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MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

COMMITTEE OF THE WHOLE AGENDA

Tuesday, April 14, 2026

10:00 a.m.



PAGES	1.	ROLL CALL
	2.	PRESENTATION (11:00 a.m.)
3-16	2.1	Tidal Transit
	3.	DISCLOSURE OF INTEREST
	4.	APPROVAL OF AGENDA
	5.	APPROVAL OF MINUTES
17-20	5.1	2026-03-10 Regular COTW
	6.	CORRESPONDENCE
21-24	6.1	2026-03-11 Correspondence from T. Pretzlaw
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90-109	7.8	SR2026-45 Plan for Future Use of Municipal Lands
110-111	7.9	SR2026-46 Property Tax Write-off
112-114	7.10	SR2026-47 Capital Budget Increases
115-116	7.11	SR2026-48 Municipal Wildfire Prevention Grant
117-119	7.12	SR2026-49 Disbursement of Crouse and Willet Trust Interest
	8.	NEW BUSINESS
	8.1	June Dates for COTW and Municipal Council Discussion
	9.	IN-CAMERA
	9.1	In accordance with Section 22(2)(b) of the <i>Municipal Government Act</i> (setting a minimum price to be accepted by the municipality at a tax sale)
	9.2	In accordance with Section 22(2)(a) of the <i>Municipal Government Act</i> (acquisition, sale, lease and security of municipal property)
	9.3	In accordance with Section 22(2)(a) of the <i>Municipal Government Act</i> (acquisition, sale, lease and security of municipal property)
	10.	ADJOURNMENT

TIDAL TRANSIT

Who am I?

Meg Hodges, General Manager

Experience:

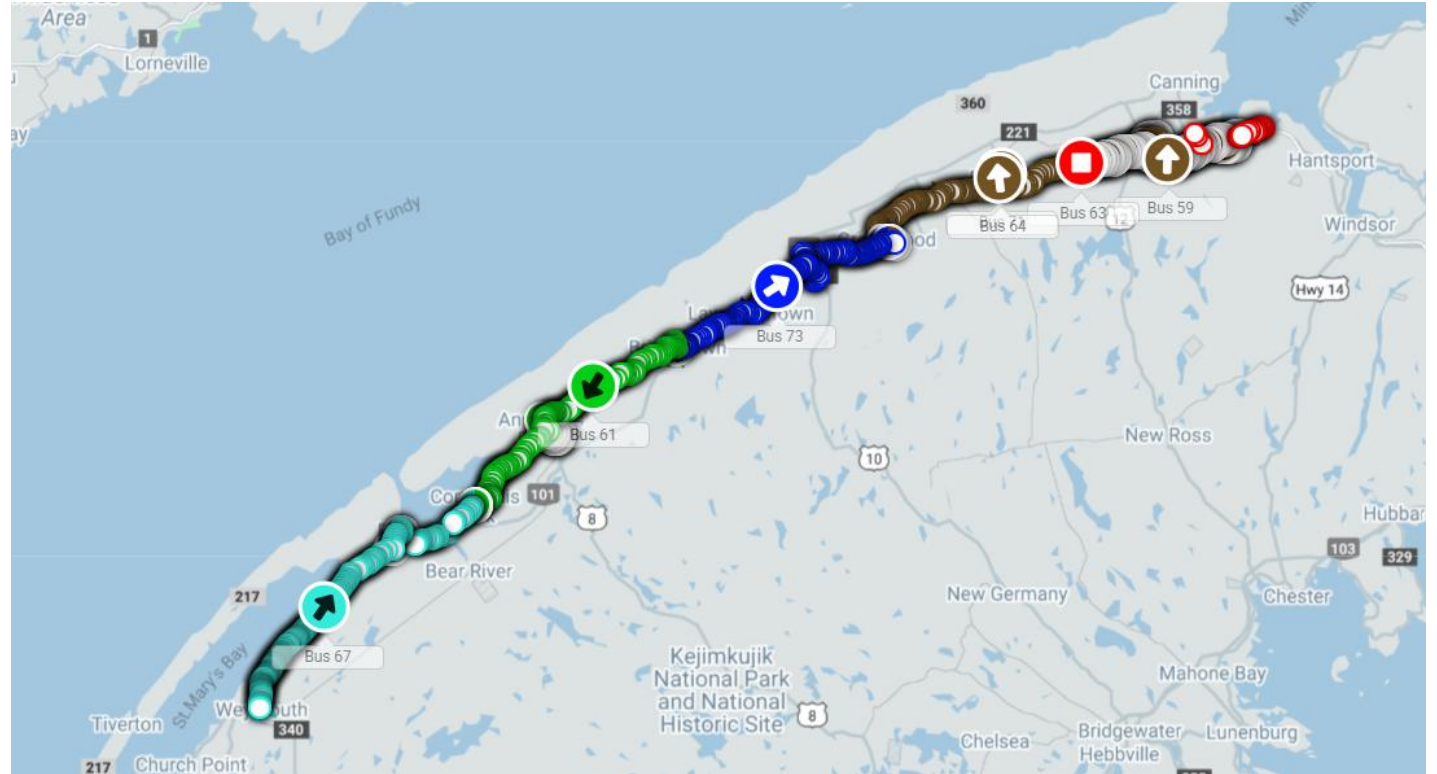
- University of Guelph – BA Environmental Management (2010)
- Acadia University – BA Politics and Business (2021)
- Kings County Municipal Councillor (2016 – 2020)
- Kings Transit Board Member and Chair (2016 – 2020)
- Operations Manager @ Eos Natural Foods (2020 – 2023)
- Manager of Partnerships and Public Engagement @ AREA (2023-24)
- Executive Director of the Kentville Business Community (2024-25)

Who are we?

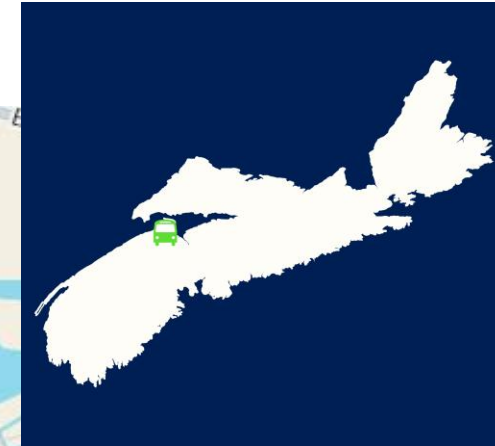
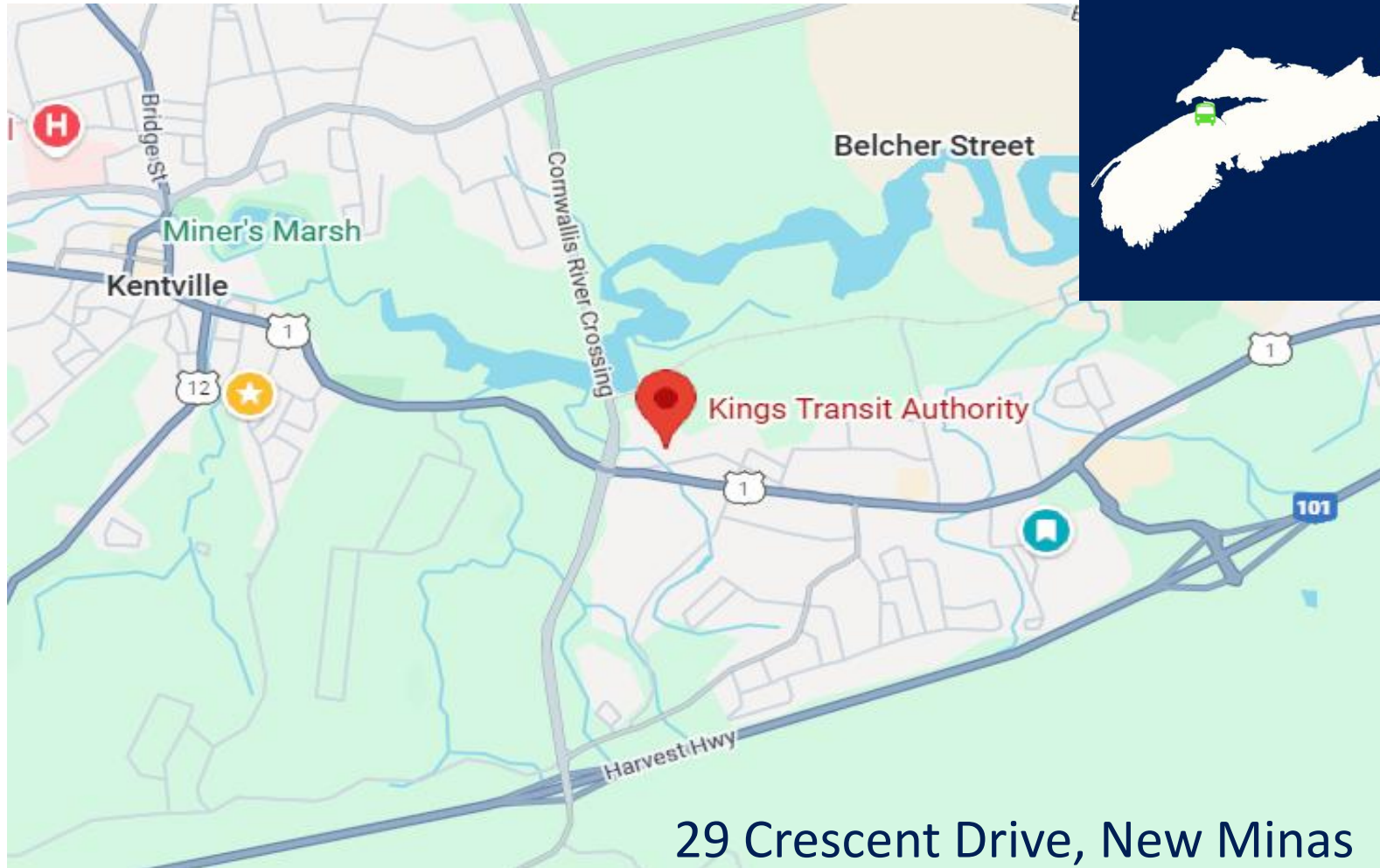
- Founded in 1978 as a community pilot project between the towns of Wolfville and Kentville
- Became a municipal corporation in 1981
- Grown in a piecemeal fashion over almost 50-year history, but times are changing!
- New governance structure adopted June 23rd, 2025 – now owned by the Counties of Kings, Annapolis, Digby, and Towns of Berwick, Kentville, Middelton, and Wolfville.

Where do we serve?

- 5 fixed routes from Grand Pre to Weymouth
- 6 buses operated daily
- 5 full time mechanics
- 8 administrative staff
- 30+ bus drivers



Where are we?



What are we working on?

- New Name And Logo
- New Buses
- New Bus Stop Signage and Shelters
- Accessibility and Communications
- Improved Bus Tracking App
- Redesigned Schedule

New Name and Logo

- In the spring of 2025, the Kings Transit brand received an overall facelift.
 - New logo design, new standardized brand colours, clear and defined brand voice
- In September 2025, the Kings Transit Board of Directors approved changing the organizations name to **Tidal Transit Authority**
 - Many names were identified during public engagement sessions between 2022-2023, but Tidal Transit was most representative of all the communities we serve
- Focus on better online communication– image ID’s, plain language, low barrier visuals
- New logo under development



Be Seen in the Dark



Bikes on the Bus



Service Notice



Flag the Bus



Mobility Devices on the Bus



📍 Bus Stop Relocation



Kentville



Follow the Bus on Bluesky



How Are We Doing?



New Buses

- \$11.6 M in federal, provincial, and municipal funding to purchase hybrid buses
 - Scope change approved in December 2025 buy hybrid electric instead of battery electric
 - Will take at least two years for new buses to arrive
- Hybrid buses are so cool!
 - No plugging in, they charge themselves through regenerative braking!
 - Geofencing allows for electric only buffers in densely populated areas (ie. downtowns)
- Current fleet is very old
 - Some buses from Halifax transit are over 20 years old with more than 2 million kms
 - Typically have 13 buses in the fleet for spare capacity and repairs, right now there are only 9
 - TTA reduced service in September to stabilize the fleet and reduce constant breakdowns
 - Refurbishment complete on 2 of 6 “new” used buses

Bus Stop Signage and Shelters

- Received \$1 million in 2022/23 to install shelters and bus signs across system
 - Less than 50% of bus stops have signage in the western half of the system
 - Shelter locations being evaluated by staff
- June 2026, opening a heated transfer station in Cornwallis Park. Currently, two buses meet on the side of the highway
 - No washrooms for drivers
 - No shelter for passengers
- Lease agreement for 60-months includes utilities, accessible washrooms, interior and exterior maintenance, etc.



