470-853	1285160 107891020 RR001
Carleton Road Industries Assoc.	Dwellings & Building Lot 1 -347 Main St. Lawrencetown AAN #1001-127-705	1285160 107891020 RR001
Christian Community Council of Nova Scotia	Land and Buildings, 37 Old Lodge Rd., Lot 39/05 Albany Cross Campground AAN #1000-028-061	1251456 118856137 RR0001
Inglisville Community Club	Land and Community Hall at East Inglisville AAN #1002-141-175	2010889
South Shore Annapolis Valley Recreational Trail Association	Land Princess Road at Springfield AAN #1004-324-153	3051950
Springfield Golden Age Seniors Club	Land and Community Hall at Falkland Ridge AAN #1001-453-793	*3014249
Springfield Union Picnic Grounds Commission	12 Acres Land at Springfield Lake AAN #1004-395-603	*1719861
In District #11		
Three Rivers Community Association	Land, Community Centre and Other Buildings at Torbrook Mines AAN#1103-394-085	1844670

SCHEDULE B – Application Forms

COUNTY of ANNAPOLIS
NATURALLY ROOTED

Tax Exemption or Reduction Application Form

Please complete and return to:

Municipality of the County of Annapolis, P. O. Box 100, Annapolis Royal, NS B0S 1A0

ATTN: Ms. Shelly Hudson

****Please attach a copy of the Tax Bill or Assessment Notice to this application form****

Property Owner (Charitable or Non-profit Organization) _____

Assessment Account # _____ Property Location (civic address) _____

Mailing Address _____

Briefly explain activities of the organization which provide a service to the residents of the County of Annapolis:

Please attach a copy of the constitution or bylaws of the organization

NS Registry of Joint Stock Number: _____ Federal Charitable Status Number: _____

I hereby request Municipal Council to consider a tax exemption on the above noted property. I also declare that the information contained in the application is true and correct to the best of my knowledge.

Name (please print)

Signature

Date

Contact Phone#

Email

If you require assistance, phone 902-532-3132 or email to: shudson@annapoliscounty.ca

COUNTY of ANNAPOLIS

NATURALLY ROOTED

PROPERTY TAX REDUCTION FOR DAMAGE TO BUILDING

APPLICATION FORM

Please complete and return to:

Municipality of the County of Annapolis, P. O. Box 100, Annapolis Royal, NS B0S 1A0

ATTN: Ms. Shelly Hudson

****Please attach a copy of the Tax Bill or Assessment Notice****

Assessed Owner _____ Assessment Account # _____

Property Location (please use civic address) _____

Applicant _____

Mailing Address _____

Date Damage Occurred (Month/Day/Year) _____

Type of Damage (fire, wind, etc.) _____

Estimate of Damage/Loss _____

Briefly explain the situation that occurred (attach copies of reports such as Fire Department, Insurance Company, etc.)

I hereby request a reduction in taxes on the above noted property based on the information provided. I declare that the information contained in the application is true and correct to the best of my knowledge. Any approved reduction does not cover area rates, tax arrears, or related interest charges.

Name (please print) _____ Signature _____

Date _____ Contact Phone# _____ Email _____

If you require assistance, phone 902-532-3132 or email to: shudson@annapoliscounty.ca



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: Tuesday, April 8, 2025
Prepared By: Adam Hack, Civic Addressing Technician
Report Number: SR2025-48 Road Naming Process for Shared Access Road
Subject: Road Naming Process for Shared Access Road in Granville Ferry

RECOMMENDATION(S):

That Municipal Council approve the road name "Voyager Lane" for the shared access road in Granville Ferry, on PID 05131842.

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 Policy 126 Road Naming.

BACKGROUND

The shared access road in Granville Ferry, located on property owned by 3302685 Nova Scotia Limited (PID 05131842), will provide access to three or more future 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: Given that all three names were of a personal nature, they did not meet the criteria outlined in Section 6e of the policy, that "personal names of individuals other than exceptional circumstances to commemorate significant community contributions (not related to ownership of land) will not be accepted." Therefore, none of the three names submitted could be applied to the new road, which was communicated to the property owner.

