

## Summary of Motions 2020-12-15 Municipal Council

<b>MOTION 201215.01</b>	<b>Minutes 2020-11-19 Regular</b> .....	<b>1</b>
<b>MOTION 201215.02</b>	<b>Minutes 2020-12-08 Special</b> .....	<b>2</b>
<b>MOTION 201215.03</b>	<b>Immediate Termination of CAO John Ferguson</b> .....	<b>4</b>
<b>MOTION 201215.04</b>	<b>Immediate Termination of WB Gillis, Q.C. as Municipal Solicitor</b> .....	<b>4</b>
<b>MOTION 201215.05</b>	<b>Engage Cox &amp; Palmer Immediately as Interim Municipal Solicitor</b> .....	<b>4</b>
<b>MOTION 201215.06</b>	<b>Appoint Deputy CAO Dawn Campbell as Interim Acting CAO</b> .....	<b>5</b>
<b>MOTION 201215.07</b>	<b>Inglewood Invitation to Host 2021 February Council</b> .....	<b>5</b>
<b>MOTION 201215.08</b>	<b>Turkey/Ham and Monetary Recognition for Staff at Christmas</b> .....	<b>5</b>
<b>MOTION 201215.09</b>	<b>Fundy Folk Association (Evergreen Theatre) Grant</b> .....	<b>6</b>
<b>MOTION 201215.10</b>	<b>Clarence United Baptist Church Grant Application</b> .....	<b>6</b>
<b>MOTION 201215.11</b>	<b>Cost of Living Increases for Non-Union Staff</b> .....	<b>6</b>
<b>MOTION 201215.12</b>	<b>AM-1.8.1 Travel and Expenses Policy – Re-Adopt</b> .....	<b>6</b>
<b>MOTION 201215.13</b>	<b>AM-1.8.2 Hospitality Policy Review - Amend</b> .....	<b>6</b>
<b>MOTION 201215.14</b>	<b>AM-1.3.5.1 Audit Committee Policy – Request to Amend</b> .....	<b>6</b>
<b>MOTION 201215.15</b>	<b>AM-2.7.1 Occupation Health and Safety Policy – Re-Adopt</b> .....	<b>7</b>
<b>MOTION 201215.16</b>	<b>UV Treatment Facility Cornwallis Park Waste Water Additional Funding Allocation</b> .....	<b>7</b>
<b>MOTION 201215.17</b>	<b>Bridgetown Water Utility Rate Study</b> .....	<b>7</b>
<b>MOTION 201215.18</b>	<b>NS Crime Stoppers Awareness Guide – Purchase Ad</b> .....	<b>7</b>
<b>MOTION 201215.19</b>	<b>Bridgetown Community Rate – Report for February COTW</b> .....	<b>8</b>
<b>MOTION 201215.20</b>	<b>Margaretsville Water Supply Status Report to February COTW</b> .....	<b>8</b>
<b>MOTION 201215.21</b>	<b>Hillside Drive Water Main Replacement Project – Proceed with Tender</b> .....	<b>8</b>
<b>MOTION 201215.22</b>	<b>Thanks to Citizens and Staff of County of Annapolis During COVID</b> .....	<b>8</b>
<b>MOTION 201215.23</b>	<b>Election Workshop</b> .....	<b>8</b>
<b>MOTION 201215.24</b>	<b>Meeting Venues Until Council Chambers Retrofit Complete</b> .....	<b>8</b>
<b>MOTION 201215.25</b>	<b>McGinty Road and Easy Street – Letter to TIR and NSPI</b> .....	<b>9</b>
<b>MOTION 201215.26</b>	<b>Belle Drive Signage – Staff to Install</b> .....	<b>9</b>
<b>MOTION 201215.27</b>	<b>Belle Drive LED Streetlight – Staff to Report to January COTW</b> .....	<b>9</b>
<b>MOTION 201215.28</b>	<b>FCM Universal Broadband Fund – Report for March COTW</b> .....	<b>9</b>
<b>MOTION 201215.29</b>	<b>Dept Municipal Affairs and Housing – Request Training re In-Camera</b> .....	<b>9</b>
<b>MOTION 201215.30</b>	<b>Information Re Schell LUB Zoning Amendment Application</b> .....	<b>10</b>
<b>MOTION 201215.31</b>	<b>Waste Transfer Station Expenditures - Suspend</b> .....	<b>10</b>
<b>MOTION 201215.32</b>	<b>2020-2021 Tax Sale Procedure – By Tender</b> .....	<b>10</b>
<b>MOTION 201215.33</b>	<b>Quarterly Financial Reports – Balance Sheet Requested</b> .....	<b>10</b>
<b>MOTION 201215.34</b>	<b>Suspend All Hiring</b> .....	<b>11</b>
<b>MOTION 201215.35</b>	<b>Media Hire – Not to Hire or Extend Contract</b> .....	<b>11</b>