Accessibility and Communications

- Automatic voice announcement (AVA) System
- Better online communication – image ID's, plain language, low barrier visuals
- Free period products for passengers in our washrooms and onboard buses
- Free wifi on vehicles
- Digital tickets and passes available to purchase on HotSpot Parking App (also available on Apple and Google Stores)

Bus Tracking App and Digital Fares

- Currently using Transloc App
 - Live tracks where buses are in the system
 - Provides ETA information for bus stops
 - Lacks sophistication to
 - Subscribe to notifications
 - Provide live detours
 - GTFS feed for Google Maps
- Digital Fares through the HotSpot Parking App
 - In use since 2019
 - Challenging in low cell connectivity areas
- Federal and provincial funds available to upgrade to better technology

Redesigning the Schedule

We need to redesign the current schedule because of continuous service issues, like:

- Chronic on-time performance problems
- No breaks for drivers (occupational health and safety)
- Frustrated passengers
- Low reliability
- Construction delays

New schedule will launch August 2026!

Questions?

Minutes of the regular Committee of the Whole meeting held on Tuesday, March 10, 2026, 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, present
- 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, absent
- 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 Rob Frost; Deputy Clerk Kelly Kempton; Director of Planning and Inspection Services Linda Bent; Director of Municipal Operations Paula Bromley; Manager of Accounts Receivable Shelly Hudson; Deputy CAO Sarah Kucharski; Public Relations Officer Nadine McCormick; Manger of Information Technology Ben Olsen; Director of Community Development Debra Ryan; GIS & Civic Addressing Technician Paul Stubbert; GIS & Civic Addressing Technician Charlotte Thomas; and Director of Finance Paul Wills

Disclosure of Interest

None

Order of the Day

To amend the order of the day by adding SR2026-36 Lake Pleasant Boat Launch Upgrades Operating Funding as 5.12 under Information/Staff Reports and to add discussion to send a letter regarding concerns due to provincial budget cuts as 6.3 under New Business.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Longmire

Motion carried

Minutes

Re: 2026-02-10 Regular Committee of the Whole

Approved, no errors or omissions

Re: 2026-02-19 Special Committee of the Whole

Approved, no errors or omissions

Information/Staff Reports

Re: SR2026-24 Road Naming Process – Deep Brook

That Municipal Council approve the road name “Cliffside Way” for the shared access road in Deep Brook, on PID 05321302.

Moved: Councillor Welch

Seconded: Councillor Cranton

Motion carried

Re: SR2026-25 Road Naming Process – Albany New

That Municipal Council approve the road name “Trappers Lane” for the shared access road in Albany New, on PID 05310818.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Harding

Motion carried

Re: SR2026-26 Approve Policy 105 Low Income Tax Exemption

That Municipal Council approve *Policy 105 Low Income Tax Exemption* as circulated, seven-day notice.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Cranton

Motion carried

Re: IR2026-27 Policy 109 Tax Exemption and Reduction

Manager of Accounts Receivable Shelly Hudson stated that a new application had been received for the 2026-2027 fiscal year. However, staff would like to review Policy 109 to bring back recommendations prior to any additions or deletions.

Re: SR2026-28 Guarantees for Valley Region Solid Waste

That Municipal Council approve the Valley Solid Waste-Resource Management Authority Guarantee Resolution in the amount of \$89,961 to replace the guarantee for capital projects completed in 2025-2026 from the prior years budget that expired.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Longmire

Motion carried

Re: SR2026-29 Administration Building Renovations Pre-Approval Form

That Municipal Council authorize the required pre-approval form for the administration building renovations to participate in the Finance and Treasury Board’s upcoming Spring Debenture offering.

Moved: Deputy Warden Enslow

Seconded: Councillor Harding

Motion carried

Re: SR2026-30 Bridgetown Water Utility Refinancing Pre-Approval

That Municipal Council authorize the required pre-approval form for debenture MFC 31-A-1 for refinancing the upcoming balloon payment for the Bridgetown Water Utility to participate in the Finance and Treasury Board's upcoming Spring Debenture offering.

Moved: Deputy Warden Enslow

Seconded: Councillor Cranton

Motion carried

Re: SR2026-31 Policy 114 Council Remuneration

That Municipal Council provide seven days notice of the amendments to the *Council Remuneration Policy (114)* as presented in at the March 10, 2026, Committee of the Whole, and provided in the attached staff report.

Moved: Councillor Welch

Seconded: Councillor Hare

Motion carried

Re: SR2026-32 Funding for Lawrencetown Medical Clinic

That Municipal Council provide funding in the amount of \$4972 (+non-recoverable HST) to the Village of Lawrencetown for medical equipment to be used at the Lawrencetown Community Health Centre, to be funded from GL 8153 – Physician Recruitment.

Moved: Councillor Parsons-Saltzman

Seconded: Councillor Connell

Motion carried

Re: IR2026-33 West Paradise Public Works Facility Update

Director Paula Bromley presented councillors with an update on the West Paradise Public Works Facility. She noted that a more in-depth cost analysis was required to make an informed decision on the best option to serve the needs of the public and the employees.

Re: SR2026-34 Trunks and Routes Paving Program

That Council of Municipality of the County of Annapolis submit municipal paving priorities containing a 0.6 km portion of Church Street and a 0.9 km portion of Granville Street for re-paving under the 5-year trunks and routes provincial re-paving program at an estimated cost of \$1,500,000.

Moved: Councillor Welch

Seconded: Councillor Oxner

Motion carried

Re: SR2026-36 Lake Pleasant Boat Launch Upgrades Operating Funding

That Committee of the Whole recommend that Council move \$50,000 from the 2025-2026 Operating Budget (Account 9463 Park Strategic Initiatives) to the Operating Reserve to be used in 2026-2027.

Moved: Councillor Cranton

Seconded: Councillor Connell

Motion carried

New Business

Re: FCM Delegate Selection

Deputy CAO Sarah Kucharski noted that Policy AM-1.3.0 FCM Delegate Selection, provides for the attendance of the Warden and up to three council members and three alternates to attend the annual FCM Conference and Trade Show when the conference is held outside of the maritime provinces. The 2026 conference is scheduled for June 4 to 7 in Edmonton, Alberta. Staff contacted all of Council to establish their interest and availability to attend, and only three members of Council are available, so a name draw is not necessary. Warden Le Blanc, Deputy Warden Enslow and Councillor Oxner will attend on behalf of Annapolis County.

Re: Municipal Art Bank Program Discussion

Councillor Welch led a discussion on the potential establishment of a modest Municipal Art Bank program.

It was agreed by unanimous consent that Municipal Council direct staff to provide a report on establishing a modest Municipal Art Bank Program.

Re: Discussion to Send a Letter regarding Concerns due to Provincial Budget Cuts

Councillor Oxner led a discussion on the need to send a letter regarding concerns from the residents of Annapolis County regarding cuts due to the Provincial Budget.

It was agreed by unanimous consent to wait on this issue as there are still changes being made to the Provincial Budget.

In-Camera (11:51a.m.)

To meet in in-camera in accordance with Section 22(2)(a) acquisition, sale, lease and security of municipal property and Section 22(2)(g) legal advice eligible for solicitor-client privilege of the *Municipal Government Act*.

Moved: Councillor Oxner

Seconded: Councillor Parsons-Saltzman

Motion carried

Recess

The In-Camera session began at 11:59 a.m. following a brief recess.

The meeting resumed at 1:03 p.m. with all councillors present as prior to the in-camera session.

Adjournment

The Warden declared the meeting adjourned at 1:03 p.m.

Warden

Recording Secretary, Deputy Clerk

March 11, 2026

Dear Warden and Members of Council,

I am writing on behalf of concerned residents and landowners regarding the proposed forest harvesting on Crown land adjacent to Mickey Hill Provincial Park and the Lambs Lake Nature Preserve. We are requesting the support of the County of Annapolis in urging the Province to reconsider or modify the planned harvests, given the substantial risks to water quality, wildlife habitat, wildfire safety, and the region's recreation-based economy.

While residents broadly support sustainable and ecological forestry, there is strong and widespread opposition to intensive, high-production forestry (HPF) in this ecologically sensitive and heavily used public landscape. Given the unique natural, recreational, and economic value of this area, we strongly support a precautionary approach that prioritizes protection, public safety, and long-term ecological integrity.

Background

Nova Scotia Department of Natural Resources and Renewables (NSDNRR) plans to harvest up to 700 acres of Crown forest near Mickey Hill and Lambs Lake.

At least 190 acres are designated for High Production Forestry (HPF), involving short-rotation clear cutting and possible glyphosate application.

Community Perspective

This area is deeply valued for its environmental integrity and accessible recreation. Residents overwhelmingly agree that intensive forestry adjacent to protected areas is inappropriate, especially in a landscape so heavily used by local families, visitors, and tourists. There is a strong desire for meaningful consultation, including a pause on harvesting until further public engagement and transparent technical review with NSDNRR can occur.

Key Concerns and Risks

1. Recreation and Community Use

Mickey Hill Provincial Park is the region's premier recreation destination for hiking, dog walking, swimming, and nature appreciation.

Adjacent harvesting threatens the natural experience, creates noise and traffic impacts, and reduces the park's long-term value.

The community strongly believes Crown lands near high-value recreational and ecological sites should prioritize conservation over extraction.

2. Water Quality and Aquatic Health

Forest removal near Lambs Lake and connected wetlands increases the risk of nutrient and sediment runoff into Lambs Lake, Grand Lake, and the watershed flowing toward Annapolis Royal.

The region has already experienced blue-green algae blooms linked to previous harvesting which risks human and animal health.

HPF and glyphosate further elevate concerns regarding contamination and long-term water system impacts.

3. Wildfire Risk and Public Safety

Clear cuts significantly increase wildfire hazard due to slash accumulation, dense young conifer regrowth, and the loss of mature forest microclimates.

During the West Dalhousie wildfires, young clear cuts burned with such intensity that firefighting crews were forced to evacuate.

Residents are concerned that additional clear cutting will heighten risk to homes, cottages, trails, and park infrastructure.

4. Wildlife Habitat and Ecological Connectivity

This forested corridor supports large mammals and species of conservation concern.

Cutting directly beside small protected areas risks isolating Mickey Hill Provincial Park and Lambs Lake Nature Preserve.

Cumulative impacts are already substantial; clear cutting since 2011 has left much of the surrounding forest in early regeneration.

5. Appropriateness of High Production Forestry

Local soils are nutrient-poor and poorly suited to short-rotation intensive production.

HPF near waterbodies and protected areas is incompatible with ecological forestry principles and reduces biodiversity and resilience.

Glyphosate use is strongly opposed by residents due to risks to water, wildlife, and public health.

Process and Governance Concerns

Residents are requesting:

1. Meaningful consultation and written responses to public concerns
2. A public meeting and technical briefing with NSDNR
3. A pause on harvesting at each planning stage pending further review

Recommended Actions

Short-Term Actions

- Defer planning and harvesting pending public engagement and further ecological and economic assessment.
- Remove the HPF designation and prohibit glyphosate use.
- Expand no-cut buffers around lakes, wetlands, watercourses, and old-growth stands.
- Prohibit cutting in or near forested wetland ecotypes.

Harvest Planning

- Avoid clear cutting; implement ecological forestry with maximum retention and robust buffers.
- Reduce wildfire risk through complete slash removal and promotion of mixed hardwood stands.
- Deactivate and restore temporary roads, culverts, and bridges after use.

Conservation Actions

- Reclassify adjacent Crown land or consider expanding Mickey Hill Provincial Park to strengthen ecological connectivity, enhance tourism value, and protect the last unprotected forests in the area.

Economic Considerations

Mickey Hill Provincial Park is a cornerstone of our region's recreation-based economy and an essential attractor for new residents, seasonal homeowners, and tourists. The local economy relies heavily on these groups, whose long-term investments, property purchases, home construction, and local spending far exceed the short-term revenue generated by industrial forestry operations.

Converting these forests into HPF plantations threatens:

1. *Community attractiveness and investor confidence*
2. *The region's recreation-based economy*
3. *Long-term tourism potential and rural economic resilience*

For these reasons, residents of the county have been urging the Province of Nova Scotia and NSDNR to delay approval of these harvests and undertake a reassessment that considers broader economic, ecological, and social values.

Request to Present to Council

Given the significance of this issue to residents, the local economy, and the future of our community, I respectfully request the opportunity to present this matter formally to County Council at an upcoming meeting. A brief 15 minute presentation would allow residents to share information, community perspectives, and potential solutions directly with elected officials.