After further discussion with the property owner, a fourth name, "Voyager Lane" was proposed, and 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 raised any concerns about the name, nor did a review of existing road names in Annapolis County find any duplication.

"Lane", by definition, is a reduced right-of-way or curving street of short distance, typically 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. Road naming is in accordance with the guidelines specified in the Nova Scotia Civic Address File (NSCAF), which requires roads to be named when three or more addressable structures require civic addresses.

FINANCIAL IMPLICATIONS

It will be the responsibility of the property owner(s) to purchase and properly post the road name sign and the civic number signs.

POLICY IMPLICATIONS

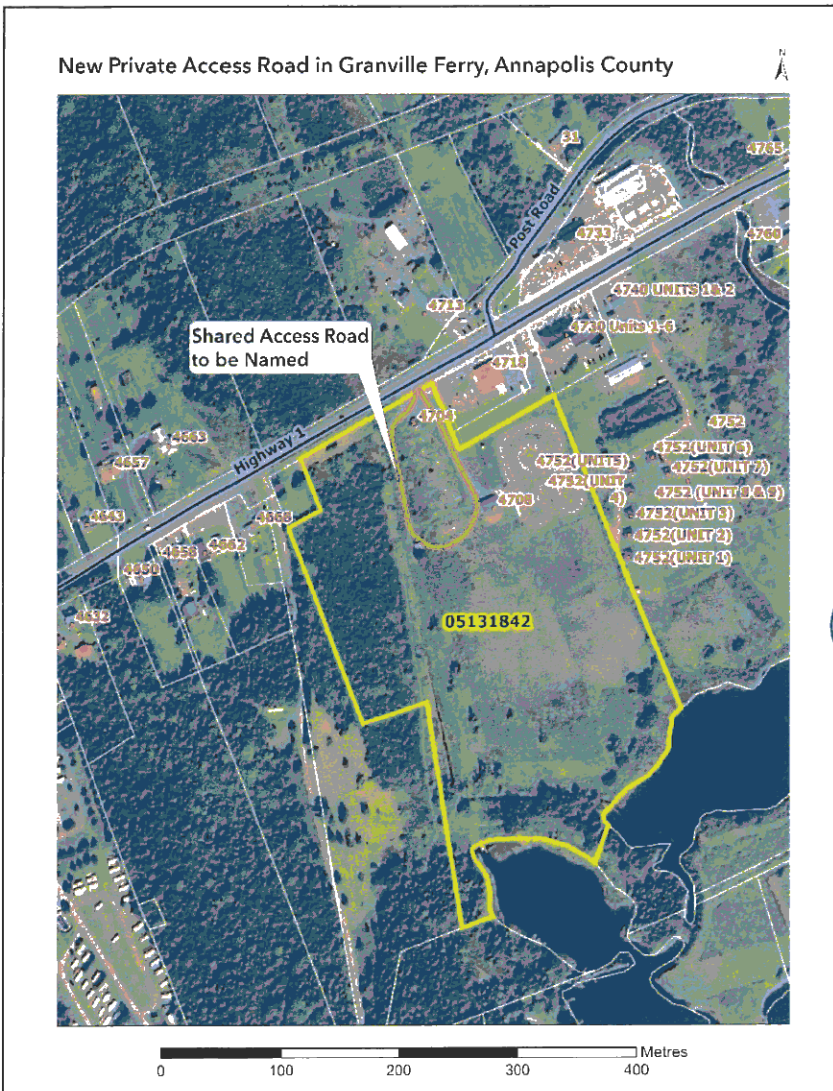
The road naming process follows Policy 126 Road Naming.

ALTERNATIVES / OPTIONS

The alternative would be to not approve the road naming.

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.