<b>MOTION 201215.36</b>	<b>Maternity/Paternity Leave Posting – Proceed .....</b>	<b>11</b>
<b>MOTION 201215.37</b>	<b>Waste Transfer Station Personnel – Extend Contracts.....</b>	<b>11</b>
<b>MOTION 201215.38</b>	<b>Gordonstoun Project Documentation – CAO to Provide.....</b>	<b>12</b>
<b>MOTION 201215.39</b>	<b>Waste Transfer Station Documentation – CAO to Provide.....</b>	<b>12</b>
<b>MOTION 201215.40</b>	<b>Britex Property – Add to 2020-21 Tax Sale List If Possible .....</b>	<b>12</b>
<b>MOTION 201215.41</b>	<b>USD Administrator to Present Options on Britex Building at January COTW.....</b>	<b>12</b>
<b>MOTION 201215.42</b>	<b>Queen Street Design Report to January COTW .....</b>	<b>12</b>
<b>MOTION 201215.43</b>	<b>Citizen Appointment Audit Committee .....</b>	<b>12</b>
<b>MOTION 201215.44</b>	<b>Citizen Appointments Bridgetown AAC .....</b>	<b>13</b>
<b>MOTION 201215.45</b>	<b>Citizen Appointment Bridgetown AAC – Waive Restriction .....</b>	<b>13</b>
<b>MOTION 201215.46</b>	<b>Citizen Appointments Bridgetown Source Water Protection AC – Waive Restriction.....</b>	<b>13</b>
<b>MOTION 201215.47</b>	<b>Citizen Appointments Cornwallis Park AAC .....</b>	<b>13</b>
<b>MOTION 201215.48</b>	<b>Citizen Appointment East End AAC .....</b>	<b>13</b>
<b>MOTION 201215.49</b>	<b>Citizen Appointment East End AAC – Waive Restriction.....</b>	<b>13</b>
<b>MOTION 201215.50</b>	<b>Citizen Appointments Heritage AC – Waive Restrictions .....</b>	<b>14</b>
<b>MOTION 201215.51</b>	<b>Citizen Appointments Lake Cady Water Protection AC – Waive Restriction .....</b>	<b>14</b>
<b>MOTION 201215.52</b>	<b>Citizen Appointment Lake Cady Water Supply AAC – Waive Restriction 29(d).....</b>	<b>14</b>
<b>MOTION 201215.53</b>	<b>Citizen Appointment Lake Cady Water Supply AAC – Waive Restriction 29(e).....</b>	<b>14</b>
<b>MOTION 201215.54</b>	<b>Citizen Appointments Lawrencetown Water Supply AAC – Waive Restriction.....</b>	<b>14</b>
<b>MOTION 201215.55</b>	<b>Citizen Appointment Margaretsville Source Water Protection AC Waive Restriction .....</b>	<b>15</b>
<b>MOTION 201215.56</b>	<b>Citizen Appointment Margaretsville Water Supply AAC Waive Restriction .....</b>	<b>15</b>
<b>MOTION 201215.57</b>	<b>Citizen Appointments Planning Advisory Committee .....</b>	<b>15</b>
<b>MOTION 201215.58</b>	<b>Citizen Appointments Police Advisory Board.....</b>	<b>15</b>
<b>MOTION 201215.59</b>	<b>Citizen Appointments Upper Clements AAC - Waive Restriction.....</b>	<b>15</b>
<b>MOTION 201215.60</b>	<b>Citizen Appointments Upper Clements AAC.....</b>	<b>15</b>
<b>MOTION 201215.61</b>	<b>Habitation Community Area Advisory Committee .....</b>	<b>16</b>
<b>MOTION 201215.62</b>	<b>Councillor Appointments to November 30, 2022 .....</b>	<b>16</b>
<b>MOTION 201215.63</b>	<b>Adhoc Strategic Planning Committee - Dissolve.....</b>	<b>17</b>
<b>MOTION 201215.64</b>	<b>Re-Advertise for Citizen Vacancies on Granville Ferry Source Water Protection AC and Cornwallis Park AAC .....</b>	<b>17</b>
<b>MOTION 201215.65</b>	<b>Dates Set for Workshops - Valley Waste, Mainland Litigation, and Gordonstoun....</b>	<b>17</b>
<b>MOTION 201215.66</b>	<b>Adhoc Strategic Planning Committee – Amend Policy if/as Required .....</b>	<b>17</b>
<b>MOTION 201215.67</b>	<b>Lunn’s Mill Beer Company – Send Letter of Support for Second Microbrewery in Bridgetown .....</b>	<b>17</b>
<b>MOTION 201215.68</b>	<b>2020-11-22 EA Farren Letter – Refer to Legal .....</b>	<b>18</b>
<b>MOTION 201215.69</b>	<b>EA Farren Letters – Send Response .....</b>	<b>18</b>
<b>MOTION 201215.70</b>	<b>2020-12-06 S Bishop Email – Include in Gordonstoun Information Package.....</b>	<b>18</b>
<b>MOTION 201215.71</b>	<b>2020-12-14 L Leahy Email – Include in Gordonstoun Information Package .....</b>	<b>19</b>

Minutes of the regular session of Municipal Council held on Tuesday, December 15, 2020, at 10:00 a.m., at the Annapolis Basin Conference Centre, in accordance with the Direction of the Minister under a Declared State of Emergency.

### **Roll Call**

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

**Also Present:** CAO John Ferguson, Municipal Clerk Carolyn Young, and other staff including; D. Campbell, A. Dunphy, S. McInnis, and W. Atwell.

### **Additions**

The Warden requested to move item 5B to be the first item under Business Arising from the Minutes and 5A as the second item under Business Rising from the Minutes.

The Warden added 6(E) Staff Christmas Bonus under New Business

Staff requested to add Habitation Community Area Advisory Committee Citizen Member Appointment under 7(B) Reports and Recommendations, and a Karsdale Property Letter from Solicitor as 7(C) Reports and Recommendations.

Staff requested to add Email from Linda Hulme Leahy as 8(G) Correspondence  
G letter from Linda Hulme Leahy

Councillor Barteaux requested to add Heritage Advisory Committee as 6(F) New Business

### **Approval of the Agenda (Order of the Day)**

Upon motion of Deputy Warden Gunn and Councillor Redden, the agenda was approved as amended. Motion carried unanimously.

### **Minutes**

Re: Regular Session November 19, 2020

#### **MOTION 201215.01 Minutes 2020-11-19 Regular**

It was moved by Councillor Sheridan, seconded by Councillor LeBlanc, to approve the minutes of the regular session held on November 19, 2020, as circulated. Motion carried unanimously.

Re: Special Session December 8, 2020

**MOTION 201215.02 Minutes 2020-12-08 Special**

Deputy Warden Gunn moved, seconded by Councillor Connell, to approve the minutes of the special session held on December 8, 2020, as circulated. Motion carried unanimously.

**Councillor Comments**

*District 1* – Councillor Prout wished all Merry Christmas, and urged everyone to support local food banks and buy local when you can. Remain vigilant over holidays to keep COVID-9 in check. This holiday will be different for all of us, so let's do the best we can,

*District 2* – Councillor Connell wished a Merry Christmas to all in Annapolis County. It will be different with people not coming home and for those home alone.

*District 3* – Warden Parish wished all residents a very Merry Christmas. It will be different with no get-togethers as usual. One of his children is in Ontario, and the other is self-isolating at home until Christmas Day.

*District 4* – Councillor Barteaux wished all a Merry Christmas. These are tough times, and we are making adjustments. He hopes things get better not worse, and that next year is back to be normal. This is a challenging transition, and we will get through. Merry Christmas and prosperous New Year.

*District 5* – Councillor Longmire wished a very Merry Christmas from District 5 to all. Excited about updates on vaccine; the New Year looks different. Shop local and connect with family as best as you can.

*District 6* – Councillor Morrison (*as submitted*)

Community Christmas tree Lighting: Fri Dec 18 6pm, all COVID regulations will be observed. To be held at Cornwallis Community Gardens on Broadway, residential side. Sponsored by Cornwallis Park Community Association, Cornwallis Community Gardens Association, GKR Yard and Garden Landscape Company, Kidz Corner Daycare, and ZURI Inc.

He shared wishes of Christmas joy: 'War is over, over, if you want it war is over now.' Merry Christmas to all

*District 7* – Councillor Hudson wished all happy holiday and safe holiday. Lunns Mill has opened a second location in Bridgetown, at the former end of the line pub, which has been substantially renovated. They will continue to use the Lawrencetown location as main production facility; Bridgetown with food service. They will produce new craft beers in Bridgetown and when there you can view the brewing process from start to finish. Lunns Mill was the former name for the town of Lawrencetown. The Christmas tree at the county office is up and lit, decorated by elementary students. The decorations, all made by the elementary students, are located mostly on the lower half of the tree, and he thanked them for a great job. St James church will offer an outdoor service on Christmas eve at 7pm, observing COVID protocols. The service will be simple, brief, and relaxed for all in attendance. Hot chocolate will be served following the service.

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

Last month, I began by welcoming Councillors and reminding us all that we're in for a steep learning curve. Today I'd like to remind Councillors AND community members that it will take some time for everyone to become informed, and for everyone to row in the same direction. Between now and then, we have a number of information sessions, a feasibility study and whatever else comes our way to learn about, discuss and vote on. As always, your patience will support our collective understanding. In the

meantime, I'm sure Council will do our best to also model this patience and decorum during this time of transition.