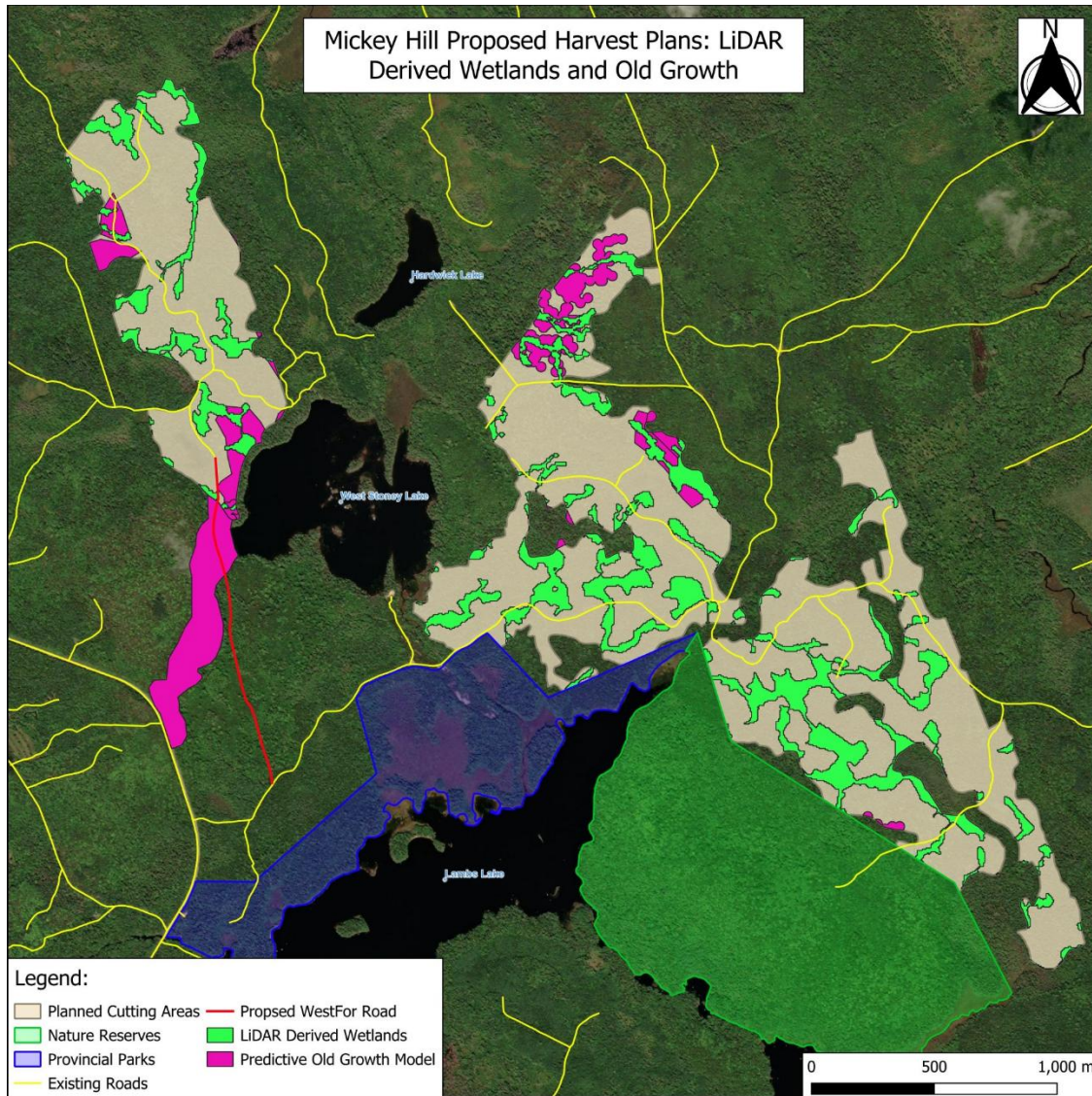
Thank you for your consideration and leadership on this important issue. I would be pleased to provide additional information.

Sincerely,

Troy Pretzlaw

7892 Hwy 8, Graywood

here is a map for inclusion in the letter as well.





Annapolis County Ground Search and Rescue
PO Box 234
Bridgetown, NS
B0S 1C0
www.acgsar.ca

To the Council of the Municipality of the County of Annapolis:

Annapolis County Ground Search and Rescue has 61 active members, all volunteers with a variety of specialties and expertise, and all certified in ICS 100 or above, with current vulnerable sector clearance and first aid training.

The core mandate of Annapolis County Ground Search and Rescue (ACGSAR) is to locate missing persons at the request of the RCMP. We are also available to provide assistance during civil emergencies when needed by the Provincial or Regional Emergency Management Office.

In Annapolis County, during 2025, we were requested by the RCMP to search for missing persons on four occasions:

April 21 - Project Lifesaver search, Granville Beach. Subject was located alive and well within 15 minutes of our arrival at his last known position.

June 23 - Milford missing fisherman was located alive and well and extricated from forested area to awaiting EHS.

July 15 - Deep Brook Project Lifesaver search turned general search. Subject located alive and well.

Aug 2-4 - Nictaux missing person, located deceased.

In August, we were honoured to be activated by Emergency Management to coordinate the Long Lake Wildfire evacuations in August on four occasions as the evacuation area expanded. When residents returned, we delivered bottled water to their homes on two occasions. We returned once again to West Dalhousie in December to install much-needed civic signs in the community.

We also provided mutual aid on six occasions to Valley (Kings County) Search and Rescue to search for missing persons in that county, and also to assist with coordinating the Lake George wildfire evacuations.

Over the year, our team members contributed 11,408 hours of volunteer time, with 743 dedicated to search events, 1131 to Civil Emergency responses and over 1700 hours in training time.

You may also have seen us marshalling or attending parades in the County, participating in First Responder's Day, manning the aid stations at The Big Chill snowshoe event in Middleton, and several fundraising dinners in a collaborative effort with local community groups.

2025 was an excellent year for our team and we continue to be dedicated to serving our county in greater capacity. We greatly appreciate the continued support from the County of Annapolis.

We are, as always, at your service.

Sincerely,

Diane Heaton

Diane Heaton
President
Annapolis County Ground Search and Rescue

RE: Application Reference Number: REF #510

Applicant name: Kelly Cove Salmon Ltd.

Lease #1040 Modifying existing lease to increase boundaries

Date: March 4, 2026: 1465 Granville Road

Submitted by: Marc Kaplan

Civic Address: 1465 Granville Road, Port Wade, NS BOS 1A0

PID: 05274923

PID: 05096342

Phone: 520-631-3733

Email: marc1465@comcast.net

Connection to the Matter:

The current lease, 1040, lists its location in documents as the Victoria Beach Site, Nova Scotia. This is only partly correct. Much of the current finfish farm is in Port Wade, Nova Scotia. The location and community of Port Wade is not mentioned in any of the documents. The expansion will further encroach onto the community of Port Wade and will adversely affect the peace, privacy, safety and quality of life its residents have come to enjoy. In all the documents pertaining to the original lease (2016), Port Wade is not mentioned. Nor is it mentioned in the Boundary Amendment Application for Marine Aquaculture Site #1040 Victoria Beach Annapolis Basin. (2026). Hence, the application for expansion should be denied.

I am the owner of the waterfront property identified as PID 05274923, and the owner of my residence identified as PID 05096342.

We have begun to prepare the waterfront property for the construction of a residence for our son and his family of young children. The land has been cleared and a drilled well installed.

The impact of the proposed expansion of the finfish farm would be devastating to us in several ways.

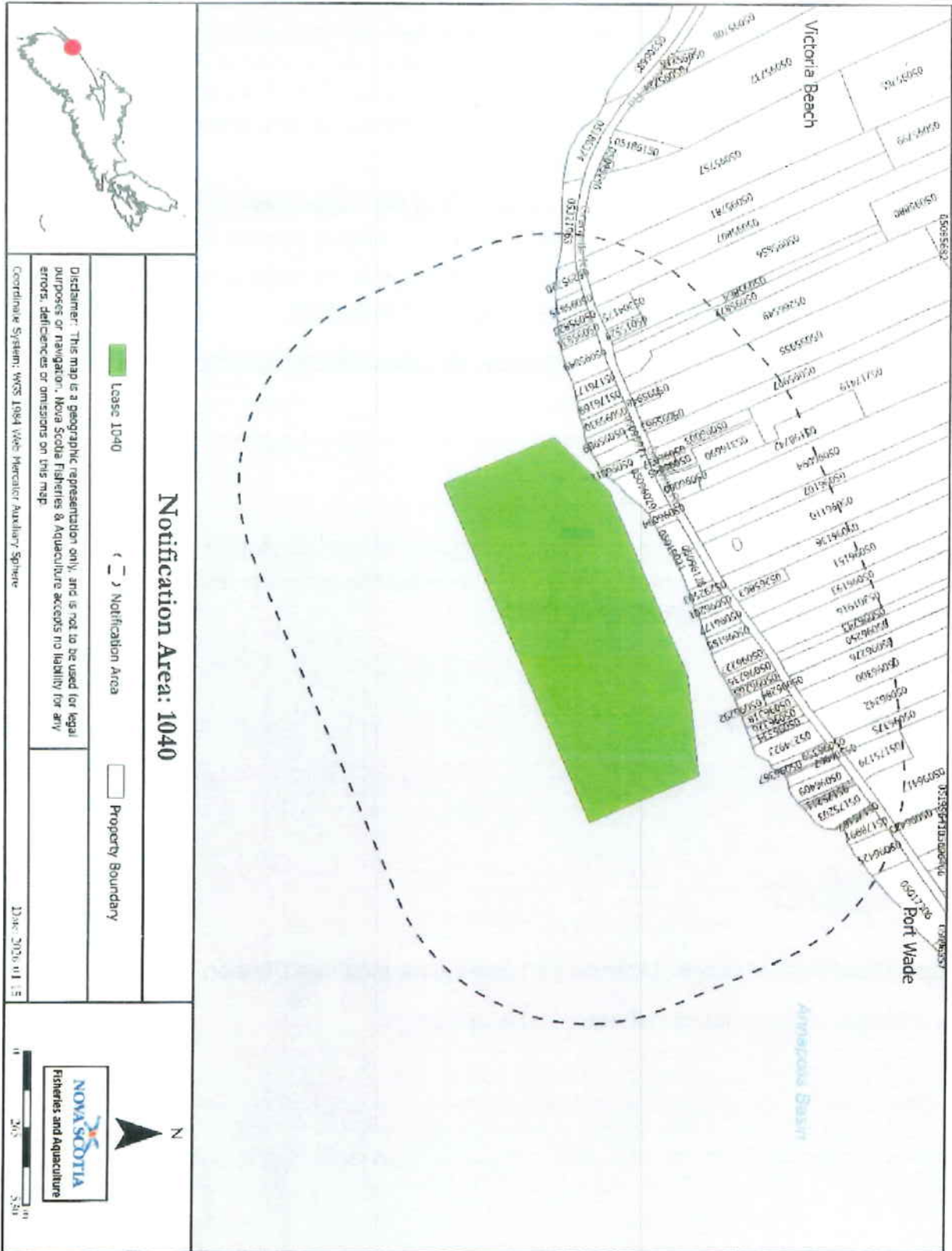
1. The noise level of the diesel engines is currently loud enough to hear inside our home and expanding it in front of our property would be unhealthy to say the least.

2. Pollution: Possible diesel fuel spills, large amounts of fish waste which would affect the local ecosystem.
Finfish farms use pesticides and antibiotics which can contaminate our local surrounding waters.
3. My wife and I are kayakers, and the proposed expansion would physically restrict our ability to access the water (basin) in front of our home for our recreational use. Our friend and neighbor whom I will not name unless requested to do so by the review board, no longer kayaks, as the existing farm and its moorings and cables have forced her to venture further out into the Annapolis Basin.
**** The existing Salmon farm has brought more seals close to the shoreline and this past summer while kayaking my son was nearly "bumped" several times by at least three (3) seals. This is a dangerous situation which could result in serious injury or loss of life. ****
4. There would be a direct impact on our property values as we currently have a beautiful view of the basin and South Mountain in the distance. This view would be ruined as the nets of the finfish farm are not attractive whatsoever. As mentioned above, we are in the planning stages to build a home on the waterfront property. The expanding noise levels would make our living next to a generator unbearable and our plans for our family would be ruined. We have invested a considerable sum in preparing the waterfront property.
5. The operational base of this finfish farm is not located in Port Wade, which is a residential area. The base is in Digby, which is home to large fishing fleets and currently has a base there which is not located in front of people's homes. There is no financial or employment benefit to the residents of Port Wade. All benefits will go to the Municipality of Digby. Any downside to this expansion will be borne by the residents of Port Wade.