Prepared by: Adam Hack, Civic Addressing Technician

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

Approved by: **Approval Date:**

[Handwritten Signature]
Chris McNeill (Date)
Chief Administrative Officer

APRIL 1, 2025



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 8, 2025
Prepared By: Alyssa Blais, Strategic Initiatives Coordinator
Report Number: SR2025-49 Approve Community Grants
Subject: Community Grants

RECOMMENDATION(S):

Community Facilities Recommended Motions:

That Municipal Council approve a grant to Bridgetown & Area Historical Society – James House Museum in the amount of \$20,000 to do an electrical upgrade for the James House Museum to be used safely in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Port Royal Legion Branch 21 in the amount of \$5,000 to help support the purchase and installation of heat pumps in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Annapolis Valley Exhibition Society in the amount of \$20,000 to help support electrical upgrades and repairs in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Paradise Historical Society in the amount of \$9,800 to help create an accessible washroom in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Maitland Bridge Community Hall in the amount of \$18,644.68 to help install a new electrical panel and heat pumps in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to South Shore Annapolis Valley Recreational Trail Association in the amount of \$10,000 to help support trail upgrades to improve trail users' safety in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to West Dalhousie Community Hall Association in the amount of \$15,257.62 to improve the heating system, emergency exit and roof in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Bear River Board of Trade in the amount of \$10,000 to improve the Bear River Waterfront Park in accordance with Policy 101 Community Grants.

Community Projects Recommended Motions:

That Municipal Council approve a grant to Valley Regional Hospital Foundation in the amount of \$5,000 to help reduce financial barriers and burdens for financially compromised patients receiving treatment, in accordance with Policy 101 Community Grants.

That Municipal Council approve a grant to Cats for Keeps Rescue Society in the amount of \$5,000 to help with veterinary care and medication, 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.

Applications listed below follow 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
Bridgetown & Area Historical Society – James House Museum	\$20,000.00	\$36,685.00	\$20,000.00	Electrical upgrade to overhaul the electrical system so it can be used in the building safely.
Port Royal Legion Branch 21	\$8,698.00	\$12,426.00	\$5,000.00	Installation of heat pumps.
Annapolis Valley Exhibition Society	\$20,000.00	\$48,633.00	\$20,000.00	Electrical upgrades and repairs.
Paradise Historical Society	\$9,800.00	\$28,800.00	\$9,800.00	Create an accessible washroom.

Maitland Bridge Community Hall	\$19,000.00	\$27,968.02	\$18,644.68	New Electrical Panel & Heat Pumps.
South Shore Annapolis Valley Recreational Trail Association	\$20,000.00	\$98,240.00	\$10,000.00	Section of trail needs ditching, tree and undergrowth brush removal and surface repairs due to water movement on the trail.
West Dalhousie Community Hall Association	\$15,257.62	\$61,030.50	\$15,257.62	Renovations to improve the heating system, emergency exit and roof.
Bear River Board of Trade	\$19,790.00	\$29,760.00	\$10,000.00	Improve the waterfront park for beautification and safety.

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
Cats for Keeps	\$15,000.00	\$90,000.00	\$5,000.00	Rescue, vet, and foster cats and decrease the homeless cat population.
Valley Regional Hospital Foundation	\$5,000.00	\$77,000.00	\$5,000.00	Patient support fund program to reduce financial barriers for financially compromised patients.

Community Grants Policy - Summary

<i>Total Amount Requested/Recommended</i>	\$152,546		\$118,702.30	
<i>Total cost of projects/programs impacting Annapolis Co.</i>		\$510,542.52		
		<i>Available remaining in budget</i>		\$286,855.63
		<i>Budget remaining for fiscal year based on recommendations above</i>		\$168,153.33

FINANCIAL IMPLICATIONS

\$300,000.00 has been budgeted to implement Policy 101 Community Grants program. \$13,144.37 has been approved by the CAO to date (of amounts \$2,500 or less). If the above recommendations are approved in addition to the previously approved CAO applications, there will be \$168,153.33 remaining for the remainder of the 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 grants as approved and inform applicants of Council’s decisions regarding their applications.

ATTACHMENTS

None

Prepared by: Alyssa Blais, Strategic Initiatives Coordinator

Reviewed by: Debra Ryan, Director of Community Development

Approved by:

Approval Date:



Chris McNeill
Chief Administrative Officer

APRIL 1, 2025

(Date)