This past month has been busy with meetings, but phone calls and email concerning district 8 were as follows:

Our county has been asked by the province to identify Bear River Comfort Station as a priority so we can receive their funding, as two municipalities and the federal government have committed. That letter was sent months ago, and we are still waiting for the province to respond.

Several concerns have been raised about the diminishing opportunities for families to enjoy recreation sites in the western end of the County, with Upper Clements Park and a local business Action Jax closing. This highlights the importance of keeping up sites such as Raven Haven, Delaps Cove trails, and the Picnic Park beside the former Upper Clements Park. Previous Council agreed this site was important to maintain for community use, and I continue to receive calls and email identifying this need.

The new bridge in Bear River on Upper River Road has drawn a lot of attention for two reasons. Firstly, it's built to last: it's an impressive construction for a relatively small bridge, and will certainly be there for years to come. Secondly, it's pretty high! There will be a considerable hill coming off the bridge heading towards Clementsvale Road, and some of the community have expressed concern about this. I'm trying to look at it as something that will withstand the rising tides.

*District 9* – Councillor Sheridan thanked staff, who we recognize with awards for long service today; hard work and dedication deserves recognition. Merry Christmas and Happy New Year to everyone in the county.

*District 10* – Councillor Redden wished Happy Holidays to all and is looking forward to spending his first holidays in the county, and to the return of the sun after the solstice.

*District 11* – Councillor LeBlanc noted most councillors attended on Zoom in December training sessions on municipal finance; Zoom is the way of the future, a way of keeping safe. If moving about, be vigilant and follow rules in order to return to a familiar way of life. She has family here and in Alberta who are not coming home. Different in many ways. Best wishes to all residents in Annapolis County. Be safe and patient - it will come back to familiar ways. Joyeux Noël et bonne année.

## **Business Arising from the Minutes**

Re: Cox & Palmer Law (from 2020-12-08 council)

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, to meet in-camera from 10:36 a.m. until 12:50 p.m. in accordance with Section 22(2)(c) personnel matters and (g) legal advice eligible for solicitor-client privilege of the *Municipal Government Act*. Motion carried unanimously.

The CAO noted it was his duty to explain something to council. It is important for council to understand this completely. The Municipality of the County of Annapolis has not engaged Cox and Palmer in accordance with the MGA. As the firm has not been engaged, any opinions received are the property of the councillors who have engaged Cox Palmer on an individual basis. The Municipality cannot pay Cox Palmer. Personnel matters are discussed in-camera and not in open. The reason for doing so is such matters give rise to an expectation of privacy as set forth in the MGA. Council may choose to proceed with the meeting that is not legitimate and I would be remiss in my duties as a CAO if I did not bring to your attention the question of proceeding with a meeting that is not legitimate, and further that there may not be any protection afforded to individual councillors. The liability insurer the municipality has so explained

that the municipality's insurance policy does not provide coverage for councillors voting at a meeting that is illegal. Madame Clerk, I'd like my comments placed on the official record. Staff can't participate with Cox Palmer giving advice to the municipality when they've been engaged by individuals.

**Amend the Order of the Day**

Deputy Warden Gunn moved, seconded by Councillor Longmire, to add the matter discussed in-camera to the top of New Business. Motion carried unanimously.

**New Business**

Re: Personnel Matter As Discussed In-Camera – The Warden asked if someone would make a motion. The Clerk asked if the meeting was open if staff could come back in.

**Recess**

At 12:52 p.m. – 12:54 p.m.

**New Business (cont'd)**

Re: Personnel Matter as Discussed In-Camera (cont'd)

**MOTION 201215.03 Immediate Termination of CAO John Ferguson**

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, that the employment of Chief Administrative Officer John Ferguson be terminated effective immediately. Motion carried unanimously.

**Lunch**

The Warden declared a lunch break from 12:55 p.m. – 1:26 p.m.

**New Business (cont'd)**

Re: Review of Legal Representation – Warden Parish requested a motion to go in-camera.

**In-camera**

It was moved by Deputy Warden Gunn, seconded by Councillor Barteaux to meet in-camera from 1:27 p.m. until 1:55 p.m., in accordance with Section 22 2 (c) personnel, and (e) contract negotiation, and (g) legal advice eligible for solicitor-client of the *Municipal Government Act*. Motion carried unanimously.

**MOTION 201215.04 Immediate Termination of WB Gillis, Q.C. as Municipal Solicitor**

Councillor Connell moved, seconded by Councillor Barteaux, that W. Bruce Gillis, Q.C. be dismissed immediately as municipal solicitor. Motion carried unanimously.

**MOTION 201215.05 Engage Cox & Palmer Immediately as Interim Municipal Solicitor**

It was moved by Deputy Warden Gunn, seconded by Councillor Longmire, that the municipality appoint Cox & Palmer as interim municipal solicitor including taking over existing litigation files subject to council retaining local counsel for matters of a local nature. Motion carried unanimously.

**Business Arising from the Minutes (cont'd)**

Re: 2020-12-03 Letter from Cox & Palmer Law (from 2020-11-19 council)

**In-camera**

Councillor Connell moved, seconded by Councillor Sheridan, to meet in-camera from 1:59 p.m. until 2:21 p.m. in accordance with Section 22(2)(g) legal advice eligible for solicitor-client privilege of the *Municipal Government Act*. Motion carried unanimously.

**Amend the Order of the Day**

It was moved by Councillor Morrison, seconded by Councillor Barteaux to amend the Order of the Day by adding Appointment of Interim CAO and discuss at this time. Motion carried unanimously.

Re: Appointment of Interim Acting CAO

**MOTION 201215.06 Appoint Deputy CAO Dawn Campbell as Interim Acting CAO**

Councillor Barteaux moved, seconded by Councillor Morrison, that municipal council appoint Deputy CAO Dawn Campbell as Interim Acting CAO. Motion carried unanimously.

**New Business (cont'd)**

Re: Notice of Motion Re: In-camera Portion 2020-11-19 Council – by consensus, this item was moved to January Council.

Re: Long Service Recognition – Acting CAO Campbell, with the assistance of the Deputy Clerk, noted long service achievements of the following Staff:

Nancy Comeau, Assistant Manager of Finance, 10 years

Heather Fox-Perry, Accounts Payable Clerk, 10 years

Wanda Atwell, Records Management Coordinator/Deputy Municipal Clerk, 30 years

And the 2020 retirement of (Robie) Butch Emmet, Custodian, after 30 years of service.

Re: Inglewood Invitation for February Council – The Clerk provided background on being invited by the community of Inglewood to conduct February Council in their community in recognition of Black History Month, a tradition that has taken place for more than 20 years.

**MOTION 201215.07 Inglewood Invitation to Host 2021 February Council**

It was moved by Councillor Connell, seconded by Deputy Warden Gunn, that municipal council to send their thanks and regrets for 2021 due to COVID-18 restrictions, noting that the Warden will continue the practice of proclaiming February as Black History Month in the County of Annapolis. Motion carried unanimously.