Thank you for your consideration to this matter.

Sincerely yours,

Marc Kaplan



Port Wade

From Marc Kaplan <marc1465@comcast.net>

Date Fri 2026-04-03 12:29 AM

To Catalina Transportation Accounting <accounting@catalinatucson.com>

📎 1 attachment (217 KB)

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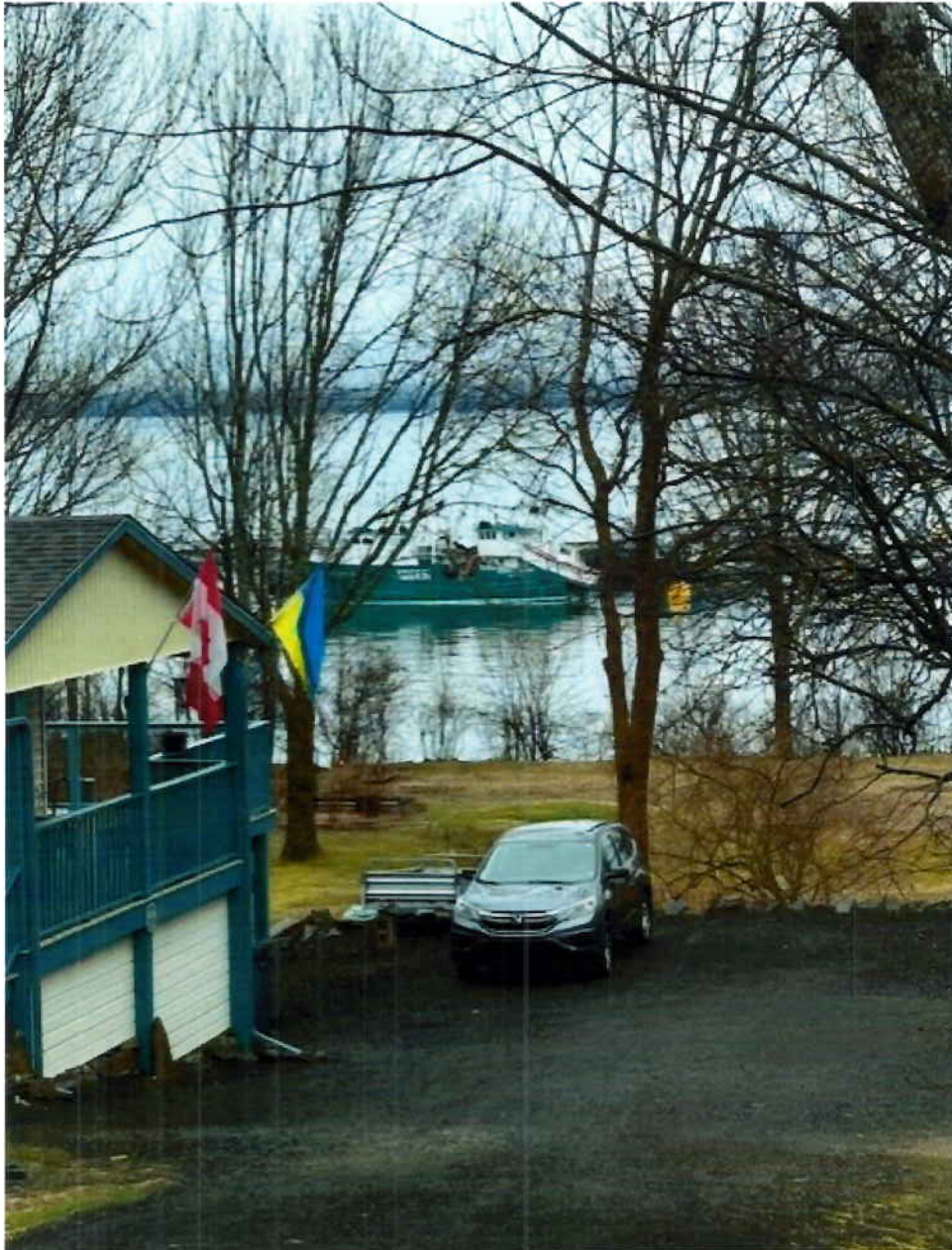
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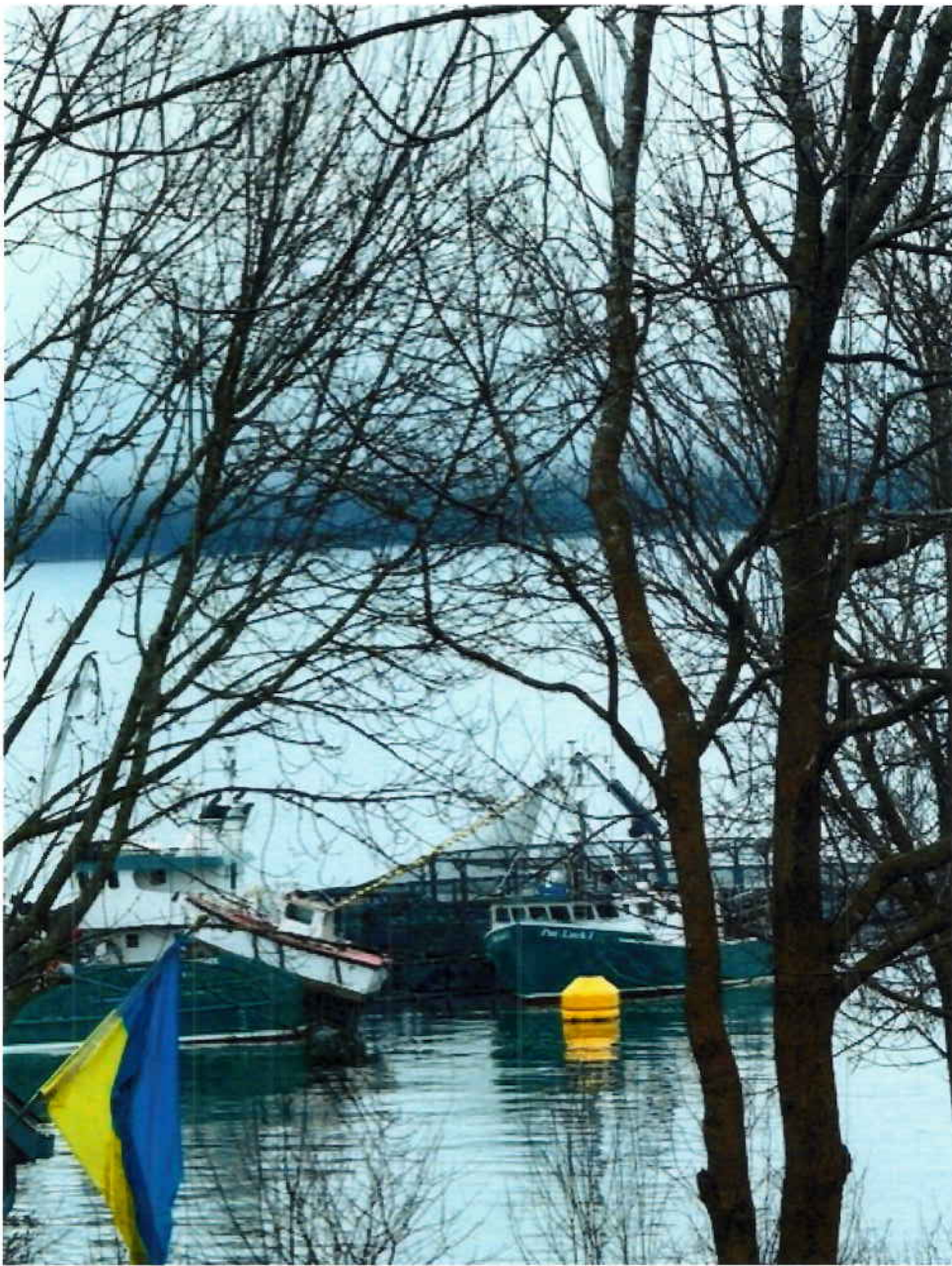
Port Wade

From Marc Kaplan <marc1465@comcast.net>

Date Wed 2026-04-01 8:11 PM

To Catalina Transportation Accounting <accounting@catalinatucson.com>





Sent from my iPhone



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Jennifer Daniels, Fire Services Coordinator
Report Number: IR2026-38 Fire Services Annual Update
Subject: Fire Services Annual Update

ORIGIN

Update Council on Annapolis County Fire Services.

LEGISLATIVE AUTHORITY

Not applicable.

BACKGROUND

This report will provide Council with an annual update regarding the activities and responsibilities of the Fire Services Coordinator. The intent is to ensure Council remains informed of ongoing work, initiatives, and key priorities related to Fire Services within the Municipality. This report provides a summary of the work undertaken and progress made over the last several months.

DISCUSSION

Since commencing the role in late August 2025, the Fire Services Coordinator has focused on both operational support and strategic engagement with municipal fire services. Early involvement included supporting the West Dalhousie wildfire response in the capacity of Alternate Regional Emergency Management Organization (REMO) Coordinator, providing valuable experience in emergency coordination and interagency collaboration.

Following initial onboarding and orientation in late October and early November, ongoing efforts have prioritized strengthening communication, coordination, and consistency across fire services within the Municipality. Regular attendance at Fire Service Committee meetings, as well as participation in Provincial Fire Service Modernization workshops, has supported the sharing of information and ability to explore alignment with broader provincial initiatives. These efforts have been complemented by facilitating communication between the Municipality and local fire services to ensure awareness of developments and opportunities.

In collaboration with the CAO and Deputy CAO, a Fire Service Modernization engagement session was organized to promote open dialogue, reinforce municipal support, and gather feedback from fire service representatives. Additional collaboration with Human Resources and Workplace Safety led to the delivery of a Workplace Safety and Insurance Board (WCB) reporting workshop. This initiative improved awareness and streamlined reporting processes through the implementation of a centralized municipal email system.

Applications have been made in securing funding for key capital improvements through the capital grant fund have been approved, supporting apparatus replacements and enhancements for Bear River (new mini pumper), North Queens (refurbishment for new pumper-tanker), and Annapolis Royal fire department (refurbishment for new pumper tanker). These investments will contribute to maintaining safe and effective emergency response capabilities across the Municipality.

Current efforts are focused on strengthening long-term planning, operational readiness, and inter-agency collaboration. This includes the development of a comprehensive mutual aid inventory of equipment, enabling more effective resource sharing during large scale or multijurisdictional incidents. Work is also underway to establish a capital replacement plan to support long term financial planning and ensure sustainable investment in fire service infrastructure.

In partnership with Municipal GIS and local fire services, updates to dry hydrant locations and static water sources are in progress. This work will improve emergency response planning and provide critical information for both local responders and mutual aid partners. Additionally, the development of formal mutual aid agreements with neighboring municipalities continues to be a priority to enhance regional cooperation.

Further initiatives include reviewing municipal fire service policies and procedures to ensure they remain current and effective, supporting FireSmart and public education efforts in collaboration with REMO, and strengthening relationships with organizations such as Annapolis Ground Search and Rescue. Ongoing engagement with individual fire departments remains a key focus, fostering strong working relationships and supporting local needs.

Efforts are also underway to coordinate recognition for long-serving volunteers through the Canadian Volunteer Fire Services Association Long Service Awards program, ensuring that individuals with over 30 years of dedicated service receive appropriate acknowledgment for their contributions.

Overall, the work to date reflects a balanced approach between immediate operational support and longer-term strategic planning, with continued emphasis on collaboration, communication, and sustainability across the Municipality's fire services.

FINANCIAL IMPLICATIONS

No financial implications at this time.

POLICY IMPLICATIONS

No policy implications at this time.

Prepared by: Jennifer Daniels, Fire Services Coordinator

Reviewed by: Sarah Kucharski, Deputy CAO

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer

March 31, 2026

(Date)



COUNTY *of* ANNAPOLIS

NATURALLY ROOTED

Annapolis County Fire Services

Fire Service Overview



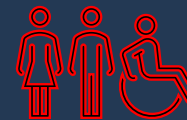
11 Fire Departments



Over 362 Active Volunteers



3,183.23 km²



Population 21.25 K

Key Accomplishments August 2025- Present

Operational & Strategic Highlights

- Supported **West Dalhousie wildfire response** as Alternate REMO Coordinator
- Strengthened **communication & coordination** with municipal fire services
- Strengthening **long term planning** and **interagency collaboration**



Collaboration

- Hosted **Fire Service Modernization session** with CAO & Deputy CAO
- Delivered **WCB reporting workshop** with HR & Workplace Safety
- **Open communications** with fire services



Capital Improvements

- Bear River – new mini pumper
- North Queens – pumper tanker refurbishment
- Annapolis Royal – pumper tanker refurbishment
- Port Lorne – pumper tanker refurbishment



Looking Ahead



DEVELOPING **MUTUAL AID INVENTORY** FOR SHARED EQUIPMENT/RESOURCE



CREATING A **CAPITAL REPLACEMENT PLAN** FOR LONG-TERM SUSTAINABILITY



UPDATING **DRY HYDRANT & WATER SOURCE MAPPING** WITH GIS



ADVANCING **MUTUAL AID AGREEMENTS** WITH NEIGHBORING MUNICIPALITIES



REVIEWING AND UPDATING **POLICIES & PROCEDURES**



SUPPORTING REMO-**FIRESMART & PUBLIC EDUCATION** INITIATIVES



COORDINATING **LONG SERVICE AWARDS RECOGNITION** (30+ YEARS)



Questions?





INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Amanda Lewis, Bylaw Enforcement Officer
Report Number: IR2026-39 Dangerous and Unsightly Premises Report
Subject: Dangerous and Unsightly Premises Report

ORIGIN

Report to Committee of the Whole for the period ending March 31, 2026

LEGISLATIVE AUTHORITY

Municipal Government Act Part XV 345(3)
AM-1.4.15 Dangerous and Unsightly Premises Policy

BACKGROUND

Dangerous and Unsightly Premises that are currently outstanding files

File No.	DIST	Date of Complaint	Property location	Dangerous	Unsightly	Comments /Status
2025/26						
2025/26-011	3	17-Sep-25	Clarence Road		X	Have been in contact with property owner, who live out of Country, they will be here in August / Sept to remedy.
2025/26-019	8	15-Jan-26	Clementsvalle Rd		X	Site visit conducted March 24/26. File will be closed, determined not to be DUP.
2025/26-020	8	15-Jan-26	Potter Rd, Clementsvalle		X	Site visit conducted March 24/26. Spoke to owner's son who was at the property working. Was advised they are working on clearing out the property. Notice will be sent to owner, and property will be monitor for compliance.
2025/26-021	8	15-Jan-26	Clementsvalle Rd		X	Site visit conducted March 24/26. Notice will be sent to owner.
2025/26-022	11	29-Jan-26	Main St, Meadowvale		X	Site Visit conducted March 19/26. Notice will be sent to owner.
2025/26-023	11	30-Jan-26	Weltons Lane		X	Site Visit conducted March 16/26. Notice will be sent to owner.
2025/26-024	8	02-Mar-26	Chute Rd	X		Notice sent. In communication with owner and DOT
2025/26-025	10	11-Mar-26	Hwy 10 Springfield	X		Notice delivered to owner. March 16/26
2025/26-026	6	23-Mar-26	Hwy 1 Deep Brook		X	Site visit conducted March 24/26. Notice will be sent to owner.
2024/25						
2024/25-002	5	2-Apr-24	Parkers Cove		X	Will be re-visiting site for a progress check, will send a final order if required. November 15/25
2024/25-010	6	8-May-24	Highway 1 Deep Brook	X	X	Have been in communication with property owner. Owner has been given deadline of end of April to remedy.

2024/25-019	11	Nov 12 24	Hwy 201, Meadowvale		X	Have been in communication with property owner, slow progression, needs work March 31/26
2024/25-021	10	Nov 12 24	Lawrencetown Lane		X	Will be re-visiting site for a progress check, will send a final order if required. November 13/25
2023/24						
2023/24-048	5	11-Jan-24	Shore Rd, Litchfield	X		Planning Department will let us know when permit is complete.

DISCUSSION

This information report is to provide an update on the currently active/outstanding Dangerous and Unsightly properties to Committee of the Whole.

Prepared by: Amanda Lewis, Bylaw Enforcement Officer

Reviewed by: Sean Amos, Manage of Protective Services *Sean Amos* 2026-03-31

Approved by:

Approval Date:



April 7, 2026

Rob Frost
Chief Administrative Officer

(Date)



INFORMATION REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Nadine I. McCormick, Public Relations Officer
Report Number: IR2026-40 Community Conversations: Council & Community
Subject: Community Conversations: Council & Community

ORIGIN

To inform Council of the *Community Conversations: Council & Community* initiative.

LEGISLATIVE AUTHORITY

N/A

BACKGROUND

The *Community Conversations: Council & Community* initiative is taken directly from the recently approved Communications Strategy, embodying the County's vision of an engaged, informed, and connected community by creating opportunities for dialogue, learning, and collaboration.

While the County has hosted Town Hall-style meetings in the past, *Community Conversations: Council & Community* is intentionally different. Rather than a presentation-focused format, these sessions will follow an interactive approach that encourages dialogue, small-group discussions, and direct engagement with both Council and staff.

DISCUSSION

Community Conversations: Council & Community will follow a World Café-style engagement model, designed to create informal, small-group discussions in a relaxed and welcoming environment. Residents will rotate between themed tables hosted by municipal staff; this structured rotation ensures participants have equal opportunity to visit each topic area while maintaining a conversational atmosphere.

The meetings are intended to build trust, increase understanding of municipal government, and create a welcoming space where residents can ask questions, share feedback, and learn more about current projects and priorities. They also allow Council and staff to better understand the perspectives, concerns, and ideas of the communities they serve.

A report will be prepared after each meeting depicting the information collected at each table. This will be shared with Council, staff, and posted on the County's website and socials

FINANCIAL IMPLICATIONS

Community Conversations: Council & Community initiative was included in the approved 2026-27 budget. Estimated cost per session will range from \$250-\$500, with the understanding this does not include staff time and expenses.

POLICY IMPLICATIONS

N/A

ATTACHMENTS

Community Conversations: Council & Community - With Municipal Staff at the Table -

Prepared by: Nadine I. McCormick, Public Relations Officer

Approved by:



Rob Frost
Chief Administrative Officer

Approval Date:



(Date)

Community Conversations: Council & Community



COUNTY of ANNAPOLIS
NATURALLY ROOTED

– With Municipal Staff at the Table –

THE PLAN:

The County of Annapolis is launching a series of district meetings called *Community Conversations: Council & Community*, designed to strengthen relationships between residents, Council, and staff. These meetings provide an accessible, face-to-face opportunity for meaningful conversation at the local level.

While the County has hosted Town Hall-style meetings in the past, *Community Conversations: Council & Community* is intentionally different. Rather than a presentation-focused format, these sessions will follow an interactive, World Café-style approach that encourages dialogue, small-group discussions, and direct engagement with both Council and staff.

The meetings are intended to build trust, increase understanding of municipal government, and create a welcoming space where residents can ask questions, share feedback, and learn more about current projects and priorities. They also allow Council and staff to better understand the perspectives, concerns, and ideas of the communities they serve.

By humanizing local government and fostering open dialogue, these meetings support transparency, accountability, and informed civic engagement. They are an important step in ensuring residents feel heard, valued, and connected to the work of their municipality.

Goals & Objectives:

Goals	Objectives
<p>Strengthen Community Connections Build stronger relationships between residents, Council, and municipal staff through open, respectful dialogue.</p> <p>Increase Public Understanding Improve awareness and understanding of the role, responsibilities, and decision-making processes of municipal government.</p> <p>Enhance Transparency and Trust Provide clear information about municipal projects, plans, and priorities in an accessible and conversational setting.</p> <p>Encourage Civic Participation Create a welcoming environment where residents feel comfortable asking questions, sharing ideas, and engaging in municipal matters.</p> <p>Support Two-Way Learning Ensure Council and staff gain valuable insight from residents' lived experiences and local knowledge.</p>	<ul style="list-style-type: none">• Host district-level, in-person meetings across the municipality.• Provide clear, plain-language information about municipal services, projects, and governance.• Offer structured and open opportunities for residents to ask questions and provide feedback.• Gather input on preferred communication methods and community priorities.• Document themes, concerns, and suggestions raised during meetings and report back to Council, senior leadership, and public.• Identify opportunities to improve municipal communication and service delivery based on resident feedback.

The Scope:

The scope of *Community Conversations: Council & Community* defines the boundaries, expectations, and measurable outputs associated with the planning, promotion, execution, and reporting of district-level community meetings.

It includes the coordination and delivery of in-person district meetings across the County within the approved timeline and allocated budget. It encompasses communications planning, promotional materials, meeting facilitation, documentation, and post-meeting reporting.

It does not include policy development, formal public hearings, or implementation of projects discussed during meetings. While feedback will inform future decision-making, the meetings themselves are engagement and information-sharing opportunities rather than decision-making forums.

The scope ensures that:

- Meetings are consistent in format and messaging across districts
- Clear communication materials are developed and distributed
- Resident feedback is documented and reported
- The initiative remains within approved financial and staff resource parameters

Format Overview:

Community Conversations: Council & Community will follow a World Café-style engagement model, designed to create informal, small-group discussions in a relaxed and welcoming environment.

Rather than a traditional presentation format, residents will rotate between themed tables hosted by municipal staff. This structured rotation ensures participants have equal opportunity to visit each topic area while maintaining a conversational atmosphere. The number of tables and departments to participate is still to be determined.

Each meeting will run from 6:00 p.m. to 8:00 p.m. and will be hosted in accessible community-based venues such as local community halls, fire halls, or legion facilities. To enforce a welcoming, coffee-shop style atmosphere, we will provide the following:

- Light refreshments and beverages
- Tables will be arranged to encourage informal conversation
- Signage and materials will use plain language
- Staff will engage in dialogue rather than formal presentations

The intent is to create a structured, yet relaxed, environment that supports meaningful two-way conversation.

The meetings will take place during the spring and fall months, aligning historically with stronger attendance periods. It should be noted, due to seasonal scheduling, it could take more than one calendar year to visit all districts.

Evening Flow:

6:00 p.m. – Welcome & Opening Remarks (10–15 minutes)

The district councillor will:

- Welcome attendees
- Provide a brief overview of the purpose of the evening
- Explain the World Café format and rotation process
- Introduce municipal staff, committee members, and any other councillors in attendance

6:15 p.m. – Rotating Table Conversations Begin

- Participants will spend approximately 15 minutes at each themed table.
- At the conclusion of each 15-minute interval, attendees will be invited to rotate to another table.
- This rotation model ensures residents have the opportunity to engage with all topic areas within the two-hour session.
- Staff will remain stationed at their assigned table to maintain consistency and continuity of information.

7:50 p.m. – Closing & Thank You

- Brief wrap-up
- Reminder to complete feedback survey (paper or QR code)

Engagement Tables:

Tables will be staffed by municipal staff subject to operational availability and confirmed priorities. Each staff person will receive speaking notes to assist in explaining the table's activity.

Each table will include:

- Clear topic signage
- Visual materials (maps, infographics, handouts where applicable)
- Light engagement prompts or guiding questions
- A standardized note-capture template to document recurring themes

*** Final table topics will be confirmed during detailed planning to reflect current municipal priorities and staff capacity. ***

Additional Features:

Community Voice Table - A outlet to provide a unique opportunity for residents to speak directly with senior municipal leaders. Staffed by a combination of the Warden, Deputy Warden, Chief Administrative Officer (CAO), and Deputy CAO (subject to their availability), this table allows participants to raise concerns, share frustrations, or discuss topics not covered at the other themed tables. It ensures that residents have a clear, direct channel to communicate with the Municipality's senior leadership team, helping strengthen trust, transparency, and understanding between Council, staff, and the community.

Children's Activity Table - This space will offer simple activities to allow children to participate comfortably. Staffing will be determined based on operational capacity.

Visiting Municipal Tables (Where Applicable) - Additional municipally affiliated groups may attend, such as:

- Annapolis Regional Emergency Management Organization (REMO)
- Police Advisory Committee

Participation will be limited to municipally governed or affiliated entities to maintain focus and clarity of purpose.

Feedback:

A report will be prepared after each meeting depicting the information collected at each table. This will be shared with Council, staff, and posted on the County's website and socials.

Strategic Plan Alignment:

Community Conversations: Council & Community embodies the County's vision of an engaged, informed, and connected community by creating opportunities for dialogue, learning, and collaboration. It operationalizes *VISION 2027* goals by making government approachable, responsive, and accountable to the residents it serves.

This initiative directly supports the County of Annapolis' *VISION 2027 Strategic Plan* in several key areas:

Enhanced Resident Engagement

- By providing district-level, face-to-face meetings, the initiative strengthens the connection between residents, Council, and staff.
- Residents are given a platform to voice concerns, share ideas, and participate in municipal decision-making processes, aligning with the County's commitment to meaningful citizen engagement.

Transparency and Accountability

- The open World Café-style format provides residents with insight into municipal operations, decision-making, and priorities.
- Clear explanations of roles, responsibilities, and projects increase trust and accountability, consistent with strategic goals to foster transparent governance.

Strengthened Community Relationships

- Bringing staff, Council, and residents together in informal, approachable settings humanizes local government and reinforces a culture of collaboration.
- The initiative supports the Strategic Plan's emphasis on building strong, resilient communities through effective communication and partnership.

Continuous Learning and Improvement

- Feedback gathered during these sessions informs future engagement strategies, service delivery, and communication practices.
- This aligns with the County's objective of using resident input to guide decision-making, promote innovation, and continuously improve municipal services.

Inclusivity and Accessibility

- Hosting meetings across all districts in accessible venues ensures that all residents, including families, seniors, and underrepresented groups, have the opportunity to participate.
- This supports strategic priorities around equitable access to municipal programs and fostering an inclusive community.

Timeline Options:

The following timelines provide tentative scheduling options for the 2026–27 *Community Conversations: Council & Community* meetings. Dates and sequences are subject to change based on a variety of factors, including staff and councillor availability, venue accessibility, and coordination with other municipal projects or initiatives. These options are intended to guide planning and discussion and will be adjusted as additional considerations are confirmed.

April 2026 - District meetings scheduled and table topics confirmed; advertised to the public

Tentative Meetings Timeline: (exact dates to be determined)

Spread Out per District; Done Over Two Calendar Years

Goal: Keep meetings small and localized, avoiding combining districts.

Spring 2026 – May/June

- District 8
- District 1
- District 5

Fall 2026 – September/October

- District 11
- District 6
- District 10
- District 3

Spring 2027 – May

- District 2
- District 9
- District 4
- District 7
- *Catch-up or final rotations if needed (for any district missed or rescheduled)*

Financial Implications:

Community Conversations: Council & Community initiative was included in the approved 2026-27 budget. Anticipated costs include:

- Facility rental
- Supplies/Promotional materials
- Food/beverages

Estimated cost per session will range from \$250-\$500. **Note:** *This does not include staff time and expenses.*

Contact Information: For any inquiries, reach out to:

Nadine I. McCormick
Public Relations Officer
(902) 526-2907
nmccormick@annapoliscounty.ca



Staff Report

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Rob Frost, Chief Administrative Officer
Report Number: SR2026-41 Review of Strategic Plan
Subject: Review of Strategic Plan

RECOMMENDATION(S):

That Council direct the CAO perform a review of the Strategic Plan in the manner as described in the April 14, 2026, Staff Report to the Committee of the Whole.

LEGISLATIVE AUTHORITY

N/A

BACKGROUND

The Municipality of the County of Annapolis approved the 2023-2027 Strategic Plan at the September 19, 2023, meeting of Council. Strategic Plans should be reviewed at the mid-way point of the plan to ensure that the projects are moving as expected, and that priorities remain the same.

DISCUSSION

A strategic plan should be a "living document", meaning that it is reviewed and updated or changed as required. Priorities can shift in the municipal world quite quickly due to external funding, Council and staff changes, and new information becoming available. The senior leadership met last month to review the current plan, provide updates on the items included, and discuss next steps to be taken. A review of the current action items is attached to this report as appendix A.

Of the thirty seven (37) action items that were in the approved strategic plan, fourteen (14) would be considered complete, thirteen (13) have had work started or a part of the item has been completed, and ten (10) items have either not been started or there are other reasons why completion may not be able to happen.

As part of a review, the recommendation is that there is a special CotW meeting held, with senior staff participation, to discuss the current items and potential other areas of focus. Input will also be garnered from all staff to provide input into the discussion. The information from sessions would then be used to update or amend the strategic plan as needed and brought back to CotW/ Council to approve the changes.

FINANCIAL IMPLICATIONS

No financial implications related to the review of the Strategic Plan.

POLICY IMPLICATIONS

Strategic Plan will assist in direction of future policy development or renewal.

ALTERNATIVES / OPTIONS

Council could propose a different process for Strategic Plan Renewal.

NEXT STEPS

- A date will be determined to hold a special meeting for the purposes of discussing the Strategic Plan.

ATTACHMENTS

Review of action items in current plan.

Prepared by: Rob Frost, Chief Administrative Officer

Reviewed by: N/A

Approved by:

Approval Date:




Rob Frost
Chief Administrative Officer

(Date)

Priorities		Lead	Status	Notes
1.1.	The Municipality will inventory all its available lands, as well as those privately owned, that can be easily serviced with municipal water and / or sewer services. This information will be made available on our website and shared with local and national developers and contractors. These communities could include Nictaux, Bridgetown, Lequille, Cornwallis Park, Granville Ferry, and Upper Clements.	Planning	Partial	Inventory of municipal plans, not online yet. No plans to survey private lands.
1.10	We will work with Annapolis Basin Conference Centre and other non-profit and private sector developers in Cornwallis Park, and other areas, to upgrade, enhance, extend, or install the required public infrastructure such as water and sewer piping to allow for denser and quicker affordable housing.	Planning	Incomplete	Upgraded planning documents, services have been shown to be sufficient, no analysis done to assess extensions
1.2	Support builders, contractors, developers, residents, and businesses, who are willing to invest in Annapolis County today with new housing. We will guarantee a three-day turnaround time for all fully completed building permit applications 95% of the time and we will refund all building and development permit fees if construction is completed within 12 months of initial application.	Planning	Incomplete	3 day turnaround not possible. Fee refund requires new policy.
1.2	To support the development of new housing throughout Annapolis County, the Municipality will develop a plan of extending water and / or sewer services in various communities with priority given to extending these services first to those areas which will see developers commit to building housing in those areas immediately. Bear River will be the first community in 2024.	Planning	Partial	Bear River extension complete, did not open land for new development. CBCL study did not identify potential land for development
1.4	In the fall and winter of 2023-2024, the Municipality will develop a plan to consider the creation of a large-scale housing development on the lands of the former Upper Clements Theme Park (with mixed densities), which will require an investment in new modern roads, water, and sewer infrastructure. If developed, lots will be made available for sale to any person or developer willing to build new housing at a preferred sale price of \$30,000 per serviced lot, with 50% of the purchase price refunded after each house is completed. There is potential for up to 300 new housing units on this land.	Planning	Incomplete	See also 2.6
1.5	In the fall of 2024, the Municipality will make available to developers and builders detailed community demographic information and property data at no cost to assist with determining the local needs for housing and residents' ability to pay for various levels of housing in different communities throughout Annapolis County.	Planning	Complete	

1.6	The Municipality will create a new 10-year Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) for Annapolis County that will allow for accessory dwellings on all appropriately sized lots. This will allow more homeowners to create in-law suites, granny suites, and small housing options on their main home property without the need for a subdivision of lands or the purchase of more lands, while protecting the community character of our neighbourhoods. Additionally, the new plan will allow for more housing development and various types of housing development to be constructed with fewer restrictions and quicker approvals.	Planning	Complete	
1.7	The Municipality will continue to work with potential private sector developers to advocate for the establishment of more long-term care, nursing home, residential care, and assisted living facilities in Annapolis County, to allow our residents to continue to reside in their own community closer to family and friends in their later years.	Planning	Incomplete	No action taken
1.8	The Municipality will establish a Federal-Indigenous-Provincial-Municipal-Banking Housing Community Advisory Committee that will meet with interested builders and developers to review available funding programs, provide assistance with completing applications to access funding, and support developer and builder needs with financing options. This service will be available year-round throughout Annapolis County.	Planning	Incomplete	No action taken
1.9	We will begin planning for a streamlined electronic permitting system which will allow for all permits in the future to be submitted on one form (now up to 8 different forms) and provide applicants with real-time access to the status of their application and electronic copies of all permits. It is planned that this new process will be in place in 2024-2025 pending budget approval and external technology support and availability.	Planning	Incomplete	Software has been reviewed, but may be cost prohibitive for the number of permits currently occurring. Future opportunities may become available to partner with another Municipality or the Province.
2.1	We will plan for, design, and work with other levels of government, including Bear River First Nation, Municipality of the District of Digby, and the community of Bear River, to develop and install a new modern public water system in the core of Bear River, along with the ability for residential properties in the area to connect to the system at an estimated cost of \$2.6 million.	PW	Complete	
2.2	To provide better quality water, and to increase the current water system pressure, the Municipality will upgrade the water system along Highway 201 between Annapolis Royal and Cape Road (including Hillside Drive) in partnership with Town of Annapolis Royal, with new lines and boosters at an estimated cost of \$600,000.	PW	Complete	Cost was significantly more.
2.3	In an effort to ensure the long-term sustainability of the municipal water system in Granville Ferry, Annapolis Royal, and Lequille, the Municipality will first design, then construct a new water tower and water system in Granville Ferry to service the current customer base of about 500 properties, with future growth potential to double this number to more than 1000, at an estimated cost of \$6 million.	PW	Partial	Analysis currently being completed.

2.4	Loss of power is a regular occurrence and its negative impacts on all of our communities is widespread throughout Annapolis County. To support as many communities as possible, the Municipality will establish a community facility generator program with funding of up to \$2,500 for small facilities and up to \$5,000 for large or regional facilities. The funding can be stacked with other provincial or federal funding to help each community install generators at little to no cost.	PW	Complete	Grant program available, REMO Coordinator works with potential Comfort Centres to develop.
2.5	The County's east end has the greatest and soonest potential for new housing development. In order to advance these private sector developments, and to show our commitment to community growth in the east end of Annapolis County, the Municipality will contract for the creation of detailed water and sewer infrastructure design work in areas adjacent to Kings County like Meadowvale, Wilmot and Melvern Square; as well as those communities adjacent to Middleton such as Nictaux, to plan for future housing growth. And, where commitments are made for substantial new housing projects, to invest in the required infrastructure to support this new housing.	Planning	Partial	Study has been completed. Subdivision policy updates being reviewed.
2.6	The former Upper Clements Theme Park has the potential to be developed into a large residential area with the recent acquisition of 64 acres of land. Council will contract for the preliminary design of this property, carry out public consultations to begin work on the development, and seek funding for a large-scale community project. This could include housing, commercial spaces, recreational lands, and other complimentary community uses.	Planning	Partial	See also 1.4. Issued an RFP. Additional discussion ongoing,
3.1	Compiling a full inventory of all municipally-owned and community-owned recreational properties and buildings across Annapolis County with a goal of determining where our current strengths are and what geographic areas of the County require more recreational investments.	Community Development	Partial	Inventory is complete, some info coming to Council this month.
3.2	Completing a review of the Municipality's three current recreational grant programs to streamline community recreation grant funding into one simpler Community Recreation Grant Funding Program with increased funding opportunities in terms of both scope and funding amounts, a special focus on underserved areas or communities with few current recreational opportunities in their own geographic area, as well as accessibility.	Community Development	Complete	
3.3	Establishing a core standard of basic infrastructure facilities that should be available in the five core areas of Annapolis County (North, South, East, West and Central) for health, safety, and recreational purposes. After creating the core standard, public consultations in specified areas will take place to ensure developments are consistent with community expectations and future sustainability.	Community Development	Incomplete	

3.4	Carry out a review of current and potential new active transportation routes for bicycles, pedestrians, and motorized and non-motorized vehicles. Develop a 10-year plan for the re-development of some current routes, and facilitate the process of developing new routes, ensuring accessibility for all. This will be done in conjunction with Nova Scotia Public Works, All-Terrain Vehicle Association of Nova Scotia, Annapolis County Trails Associations, Towns of Annapolis Royal and Middleton, Village of Lawrencetown, and private property owners.	Community Development	Partial	Active Transportation Plan needs to be updated.
3.5	During the re-development of all municipally-owned public park areas, install Level 2 (or higher) electric vehicle charging stations at each facility beginning in 2024-2025, with a goal of multiple charging locations in each core area by 2029-2030.	PW	Partial	Two chargers (one at the Town Hall, one is under construction in the Bridgetown Sports Hub).
3.6	Providing the highest quality recreational facilities in the Annapolis Valley through the annual investment of funding for municipally-owned facilities and properties, as well as community-owned facilities, with investment preference given to those properties with smaller populations, fewer recreational opportunities, and increased accessibility.	Community Development	Partial	We are investing, but need an improved plan.
3.7	Continue to develop in-house staffing capacity to design, build, and maintain all community infrastructure, like trails and parks, to ensure future sustainability and accessibility of facilities while protecting against future substantial cost increases and unavailability of products, servicing, and labour.	PW	Incomplete	No additional staffing has been added for this purpose to date.
4.1	The Municipality will undertake a fire services review through an external fire services expert to provide a full assessment of our 11 fire departments and the services they provide to determine if the Municipality is providing enough support and resources to them, and to look for ways for all partners to cooperate more fully to plan for the long-term success of these volunteers.	CAO	Partial	Report was received, although questions remain. Provincial review will impact.
4.2	There are numerous funding programs available from all four levels of government for less fortunate or low-income families in our communities. We will hold open houses in different locations in Annapolis County to enroll more eligible residents in these programs so residents can keep more of their money. We will provide assistance with applying for municipal and provincial funding programs.	CAO	Incomplete	
4.3	Our Municipality is successful when we have well trained and supported staff. To ensure we are able to provide the best possible services to residents and communities, we will implement a new organizational structure that focuses on providing better and timelier services to residents through investments in our staff, and reducing red tape.	CAO	Complete	Reorg has happened and continues to be refined.