Re: Staff Christmas Turkey/Ham and Bonus

The Acting CAO noted the past practice of providing staff with a turkey or ham and small monetary bonus – which is actually a return of premium reductions on EI payments made.

**MOTION 201215.08 Turkey/Ham and Monetary Recognition for Staff at Christmas**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council confirm the practice of providing staff at Christmas with a turkey/ham and small monetary amount in accordance with past practice. Motion carried unanimously.

Re: Heritage Advisory Committee – Councillor Barteaux noted that council had received a request from the Heritage Advisory Committee regarding the cost of sending certificates to Heritage Inventory property owners and has not had a response. Staff will prepare a report.

## **Reports and Recommendations**

Re: Committee of the Whole (2020-12-08)

- ***Fundy Folk Association (Evergreen Theatre) Grant***  
**MOTION 201215.09 Fundy Folk Association (Evergreen Theatre) Grant**  
In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Connell, that municipal council approve a grant in the amount of \$1,829.41 from the Capital Projects Assistance Program, Small Project Matching Grants, to the Fundy Folk Association (Evergreen Theater) to assist with the installation of a heat pump and insulation for the floor and ceiling for the theatre in accordance with AM-1.4.9 Community Grants Policy. Motion carried unanimously.
  
- ***Clarence United Baptist Church Grant Application***  
**MOTION 201215.10 Clarence United Baptist Church Grant Application**  
Deputy Warden Gunn moved, seconded by Councillor Hudson, in accordance with the recommendation of Committee of the Whole, I move that municipal council not approve a grant to the Clarence United Baptist Church to assist with replacing the door sill in accordance with AM-1.4.9 Community Grants Policy, and that they be encouraged to make an application early in the next fiscal year. Motion carried unanimously.
  
- ***Cost of Living Increases for Non-Union Staff***  
**MOTION 201215.11 Cost of Living Increases for Non-Union Staff**  
Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Sheridan, that Municipal Council support a cost of living increase of 2.0% commencing January 1, 2021 for non-unionized staff as previously budgeted. Motion carried unanimously.
  
- ***AM-1.8.1 Travel and Expenses Policy Review***  
**MOTION 201215.12 AM-1.8.1 Travel and Expenses Policy – Re-Adopt**  
Deputy Warden Gunn moved, seconded by Councillor Prout, pursuant to seven-day notice having been given at 2020-12-08 Committee of the Whole, that municipal council re-adopt *AM-1.8.1 Travel and Expenses Policy* by adding a notation that the policy was reviewed on December 15, 2020. Motion carried unanimously.
  
- ***AM-1.8.2 Hospitality Policy Review***  
**MOTION 201215.13 AM-1.8.2 Hospitality Policy Review - Amend**  
In accordance with seven-day notice having been given at 2020-12-08 Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Sheridan, that municipal council re-adopt *AM-1.8.2 Hospitality Policy* by adding a notation that the policy was reviewed on December 15, 2020; and to include that the Audit Committee review the annual summary report by October 31<sup>st</sup> of each year, in accordance with the policy. Motion carried unanimously.
  
- ***Policy AM-1.3.5.1 Audit Committee Policy***  
**MOTION 201215.14 AM-1.3.5.1 Audit Committee Policy – Request to Amend**  
Deputy Warden Gunn moved, seconded by Councillor Longmire, in accordance with the recommendation of Committee of the Whole, that municipal council request that staff amend the AM-1.3.5.1 Audit Committee Policy by including that the Audit Committee review the



annual summary report by October 31<sup>st</sup> of each year, in accordance with AM-1.8.2 Hospitality Policy. Motion carried unanimously.

- ***AM-2.7.1 Occupational Health and Safety Policy***

**MOTION 201215.15 AM-2.7.1 Occupation Health and Safety Policy – Re-Adopt**

Pursuant to seven-day notice having been given at 2020-12-08 Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council re-adopt *AM-2.7.1 Occupational Health and Safety Policy* by adding a notation that the policy was reviewed on December 15, 2020. Motion carried unanimously.

- ***Funding Increase UV Treatment Facility Cornwallis Park Waste Water Treatment Plant***

**MOTION 201215.16 UV Treatment Facility Cornwallis Park Waste Water Additional Funding Allocation**

Deputy Warden Gunn moved, seconded by Councillor Morrison, pursuant to the recommendation of Committee of the Whole, that municipal council approve an additional funding allocation of \$123,453.64 to be funded from the Gas Tax Reserve for the installation of Ultraviolet Wastewater Treatment at the Cornwallis Wastewater Treatment Plant. Motion carried unanimously.

- ***Funding Request Bridgetown Water Utility Rate Study***

**MOTION 201215.17 Bridgetown Water Utility Rate Study**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Redden, that municipal council approve spending \$15,000 from the Bridgetown Water Depreciation Reserve to have G.A. Isenor Consulting Limited prepare and present a 2021/22 to 2023/24 Water Rate Study for the Bridgetown Water Utility. Motion carried unanimously.

- ***Nova Scotia Crime Stoppers Awareness Guide - Purchase Ad***

**MOTION 201215.18 NS Crime Stoppers Awareness Guide – Purchase Ad**

Deputy Warden Gunn moved, seconded by Councillor Longmire, in accordance with the recommendation of Committee of the Whole, that municipal council purchase a 1/10 page colour ad in the upcoming Crime Stoppers Awareness Guide at a cost of \$310 (tax included). Motion carried unanimously.

- ***Bridgetown Community Rate***

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council request the CAO to provide a detailed report on the Bridgetown Community Rate to February Committee of the Whole, to include: background information; a list of the expenses paid from the tax revenue generated from the rates during the fiscal year ending March 31, 2020 and the cost associated with each expense; information on when these rates will cease; and a breakdown of total expenses.

Councillor Longmire moved, seconded by Councillor Prout, to amend the motion by adding ‘if possible’ after Committee of the Whole. Motion carried unanimously.

The Question was called on the motion as amended to read:

**MOTION 201215.19 Bridgetown Community Rate – Report for February COTW**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council request the CAO to provide (if possible) a detailed report on the Bridgetown Community Rate to February Committee of the Whole, if possible, to include: background information; a list of the expenses paid from the tax revenue generated from the rates during the fiscal year ending March 31, 2020 and the cost associated with each expense; information on when these rates will cease; and a breakdown of total expenses. Motion carried unanimously.

- ***Update on Margaretsville Water Supply***

**MOTION 201215.20 Margaretsville Water Supply Status Report to February COTW**

Deputy Warden Gunn moved, seconded by Councillor Connell, pursuant to the recommendation of Committee of the Whole, that municipal council request the CAO to provide a status report to February Committee of the Whole, on the Margaretsville Water Supply including the cost of trucking water this summer. For February COTW. Motion carried unanimously.

- ***Hillside Drive Water Main Replacement Project***

**MOTION 201215.21 Hillside Drive Water Main Replacement Project – Proceed with Tender**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council direct staff to proceed with tendering the Hillside Drive Water Main Replacement Project. Motion carried unanimously.