4.4	The greatest concern for the Municipality today is poverty. Annapolis County has one of the highest rates of poverty in the province and that is unacceptable. To lift families out of this dire situation requires a team effort. To begin this important work, the Municipality will establish an Anti-Poverty Working Group and extend invitations to various education, health, employment, housing, social services, and community leaders to the table to develop a Community Action Plan.	Community Development	Complete	Good work to date, with more to come.
4.5	Health care is a universal right and it needs to be free. Sadly, some health care facilities in Nova Scotia discriminate against residents by charging a parking fee, while many other health care facilities enjoy free parking. Annapolis County residents must pay to access Soldiers Memorial Hospital in Middleton and Annapolis Community Health Centre in Annapolis Royal. We will advocate for free parking at all health care facilities in Nova Scotia, including Annapolis County.	CAO	Complete	Province made this change.
4.6	Recognition is important. Outstanding recognition is vitally important to bestow on deserving individuals as it highlights the strong community that individuals came from, currently contribute to, or live in. For that reason, we will establish Nova Scotia's first municipal order, the Order of Annapolis County, to exist alongside the Order of Canada and Order of Nova Scotia.	CAO	Incomplete	
4.7	Emergencies are becoming more commonplace and learning about what is happening and what residents need to do to stay safe has been challenging. To help those most vulnerable, we will pilot a landline, texting, cell phone, and email alerting system where people will be able to register for real time alerts.	CAO	Complete	Alertable used by Annapolis County. Province now also provides.
5.1	We will facilitate the establishment of an Inter-Municipal Working Group including the Town of Annapolis Royal and Town of Middleton to review current working relationships and agreements. This will be done with a goal of working closer together through sharing of staff and resources, streamlining or eliminating unnecessary agreements, and looking for ways to support more efficient infrastructure, programs, and services for all residents of Annapolis County.	CAO	Complete	Currently operating, needs to be refined.
5.2	To work with our neighbouring municipalities to maximize efficiencies in the delivery of similar services. We will strengthen and re-build our relationship with all municipalities in Annapolis Valley and work towards a single, unified solid waste management system with Valley Waste, and continue to support the important work that Kings Transit provides to our residents.	CAO	Complete	
5.3	Moving forward, we will consider greater investments in economic development and will contemplate joining Valley Regional Enterprise Network (Valley REN) to work more diligently and cooperatively with our business community throughout the Annapolis Valley, especially the Bridgetown Area Chamber of Commerce, to better support our current businesses by leveraging more business retention and expansion support, along with increased marketing efforts.	Community Development	Partial	Conversations continue, proposing an Economic Development position in 2026/2027 Budget

5.4	We recognize that Annapolis County is very large geographically and it is not easy for some to access services at our office in Annapolis Royal. We will therefore endeavour to establish a part-time satellite office in Middleton to better service the needs of our residents in the east end of Annapolis County.	CAO	Complete	
5.5	Climate change and sustainability are important and we need to do more. We will develop a plan for how the Municipality plans to address its own carbon footprint and consider such things as the use of more renewable energy, converting our vehicle fleet away from diesel to more environmentally responsible fuels, advocating for more protection of our old forests, and develop policies that will reduce or eliminate unnecessary negative impacts on the environment.	CAO?	Partial	Working with Clean Foundation, and there is a draft internal report.
5.6	To improve our financial accounting and reporting, we will re-constitute our Municipal Audit Committee with more community representatives, provide a more detailed Terms of Reference and scope, and we will provide more regular updates to the community on our financial status.	Finance	Complete	Committee re-established, short members. Reporting improved.
5.7	Accessibility for all must be commonplace moving forward and not seen as an add-on or extra cost. We will continue to promote and advance the requirements for this with community groups and businesses by providing financial support and advice when possible, and be a leader in improving all municipality-owned facilities so more residents can access them without barriers.	Community Development	Partial	Plan approved, working on Implementation Plan



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Rob Frost, Chief Administrative Officer
Report Number: SR2026-42 Bridgetown Community Recreation Association
Subject: Bridgetown Community Recreation Association

RECOMMENDATION(S):

That Council direct the CAO to enter into the one year agreement with the Bridgetown Community Recreation Association as attached.

LEGISLATIVE AUTHORITY

Agreements

61 (1) A municipality or a village may agree with any person for the provision of a service or a capital facility that the municipality or village is authorized to provide.

(2) An agreement made pursuant to subsection (1) may allow for the lease, operation or maintenance of the facility or provision of the service by a person, including the sale or disposition to that person of property of the municipality or village that continues to be required for the purposes of the municipality or village, as the case may be. 1998, c. 18, s. 61.

BACKGROUND

The Municipality of the County of Annapolis has partnered with the Bridgetown Community Recreation Association (BCRA) for the operations of the Bridgetown Arena, Pool, and Ballfield since the dissolution of the Town of Bridgetown. The current agreement that is in place ended in March of 2026.

DISCUSSION

There were numerous meetings held between staff and representatives of BCRA over the past number of months. BCRA has expressed concerns relating to their ability to continue the operation of the arena and pool with the use of many volunteer hours. The discussion around operations and future capital needs is a large discussion, and will take more time to fully explore, and as such the current attached agreement is to be put in place for a one year period in order to provide time for further discussion.

The proposed agreement has the funding amount increasing slightly to \$20,000 (which has been approved in the budget) from \$17,500 last year, confirms and clarifies agreements on who is responsible for certain items within the operations, and cleans up some of the language that was not needed from previous agreements.

BCRA Board has agreed to the attached agreement.

FINANCIAL IMPLICATIONS

The \$20,000 for the BCRA has already been approved in the budget. There will also be some additional costs related to refrigeration checks due to the retirement of our certified operator, which has also been built into the budget.

POLICY IMPLICATIONS

No current direct implications.

ALTERNATIVES / OPTIONS

Council may choose to propose amendments to the agreement.

NEXT STEPS

Agreement will be signed by both parties, providing direction for staff and BCRA as to operational responsibilities.

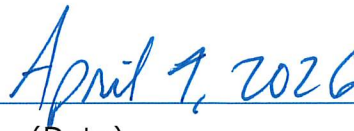
ATTACHMENTS

Proposed Agreement with BCRA

Prepared by: Rob Frost, Chief Administrative Officer

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer

(Date)

FACILITY OPERATING AGREEMENT FOR:

**BRIDGETOWN & DISTRICT MEMORIAL ARENA,
BRIDGETOWN CENTENNIAL POOL AND BRIDGETOWN MEMORIAL BALLPARK**

BETWEEN:

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS, a county municipality continued under the *Municipal Government Act*, 1998, c 18

("Municipality")

- and -

BRIDGETOWN COMMUNITY RECREATION ASSOCIATION, a society incorporated under the *Societies Act*, RSNS 1989, c 435

("BCRA")

WHEREAS:

- A. Municipality is the owner of the Bridgetown & District Memorial Arena, 30 Jeffery Street, Bridgetown (the "Arena"), the Bridgetown Centennial Pool, 18 Freeman Street, Bridgetown (the "Pool") and the Bridgetown Memorial Ballpark, McKenna Street, Bridgetown (the "Ballpark") (the Arena, Pool and Ballpark are individually referred to as a "Facility" and collectively as the "Facilities"); and
- B. BCRA has managed the Facilities and wishes to continue to do so; and Municipality is agreeable to same, subject to certain terms and conditions.

IN CONSIDERATION of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1.0 PURPOSE

- 1.1 The purpose of this agreement is to formalize the terms and conditions by which BCRA will manage and operate the Facilities with the assistance of Municipality.

2.0 TERM

- 2.1 The term of this agreement shall commence on April 1, 2026 and shall end on March 31, 2027. During the term of this agreement a new operating model and agreement will be developed.

3.0 SERVICES

- 3.1 **Services Provided by BCRA.** BCRA shall deliver the following services at the Facilities to the satisfaction of the Municipality:
 - a) provide labour and materials required to operate and manage the Facilities on a day-to-day basis, except with respect to employees provided by Municipality as set out in Article 3.2 ;

- b) employ personnel and coordinate volunteers;
- c) furnish equipment, supplies, tools, storage, transportation and other things and services necessary for the safe, effective and cost-efficient operation of the Facilities;
- d) deliver programming, including scheduling, fees, quality control and evaluation;
- e) perform administrative, accounting and record-keeping responsibilities; and
- f) perform any other obligations, responsibilities or requirements of BCRA under this agreement.

3.2 **Services Provided by Municipality.** Municipality shall provide the following:

Arena

- a) Certified staff or contractor to provide refrigeration checks and maintenance.
- b) Up to forty (40) hours of staff time for the arena operation per week (Monday to Friday), which shall include regular operations and maintenance. Commencing in conjunction with the timing of Line 1 Schedule A "Arena Municipality" Opening and ending in conjunction with timing of Line 2 Schedule A "Arena Municipality" Closing.
- c) Additional maintenance and repairs as approved by the Director of operations for the Municipality
- d) Other items as identified in Schedule A

Pool

- a) Staff to monitor chemical levels of the pool
- b) Staff will be responsible for all seasonal opening and closing procedures
- c) Any other items as identified in Schedule A

Ballfield

- a) All general maintenance as required
- b) Any other items as identified in Schedule A

4.0 AUTHORITY TO CONTRACT

4.1 **Authorized Contracts.** BCRA may enter into operations contracts and rental contracts with respect to the Facilities subject to the following:

- a) all contracts shall be in writing;
- b) all contracts shall be in the name of BCRA;

- c) BCRA is not an agent of Municipality for the purposes of procurement, BCRA's purchases are its own and BCRA shall not purchase goods, services, construction or facilities on behalf of Municipality without the express written consent of Municipality;
- d) all contracts shall include terms and conditions consistent with the reasonably prudent operation of a facility of a similar nature to the Facility to which the contract applies;
- e) all contracts for expenditures shall be for expenditures that are within the limits of BCRA's annual budget; and
- f) all rental contracts shall include a clause providing that the contract shall automatically terminate in the event BCRA is dissolved and that BCRA may terminate the contract without notice in the event this agreement is terminated.

4.2 Particular Contracts

- a) Municipality shall approve and pay any costs of the service agreement with CIMCO Refrigeration as recommended by BCRA.

4.3 Unauthorized Contracts. BCRA shall not:

- a) enter into any contracts for capital work (defined as all major work to improve the Facilities including major rehabilitation, construction, procurement of capital equipment to extend, rehabilitate or replace the Facilities and major work carried out on the pool structure and icemaking system) without the express written consent of Municipality;
- b) enter into any leases without the express written consent of Municipality;
- c) enter into any contracts with respect to naming of the Facilities without the consent of Municipality;
- d) enter into contracts that: i) seek to promote or enhance the image of an illegal activity (in the determination of Municipality), ii) that is designed to promote a specific political or social perspective or agenda (outside of the accepted municipal values or norms, solely as communicated by Municipality) or iii) is otherwise determined by Municipality to be inappropriate or not suitable for the Facilities or their users.

5.0 LIMITATIONS ON AUTHORITY

5.1 No Authority. BCRA shall have no authority to do any of the following with respect to the Facilities:

- a) obtain loans for the Facilities or Municipality or grant options, rights of first refusal, deeds of trust, mortgages, pledges, security interests, or otherwise encumber the Facilities or any interest of Municipality therein;

- b) prepay in whole or in part, refinance, increase, modify, consolidate or extend any obligation affecting the Facilities;
- c) cause Municipality to extend credit or to make any loans or become a surety, guarantor, endorser or accommodation endorser for any person;
- d) cause Municipality to enter into any contracts with respect to the Facilities;
- e) release, compromise, assign or transfer any claim, right, or benefit of Municipality;
- f) allow a default judgement to be entered against the Facilities or any assets associated with the Facilities;
- g) modify, change or amend any drawings, maps, plans or specifications prepared for or in connection with the Facilities;
- h) grant easements or other property rights in the Facilities;
- i) purchase, exchange, convey or sell any property owned by Municipality; or
- j) initiate litigation of any kind against a third party.