Re: Committee of the Whole (2020-12-08)

- **Thanks to Citizens of County of Annapolis During COVID**

**MOTION 201215.22 Thanks to Citizens and Staff of County of Annapolis During COVID**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Morrison, that municipal council thank the citizens of the County of Annapolis for their positive spirit and determination in the face of the challenges presented by the COVID-19 virus, and that County staff be especially commended for their devotion to duty during all challenges. Motion carried unanimously.

- **Election Workshop.**

**MOTION 201215.23 Election Workshop**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, in accordance with the recommendation of Committee of the Whole, that municipal council conduct a workshop on municipal elections. Motion carried unanimously.

- **Meeting Venues**

**MOTION 201215.24 Meeting Venues Until Council Chambers Retrofit Complete**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Sheridan, that municipal council request staff to look into holding meetings at different venues until Council Chambers are available for Council to meet. Motion carried unanimously.

- **McGinty Road and Easy Street – Letter to TIR and NSPI**

**MOTION 201215.25 McGinty Road and Easy Street – Letter to TIR and NSPI**

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, pursuant to the recommendation of Committee of the Whole, that municipal council send a letter to Transportation and Infrastructure Renewal and Nova Scotia Power about the safety issue on McGinty Road East Torbrook and Easy Street Meadowvale requesting the ditches be cleared to provide safety during the winter months for driving and walking. Motion carried unanimously.

- **Belle Drive Signage**

**MOTION 201215.26 Belle Drive Signage – Staff to Install**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor LeBlanc, that municipal council instruct staff to install a *Cul-de-Sac* or *Dead End* sign at the beginning of Belle Drive, Meadowvale. Motion carried unanimously.

- **Belle Drive LED Streetlight**

**MOTION 201215.27 Belle Drive LED Streetlight – Staff to Report to January COTW**

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, in accordance with the recommendation of Committee of the Whole, that municipal council instruct staff to investigate if a street light is missing on Belle Drive, Meadowvale, the cost to install or replace, and report to January Committee of the Whole. Motion carried unanimously.

- **FCM Universal Broadband Fund**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council direct the CAO to investigate the potential of securing funding for our current internet project under the federal government's new Universal Broadband Fund, provide a report on his findings at January 2021 Committee of the Whole meeting, and that his investigation include the possibility of additional funding to expand our current project.

Councillor Hudson moved, seconded by Councillor Barteaux, to amend the motion by changing it from January COTW to "March COTW or as soon as possible". Motion carried unanimously.

The Question was called on the motion as amended to read:

**MOTION 201215.28 FCM Universal Broadband Fund – Report for March COTW**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council direct the CAO to investigate the potential of securing funding for our current internet project under the federal government's new Universal Broadband Fund, provide a report on his findings at March Committee of the Whole meeting or as soon as possible, and that his investigation include the possibility of additional funding to expand our current project. Motion carried unanimously.

- **Department of Municipal Affairs and Housing Training**

**MOTION 201215.29 Dept Municipal Affairs and Housing – Request Training re In-Camera**

Deputy Warden Gunn moved, seconded by Councillor Redden, pursuant to the recommendation of Committee of the Whole, that municipal council invite Municipal Affairs

and Housing to provide training to municipal council on in-camera matters. Motion carried unanimously.

- **Schell Zoning Application**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Longmire, move that municipal council reject the current Schell Zoning application due to long delays caused by COVID-19.

Councillor Longmire indicated she had received correspondence from Mrs. Schell and would like to read it for the record.

**Point of Order**

Regarding communication received from the applicant – should it be addressed to the county and is it out of process? The Warden permitted it.

Councillor Longmire read a letter from Mrs. Schell noting her disappointment over the proposed rejection of her zoning application and asking that council reject the motion in order to move to the final hearing phase.

It was moved by Councillor Connell, seconded by Councillor Longmire, to table the matter until council gets more information. Motion carried, 9 in favour, 2 against.

**MOTION 201215.30 Information Re Schell LUB Zoning Amendment Application**

Councillor Connell moved, seconded by Councillor Barteaux, that staff provide councillors with the information from the public meetings held regarding the Schell LUB Zoning Amendment Application. Motion carried unanimously.

- **Waste Transfer Station Expenditures**

**MOTION 201215.31 Waste Transfer Station Expenditures - Suspend**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, in accordance with the recommendation of Committee of the Whole, that municipal council suspend any monies that would affect the go forward, over and above what is required to maintain required operations, including hiring and capital expenditures at the facility, until council has a workshop on it, and to only continue the operations of the sorting plant as it operates today, and if any unforeseen circumstances arise that the CAO can bring it to Council. Motion carried unanimously.

- **2020-2021 Tax Sale Procedure**

**MOTION 201215.32 2020-2021 Tax Sale Procedure – By Tender**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gun moved, seconded by Councillor Prout, that municipal council proceed with the 2020-2021 tax sale by calling tenders rather than by public auction. Motion carried unanimously.

- **Quarterly Financial Reports – Balance Sheet**

**MOTION 201215.33 Quarterly Financial Reports – Balance Sheet Requested**

Deputy Warden Gunn moved, seconded by Councillor Hudson, pursuant to the recommendation of Committee of the Whole, that municipal council request the CAO provide balance sheet information (Statement of Financial Position) on the municipality’s operating entities to council on a quarterly basis; this report is to accompany the quarterly statement of

financial activities reports that are presently being presented to council. Motion carried unanimously.

- **Suspend All Hiring**

**MOTION 201215.34 Suspend All Hiring**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Connell, that municipal council direct that all job hirings be suspended until further time due to our unknown financial situation and then resume when council deems it appropriate. Motion carried unanimously.

- **Media Hire**

**MOTION 201215.35 Media Hire – Not to Hire or Extend Contract**

It was moved by Councillor Sheridan, seconded by Councillor Longmire, that the Acting CAO not hire a media person or extend the contract at this time. Motion carried, 10 in favour, 1 against.

- **Maternity Leave Posting**

Councillor LeBlanc moved, seconded by Councillor Barteaux, to proceed with hiring a maternity/paternity leave position in Lawrencetown.

It was moved by Councillor Morrison, seconded by Councillor Longmire, to amend the motion by adding ‘paternity’ after maternity. Motion carried unanimously.

The Question was called on the motion as amended to read:

**MOTION 201215.36 Maternity/Paternity Leave Posting – Proceed**

Councillor LeBlanc moved, seconded by Councillor Barteaux, that the Acting CAO proceed with hiring a maternity/paternity leave position in Lawrencetown. Motion carried unanimously. .

- **Waste Transfer Station Personnel**

**MOTION 201215.37 Waste Transfer Station Personnel – Extend Contracts**

It was moved by Councillor Connell, seconded by Councillor Barteaux, that the Acting CAO extend the contract for personnel at the Waste Transfer Station until May, 2021. Motion carried unanimously.

- **Gordonstoun Project Documentation**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, in accordance with the recommendation of Committee of the Whole, that municipal council request the CAO provide all documents in the County’s possession, including emails, deeds to properties, correspondences with EA Farren Ltd, any personal involvements with Mr. E.A. Farren, intellectual property purchases, franchise documentation, agreements, contracts, electronic files, history of investors, expenses accrued to date with attempts to secure investors, and an up-to-date inventory, to the Clerk for circulation to councillors for review.

it was moved by Councillor Connell, seconded by Councillor Sheridan, to amend the motion by adding ‘and that staff update the status at January Council’. Motion carried unanimously.

The Question was called on the motion as amended to read

**MOTION 201215.38 Gordonstoun Project Documentation – CAO to Provide**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, in accordance with the recommendation of Committee of the Whole, that municipal council request the CAO provide all documents in the County's possession, including emails, deeds to properties, correspondences with EA Farren Ltd, any personal involvements with Mr. E.A. Farren, intellectual property purchases, franchise documentation, agreements, contracts, electronic files, history of investors, expenses accrued to date with attempts to secure investors, and an up-to-date inventory, to the Clerk for circulation to councillors for review; 'and that staff update the status at January Council. Motion carried unanimously.

- **Waste Transfer Station Documentation**

**MOTION 201215.39 Waste Transfer Station Documentation – CAO to Provide**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Barteaux, move that municipal council request the CAO to provide all documents inclusive of contracts, agreements, agreements with Mr. Albert Rice, and land deeds regarding the waste transfer station. Motion carried unanimously.

**Recess**

A brief recess was held from 4:31 p.m. – 4:44 p.m.

- **Britex Property to Tax Sale**

**MOTION 201215.40 Britex Property – Add to 2020-21 Tax Sale List If Possible**

Deputy Warden Gunn, seconded by Councillor Sheridan, pursuant to the recommendation of Committee of the Whole, that municipal council list the Britex property in the tender for tax sale this year, if possible. Motion lost 1 in favour, 10 against.

**MOTION 201215.41 USD Administrator to Present Options on Britex Building at January COTW**

It was moved by Councillor Sheridan, seconded by Councillor Longmire, to request the Administrator of Unsightly or Dangerous Properties to provide more information at January Committee of the Whole on the options available for the Britex building. Motion carried unanimously.

- **Queen Street Design**

**MOTION 201215.42 Queen Street Design Report to January COTW**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Hudson, that municipal council direct the CAO to arrange for a report on the Queen Street Design at January Committee of the Whole. Motion carried unanimously.

- **Audit Committee**

**MOTION 201215.43 Citizen Appointment Audit Committee**

Deputy Warden Gunn moved, seconded by Councillor Sheridan, in accordance with the recommendation of Committee of the Whole, that municipal council appoint Peter Nugent as the citizen member of the Audit Committee for a one-year term ending November 30, 2021. Motion carried unanimously.

- **Bridgetown Area Advisory Committee**

**MOTION 201215.44 Citizen Appointments Bridgetown AAC**

Pursuant to the recommendation of Committee of the Whole, it was moved by Deputy Warden Gunn, seconded by Councillor Connell, that municipal council appoint Brandon Lake and Steve Campbell as citizen members of the Bridgetown Area Advisory Committee (satisfying Section 29(c) of the policy) for a two-year term ending November 30, 2022. Motion carried unanimously.

- **Bridgetown Area Advisory Committee - Waive Restriction**

**MOTION 201215.45 Citizen Appointment Bridgetown AAC – Waive Restriction**

Deputy Warden Gunn moved, seconded by Councillor Hudson, pursuant to the recommendation of Committee of the Whole, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint Grant Wright as a citizen member of the Bridgetown Area Advisory Committee (satisfying Section 29(d) of the policy) for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Bridgetown Source Water Protection Advisory Committee – Waive Restriction**

**MOTION 201215.46 Citizen Appointments Bridgetown Source Water Protection AC – Waive Restriction**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, second by Councillor Leblanc, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint Horace Hurlburt as a citizen member of the Bridgetown Source Water Protection Advisory Committee (satisfying Section 28(c) of the policy) for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Cornwallis Park Area Advisory Committee**

**MOTION 201215.47 Citizen Appointments Cornwallis Park AAC**

Deputy Warden Gunn moved, seconded by Councillor Morrison, in accordance with the recommendation of Committee of the Whole, that municipal council appoint John (Chuck) Ryan as a citizen member of the Cornwallis Park Area Advisory Committee (satisfying Section 29(c) of the policy) for a two-year term ending November 30, 2022. Motion carried unanimously.

- **East End Area Advisory Committee**

**MOTION 201215.48 Citizen Appointment East End AAC**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Sheridan, that municipal council appoint Douglas Patterson as citizen member of the East End Area Advisory Committee for a second two-year term ending November 30, 2022. Motion carried unanimously.

- **East End Area Advisory Committee- Waive Restriction**

**MOTION 201215.49 Citizen Appointment East End AAC – Waive Restriction**

Deputy Warden Gunn moved, seconded by Councillor LeBlanc, pursuant to the recommendation of Committee of the Whole, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint Glen Goodall as a citizen member of the East End Area Advisory Committee for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Heritage Advisory Committee – Waive Restriction**

**MOTION 201215.50 Citizen Appointments Heritage AC – Waive Restrictions**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint Avery Jackson and Anne Crossman as citizen members of the Heritage Advisory Committee for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Lake Cady Source Water Protection Advisory Committee - Waive Restriction**

**MOTION 201215.51 Citizen Appointments Lake Cady Water Protection AC – Waive Restriction**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, in accordance with the recommendation of Committee of the Whole, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint James Cress and Lloyd Wallis as citizen members of the Lake Cady Source Water Protection Advisory Committee (satisfying Section 28(d) of the policy) for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Lake Cady Water Supply Area Advisory Committee – Waive Restriction 29(d)**

**MOTION 201215.52 Citizen Appointment Lake Cady Water Supply AAC – Waive Restriction 29(d)**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Barteaux, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint James Cress as a citizen member of the Lake Cady Water Supply Area Advisory Committee (satisfying Section 29(d) of the policy), for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Lake Cady Water Supply Area Advisory Committee – Waive Restriction 29(e)**

**MOTION 201215.53 Citizen Appointment Lake Cady Water Supply AAC – Waive Restriction 29(e)**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, pursuant to the recommendation of Committee of the Whole, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint Lloyd Wallis as a citizen member of the Lake Cady Water Supply Area Advisory Committee (satisfying Section 29(e) of the policy), for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Lawrencetown Water Supply Area Advisory Committee – Waive Restriction**

**MOTION 201215.54 Citizen Appointments Lawrencetown Water Supply AAC – Waive Restriction**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Redden, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint Lynette Gilks and Philip Milo as citizen members of the Lawrencetown Water Supply Area Advisory Committee for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Margaretsville Source Water Protection Advisory Committee – Waive Restriction**



**MOTION 201215.55 Citizen Appointment Margaretsville Source Water Protection AC Waive Restriction**

Deputy Warden Gunn moved, seconded by Councillor Connell, in accordance with the recommendation of Committee of the Whole, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint William Street as a citizen member of the Margaretsville Source Water Protection Advisory Committee (satisfying Section 28 (d) of the policy) for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Margaretsville Water Supply Area Advisory Committee – Waive Restriction**

**MOTION 201215.56 Citizen Appointment Margaretsville Water Supply AAC Waive Restriction**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Connell, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint William Street as a citizen member of the Margaretsville Water Supply Area Advisory Committee (satisfying Section 29(c) of the policy) for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Planning Advisory Committee**

**MOTION 201215.57 Citizen Appointments Planning Advisory Committee**

Deputy Warden Gunn moved, seconded by Councillor Redden, pursuant to the recommendation of Committee of the Whole, that municipal council appoint James Stronach, Carolyn Hubble, and Rachel Humphreys as citizen members of the Planning Advisory Committee for a two-year term ending November 30, 2022. Motion carried unanimously.

- **Police Advisory Board**

**MOTION 201215.58 Citizen Appointments Police Advisory Board**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Connell, that municipal council appoint Dane Berringer and Douglas S. Schofield as citizen members of the Police Advisory Board for a two-year term ending November 30, 2022, subject to an interview conducted by the Nominating Committee pursuant to §82(1)(c) of the Police Regulations made under the *Police Act*. Motion carried unanimously.

- **Upper Clements Area Advisory Committee – Waive Restriction**

**MOTION 201215.59 Citizen Appointments Upper Clements AAC - Waive Restriction**

Deputy Warden Gunn moved, seconded by Councillor Morrison, in accordance with the recommendation of Committee of the Whole, that municipal council waive by resolution the restriction regarding consecutive appointments, and appoint Ian Davidson and Martin-Henri Villeneuve as citizen members of the Upper Clements Area Advisory Committee for an additional two-year term ending November 30, 2022. Motion carried unanimously.

- **Upper Clements Area Advisory Committee**

**MOTION 201215.60 Citizen Appointments Upper Clements AAC**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, second by Councillor Morrison, that municipal council appoint Don Moar and Kenneth Knox as citizen members of the Upper Clements Area Advisory Committee for a two-year term ending November 30, 2022. Motion carried unanimously.

• **Habitation Community Area Advisory Committee**

**MOTION 201215.61 Habitation Community Area Advisory Committee**

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, in accordance with the recommendation of the Nominating Committee, that municipal council appoint Andi Rierden, Carl DeNuke, Susan Tooke, Ryan Schaffrick, and Wayne Currie, as citizen members of the Habitation Community Area Advisory Committee, for a second two-year term ending November 30, 2022. Motion carried unanimously.

• **Councillor Appointments**

**MOTION 201215.62 Councillor Appointments to November 30, 2022**

Deputy Warden Gunn moved, seconded by Councillor Sheridan, pursuant to the recommendation of Committee of the Whole, that municipal council approve the 2020-2022 Councillor Appointments as detailed in the following list for a two-year term ending November 30, 2022. Motion carried unanimously.

<p style="text-align: center;"><b><u>Prout – District 1</u></b></p> <ul style="list-style-type: none"> <li>• Forestry Advisory Committee</li> <li>• (Adhoc) Glyphosate Advisory Committee</li> <li>• (Adhoc) Physician Recruitment &amp; Retention Strategy Committee</li> <li>• <i>Trans County Transportation Society</i></li> </ul>	<p style="text-align: center;"><b><u>Connell – District 2</u></b></p> <ul style="list-style-type: none"> <li>• Fences Arbitration Committee</li> <li>• Police Advisory Board</li> <li>• (Adhoc) Glyphosate Advisory Committee</li> <li>• <i>Valley Region Solid Waste-Resource Management Authority</i></li> </ul>
<p style="text-align: center;"><b><u>Parish – District 3</u></b></p> <ul style="list-style-type: none"> <li>• Economic Development Committee</li> </ul>	<p style="text-align: center;"><b><u>Barteaux – District 4</u></b></p> <ul style="list-style-type: none"> <li>• Economic Development Committee</li> <li>• Forestry Advisory Committee</li> <li>• Heritage Advisory Committee</li> <li>• (Adhoc) Glyphosate Advisory Committee</li> </ul>
<p style="text-align: center;"><b><u>Longmire – District 5</u></b></p> <ul style="list-style-type: none"> <li>• (Adhoc) Cornwallis Park &amp; Area Asset Review Committee</li> <li>• (Adhoc) Physician Recruitment &amp; Retention Strategy Committee</li> <li>• <i>REMO Advisory Committee (Warden’s designate)</i></li> </ul>	<p style="text-align: center;"><b><u>Morrison – District 6</u></b></p> <ul style="list-style-type: none"> <li>• (Adhoc) Cornwallis Park &amp; Area Asset Review Committee</li> <li>• (Adhoc) Physician Recruitment &amp; Retention Strategy Committee</li> <li>• <i>Annapolis Valley Regional Library Board</i></li> <li>• <i>REMO Advisory Committee</i></li> </ul>
<p style="text-align: center;"><b><u>Hudson– District 7</u></b></p> <ul style="list-style-type: none"> <li>• Fire Services Committee</li> <li>• Forestry Advisory Committee</li> <li>• <i>Annapolis Partnership Steering Committee</i></li> </ul>	<p style="text-align: center;"><b><u>Gunn- District 8</u></b></p> <ul style="list-style-type: none"> <li>• Forestry Advisory Committee</li> <li>• (Adhoc) Glyphosate Advisory Committee</li> <li>• <i>Annapolis Partnership Steering Committee (alternate)</i></li> <li>• <i>Southwest Nova Biosphere Reserve Association</i></li> <li>• <i>Valley Region Solid Waste-Resource Management Authority (alternate)</i></li> </ul>
<p style="text-align: center;"><b><u>Sheridan – District 9</u></b></p> <ul style="list-style-type: none"> <li>• Economic Development Committee</li> <li>• Heritage Advisory Committee</li> <li>• <i>Soldiers Memorial Hospital Foundation</i></li> </ul>	<p style="text-align: center;"><b><u>Redden – District 10</u></b></p> <ul style="list-style-type: none"> <li>• Economic Development Committee</li> <li>• Fences Arbitration Committee (alternate)</li> <li>• Fire Services Committee</li> <li>• (Adhoc) Cornwallis Park &amp; Area Asset Review Committee</li> <li>• <i>Annapolis Valley Exhibition Society (liaison)</i></li> </ul>
<p style="text-align: center;"><b><u>LeBlanc – District 11</u></b></p> <ul style="list-style-type: none"> <li>• Heritage Advisory Committee</li> <li>• Police Advisory Board</li> <li>• (Adhoc) Physician Recruitment &amp; Retention Strategy Committee</li> <li>• <i>Kings Transit Authority (liaison)</i></li> </ul>	

- **(Adhoc) Strategic Planning Committee - Dissolve**

**MOTION 201215.63 Adhoc Strategic Planning Committee - Dissolve**

In accordance with the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Connell, that municipal council dissolve the adhoc Strategic Planning Committee. Motion carried unanimously.

- **Re-Advertise to Fill Citizen Vacancies on the Granville Ferry Source Water Protection Advisory Committee and Cornwallis Park Area Advisory Committee**

**MOTION 201215.64 Re-Advertise for Citizen Vacancies on Granville Ferry Source Water Protection AC and Cornwallis Park AAC**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, in accordance with the recommendation of Committee of the Whole, that municipal council re-advertise to fill citizen vacancies on the Granville Ferry Source Water Protection Advisory Committee and the Cornwallis Park Area Advisory Committee, and that January 29<sup>th</sup>, 2021, be the deadline to receive applications. Motion carried unanimously.

- **Dates for Workshops**

**MOTION 201215.65 Dates Set for Workshops - Valley Waste, Mainland Litigation, and Gordonstoun**

Pursuant to the recommendation of Committee of the Whole, Deputy Warden Gunn moved, seconded by Councillor Sheridan that municipal council direct the Office of CAO to arrange for the following Workshops: *Valley Waste*, including a report from the solicitor relating to the transfer station to be held January 26<sup>th</sup>; *Mainland Telecom Litigation* to be held February 2<sup>nd</sup>; and *Gordonstoun* to be held February 5<sup>th</sup>, and that all workshops start at 10:00 am. Motion carried unanimously. Location TBA.

Re: Report from Bruce Gillis regarding Karsdale Property – The Solicitor circulated his letter to Mr. Claussing and Mr. Bent, noting no response has been received.

It was moved by Councillor Connell, seconded by Councillor Barteaux, to receive for information. Motion carried unanimously.

Re: Adhoc Strategic Planning Committee – Amend Policy if/as Required

**MOTION 201215.66 Adhoc Strategic Planning Committee – Amend Policy if/as Required**

It was moved by Councillor Redden, seconded by Councillor Sheridan, that staff make the appropriate amendment(s) to any pertinent policy regarding the dissolution of the Adhoc Strategic Planning Committee. Motion carried unanimously.

## **Correspondence**

Re: 2020-10-13 Lunn’s Mill Beer Company Ltd – requesting a letter confirming to submit to NSLC with their application to establish a second micro-brewery at 73 Queen Street, Bridgetown.

**MOTION 201215.67 Lunn’s Mill Beer Company – Send Letter of Support for Second Microbrewery in Bridgetown**

Deputy Warden Gunn moved, seconded by Councillor Sheridan, to refer the request to staff to provide a response. Motion carried unanimously.

Re: 2020-11-20 Zuri – providing required notice that Zuri Inc. was issued a license by Health Canada in accordance with the Cannabis Regulations for its licensed site in Clementsport, NS.

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, to receive for information. Motion carried unanimously.

Re: 2020-11-22 EA Farren Limited – regarding any attempt by the County of Annapolis to interfere with or delay the Gordonstoun Nova Scotia project.

**MOTION 201215.68 2020-11-22 EA Farren Letter – Refer to Legal**

It was moved by Councillor Sheridan, seconded by Deputy Warden Gunn, to refer the 2020-11-22 EA Farren Limited letter to legal counsel for advice on a response. Motion carried unanimously.

Re: 2020-11-25 J Ferguson to Warden Parish – regarding the Warden’s request for access to documents. Councillor Connell moved, seconded by Deputy Warden Gunn, to receive for information. Motion carried unanimously.

Re: 2020-12-01 EA Farren Limited – requesting to address council regarding the Gordonstoun Nova Scotia project.

It was moved by Councillor Connell, seconded by Councillor Longmire, to receive for information.

Councillor Morrison moved, seconded by Deputy Warden Gunn, to amend the motion to add ‘and reply to say we have received his letters dated 2020-11-22 and 2020-12-01 which are under consideration by counsel, and that arrangements for a presentation would be considered at a later date’. Motion carried unanimously.

The Question was called on the motion as amended to read:

**MOTION 201215.69 EA Farren Letters – Send Response**

It was moved by Councillor Connell, seconded by Councillor Longmire, to receive for information and reply to say we have received his letters dated 2020-11-22 and 2020-12-01 which are under consideration by counsel, and that arrangements for a presentation would be considered at a later date. Motion carried unanimously.

Re: 2020-12-06 Sheralyn Bishop (email) – regarding her support for the Gordonstoun Nova Scotia project moving ahead.

Deputy Warden Gunn moved, seconded by Councillor Barteaux, to receive for information

It was moved by Councillor Morrison, second by Councillor Redden, to amend the motion by adding ‘and to include this letter in the Gordonstoun project documentation package being prepared by staff’. Motion carried unanimously.

**MOTION 201215.70 2020-12-06 S Bishop Email – Include in Gordonstoun Information Package**

Deputy Warden Gunn moved, seconded by Councillor Barteaux, to receive for information and to include this letter in the Gordonstoun project documentation package being prepared by staff. Motion carried unanimously.

Re: 2020-12-14 Email from Linda Hulme Leahy – expressing concerns over lack of declared interest by the Warden regarding matters dealing with the Gordonstoun Nova Scotia project.

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, to receive for information. Councillor Morrison moved, seconded by Councillor LeBlanc, to amend the motion by adding ‘and

include in the Gordonstoun documentation package being prepared by staff.’ Motion carried unanimously.

The Question was called on the motion as amended to read:

**MOTION 201215.71 2020-12-14 L Leahy Email – Include in Gordonstoun Information Package**

It was moved by Deputy Warden Gunn, seconded by Councillor Connell, to receive for information and include in the Gordonstoun documentation package being prepared by staff. Motion carried unanimously.

**Adjournment**

Upon motion of Councillors Connell and Sheridan, the meeting adjourned at 5:36 p.m.

**Warden**

**Municipal Clerk**

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**Direction of the Minister**  
**under a Declared State of Emergency**  
(Section 14 of the *Emergency Management Act*)  
20-008

Under my authority in Section 14 of the Emergency Management Act, I order that this Direction (20-008) repeal and replace the Direction regarding municipal meetings issued on March 22, 2020.

During the Provincial State of Emergency declared on March 22, 2020, and under the authority provided to me in Section 14 of the Emergency Management Act, in addition to any other directives I have issued and not repealed or otherwise terminated, I direct that all municipalities and villages in the Province:

1. **Effective at 8am on July 29, 2020**, may hold meetings exclusively in person if all the following conditions are met:

i) the total number of persons present does not exceed a gathering limitation imposed in a *Health Protection Act* order;

ii) all physical distancing requirements or other requirements imposed in a *Health Protection Act* order are met.

2. If the conditions set out in (1) cannot be met, the municipality or village must not hold meetings exclusively in person and must instead hold the meeting partly or wholly as a virtual meeting by video or telephone, and ensure that all of the following conditions are met:

i) the total number of persons present for any in person portion of the meeting does not exceed a gathering limitation imposed in a *Health Protection Act* order; and

ii) for any in person portion of the meeting, all physical distancing requirements or other requirements imposed in a *Health Protection Act* order are met.

For clarity, this direction does not apply to statutorily required meetings of electors for a village commission which are covered under Direction 20-007 issued on May 20, 2020.

Despite this direction, municipalities and villages are still authorized to continue making other operational decisions especially those required for service delivery.

Please note that these directions are in addition to any requirements established in a Medical Officer's order under the *Health Protection Act*.

**A failure to comply with this direction could result in a summary conviction with fines between \$500 to \$10,000 for individuals and up to \$100,000 for a corporation per incident.**

This direction will remain in place for the duration of the Provincial State of Emergency unless it is terminated in writing by me earlier.

Dated July 29, 2020.

**Original signed by**

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Hon. Chuck Porter  
Minister of Municipal Affairs and Housing