6.0 COSTS

6.1 **BCRA Costs.** BCRA shall be responsible for and pay all costs associated with the delivery of the services on a day-to-day basis including but not limited to the following:

- a) staffing (employees and volunteers), except with respect to employees provided by Municipality as set out in Article 3.2;
- b) scheduling and programming;
- c) on site supplies;
- d) utilities including water and sewer (less water used for ice making at the Arena; a water meter is installed in the Zamboni room to determine the volume of water for ice making);
- e) permits; and
- f) day-to-day maintenance and operation of the Facilities, except with respect to work carried out by Municipality as set out in Article 3.2.

6.2 **Municipality Costs.** Municipality shall own, be responsible for and pay all costs associated with capital work, costs of certified staff for the Facilities as set out in

Article 3.2 and costs of the work set out in Schedule "A" that is carried out by Municipality.

7.0 HEALTH, SAFETY AND ENVIRONMENT

- 7.1 **Compliance with Health and Safety Laws.** BCRA covenants operating the Facilities in compliance with applicable laws related to protection of the environment, health and safety. BCRA warrants and represents that no hazardous substances shall be used, generated, released, manufactured, refined, produced, processed, stored, disposed of or allowed anywhere on, under or about the Facilities, other than in accordance with applicable laws.
- 7.2 **Health and Safety Inspections.** Municipality shall be responsible for health and safety inspections.

8.0 EMPLOYEES

- 8.1 **Employees of BCRA.** All personnel employed by BCRA in delivering the services shall be employees of BCRA and shall under no circumstances or at any time be deemed or implied to be employees of Municipality. BCRA shall be solely responsible for hiring, dismissing, controlling, directing, supervising, instructing and training its employees. The wages, salaries and benefits of such employees are the sole responsibility of BCRA and shall be paid directly by BCRA.
- 8.2 **General Manager.** BCRA shall select and hire a competent General Manager to supervise day-to-day operations of the Facilities.
- 8.3 **Employment Policies.** BCRA shall be responsible for the development of employment policies and will ensure appropriate coverage for Workers' Compensation purposes, statutory payroll deductions and remittances to appropriate taxing authorities.
- 8.4 **Volunteers.** BCRA shall be responsible for all volunteers engaged to support BCRA and shall be responsible for all related liabilities and obligations, including appropriate oversight and screening.
- 8.5 **Municipality Responsibility.** Municipality shall be responsible for providing staff for the Facilities as set out in Article 3.2.

9.0 FINANCES

- 9.1 **Grants.** Subject to BCRA's compliance with this agreement Municipality shall provide the following grants to BCRA:

Fiscal year 2026/2027	\$20 000
-----------------------	----------

- 9.2 **Revenues.** All Revenues derived from the activities of BCRA with respect to the Facilities are the property of BCRA and shall be used exclusively by BCRA to operate the Facilities and for no other purpose.
- 9.3 **Expenses.** All expenses incurred from the services provided by BCRA are the property of BCRA and shall be paid exclusively by BCRA.
- 9.4 **Surplus.** Municipality and BCRA agree that the services shall be delivered in a prudent and fiscally responsible manner. BCRA agrees that any surplus realized in delivering the services, which shall be defined as the excess of actual revenues over actual expenses, shall be set aside to underwrite the continued operation of the Facilities or fund an operating reserve account for the Facilities.
- 9.5 **Deficit.** If, in any fiscal year, a deficit is realized from BCRA's annual budget, BCRA shall prepare and submit a written report (the deficit report) outlining the magnitude of the deficit, the reasons for the deficit, and the recommendation to rectify the deficit in the next fiscal year.
- 9.6 **Annual Budget.** BCRA shall prepare and furnish to Municipality an annual budget for each Facility each fiscal year which shall include anticipated operating revenues and expenses.
- 9.7 **Capital Budget.** BCRA shall prepare and furnish to Municipality a three (3) year capital budget for each Facility by December 15 of each year.
- 9.8 **Annual Financial Statements.** BCRA shall provide Municipality with annual financial statements within ninety (90) days of its fiscal year end.
- 9.9 **Max Young Fund.** Municipality shall maintain control of the Max Young Fund and subject to Council approval permit withdrawals from the fund for capital work.

10.0 BOOKS AND RECORDS

- 10.1 **Books and Records.** BCRA shall maintain complete and accurate books and records for each Facility and the services in accordance with generally accepted accounting principles. Municipality shall have the right upon reasonable notice and at all reasonable times during normal business hours to audit, examine, make copies of and take extracts from the books of account and records maintained by BCRA.
- 10.2 **Equipment and Material.** All equipment located in or purchased for the Facilities at any time by BCRA and material relating to the management, operation, capital and maintenance of the Facilities shall be and remain the property of Municipality.

11.0 INSURANCE

- 11.1 **Municipality Insurance.** Municipality shall obtain, at its cost, insurance coverage, as it considers appropriate for the Facilities including buildings and contents and general liability insurance.

- 11.2 **BCRA Insurance.** BCRA shall obtain, at its cost, insurance coverage to satisfy its obligations under this agreement including officers and directors liability and public liability insurance. Municipality shall be named as “additional insured” on the public liability policy. BCRA shall provide Municipality with copies of the certificates of insurance for all policies.

12.0 INDEMNIFICATION, LIMITATION OF LIABILITY AND CLAIMS

- 12.1 **Indemnification.** BCRA releases Municipality, its Warden, Council members, authorized officials, employees, officers, agents and volunteers from any and all liability and agrees to defend, indemnify and hold them harmless from any claims, including all damages, losses, expenses, direct and indirect or consequential damages, including but not limited to attorney’s fees and charges and court and arbitration costs, and third party claims, arising out of, or claimed to arise out of any breach, violation or non-performance by BCRA of any covenant, term or provision of this agreement or any death or injury of any person or any damage or destruction of any real or personal property related to the Facilities, the services, BCRA’s use of the Facilities or the use of the Facilities by BCRA’s members, authorized officials, employees, officers, agents and volunteers, licensees or invitees (the “Claims”), except liability arising from the gross negligence or willful misconduct of Municipality.
- 12.2 **Limitation of Liability.** BCRA agrees that Municipality’s liability with respect to any Claims arising from this Agreement shall be absolutely limited to direct damages resulting from the gross negligence or willful misconduct of Municipality. Municipality shall bear no liability whatsoever for any consequential loss, injury or damage incurred by BCRA, including but not limited to claims for loss of use, loss of profits and business interruption. Any Claims by BCRA with respect to this agreement shall be directed and asserted only against Municipality and not against Municipality’s Warden, Council members, authorized officials, employees, officers, agents or volunteers.
- 12.3 **Notification of Claims.** BCRA shall notify Municipality in writing as soon as possible after it becomes aware of any Claims or possible Claims against BCRA and/or Municipality involving the services and/or Facilities.
- 12.4 **No Action on Claims.** BCRA shall take no steps (such as the admission of liability) that would operate to bar Municipality from obtaining any protection afforded by any policies of insurance it may hold or which will operate to prejudice the defense in any legal proceeding involving Municipality or the Facilities, or otherwise prevent Municipality from protecting itself against any such Claims.
- 12.5 **Cooperation with Municipality.** BCRA shall cooperate fully with Municipality in the defense of any Claims.
- 12.6 **Settlement Authority.** Settlement authority for Claims against Municipality or involving the Facilities shall be at the sole authority of Municipality.

13.0 TAXES

- 13.1 BCRA shall remit when due all taxes, rates and charges that are charged, assessed or levied in respect of the services including any GST/HST obligations of BCRA as stipulated under the *Excise Tax Act*. BCRA agrees to indemnify and reimburse Municipality upon demand for any such taxes, rate or charges which may be assessed to Municipality.

14.0 TERMINATION

- 14.1 **Termination for Any Reason.** This agreement may be terminated by either party for any reason whatsoever upon at least one hundred and twenty (120) days' written notice to the other party.
- 14.2 **Termination for Material Breach.** This agreement may be terminated by either party for a material breach of any of its terms, provided that the party alleging breach shall give written notice of the breach to the other and that party shall remedy the default to the satisfaction the other party within ten (10) business days of receipt of such notice, or if such default cannot reasonably be remedied within such time the party shall promptly begin to remedy the default within that time and thereafter diligently prosecute to conclusion all acts necessary to remedy the default, then such default shall be deemed to be remedied.
- 14.3 **Failure to Remedy Material Breach.** If BCRA fails to remedy a material breach as set out in Article 14.2 Municipality shall have the right, at its election, to exercise any or all of the following remedies:
- a) terminate in whole or in part, the rights or obligations of BCRA under this agreement;
 - b) take possession of the Facilities; and/or
 - c) remedy or cause to be remedied the default and BCRA shall reimburse Municipality for any costs or expenses associated with same.
- 14.4 **Termination by Municipality for Other Reasons.** This agreement may be terminated by Municipality upon the occurrence of any of the following:
- a) BCRA becomes insolvent, makes an assignment in bankruptcy or makes a proposal to its creditors under the *Bankruptcy and Insolvency Act*;
 - b) BCRA substantially changes its bylaws such that they are inconsistent with BCRA operating the Facilities; or
 - c) Municipality determines, in its sole discretion but acting reasonably, that BCRA is no longer capable of operating one or more of the Facilities.

14.5 **Obligations of BCRA on Termination.** Where Municipality or BCRA has terminated this Agreement in accordance with the terms hereof BCRA shall on the effective date of the termination:

- a) stop the performance of all services;
- b) terminate all contracts as Municipality may specify in writing;
- c) provide to Municipality a detailed list of all licensed users and customers of the Facilities;
- d) assign and transfer to Municipality all of BCRA's right, title and interest in all liquor and other licenses and permits, if any, used by BCRA in the operation of the Facilities;
- e) deliver all books and records to Municipality;
- f) remove from the Facilities all BCRA property, debris and any other materials as directed by Municipality;
- g) do all such acts, execute and deliver to Municipality all such documents, conveyances, deeds, assignments, transfers, bills of sale, assurances and certificates and take all actions as may be required by Municipality to exercise its rights hereunder;
- h) indemnify Municipality with respect to any and all liabilities relating to the Facilities and/or services arising out of anything done or omitted to be done by BCRA contrary to this agreement, including indemnification for any outstanding actions, suits or proceedings; and
- i) take any other action towards termination of the services which Municipality acting reasonably shall request in writing.

15.0 DISPUTE RESOLUTION

15.1 **Amicable Negotiations.** The parties shall make reasonable efforts to informally settle any disputes.

15.2 **Mediation.** If the dispute cannot be resolved informally either party may provide the other with written notice of its desire to have the dispute resolved by non-binding mediation on a without prejudice basis. The mediator shall be appointed by agreement or if the parties cannot agree by a court of law.

15.3 **Other Resolution.** If the dispute cannot be resolved by mediation within thirty (30) days of the appointment of a mediator the parties may, upon mutual agreement, refer the dispute to binding arbitration, or, upon either party's election, seek relief in Court.

15.4 **Continuation of Work During Dispute.** Notwithstanding any dispute, BCRA and Municipality shall, to the extent reasonably possible, continue to perform their obligations under this agreement without interruption or delay.

16.0 GENERAL

16.1 **Amendment and Assignment.** No amendment, variation or waiver of the provisions of this agreement, or any assignment of this agreement, shall be effective unless made in writing and signed by both parties.

16.2 **Notice.** All notices, demands, requests, approvals or other communications of any kind which the parties may be required or may desire to serve on each other in connection with this Agreement shall be delivered by e-mail or registered mail to:

Municipality of the County
of Annapolis

Attention: _____

Address: PO Box 100,
Annapolis Royal, NS
B0S 1A0

Tel: _____

Email: _____

Bridgetown Community Recreation
Association

Attention: _____

Address: _____

Tel: _____

Email: _____

16.3 **Time of Essence.** For every provision of this agreement, time is of the essence.

16.4 **Waiver.** Any waiver by any party of all or any part of any provision or the breach of any provision of this agreement shall affect only the matter specifically identified in the instrument granting the waiver and shall not extend to any other matter, provision or breach.

16.5 **Enurement.** This agreement enures to the benefit of and binds the parties and their respective successors and permitted assigns.

16.6 **Severability.** If any portion of this agreement shall be held invalid or unenforceable the remainder of the provision in question and the remainder of this agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by applicable laws.

16.7 **Governing Law.** This agreement shall be governed by and construed in accordance with the laws in force in the Province of Nova Scotia.

16.8 **Entire Agreement.** This agreement constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements, negotiations, discussions, undertakings, representations, warranties, and understandings, whether written or verbal.

16.9 **Further Assurances.** Each party shall promptly execute and deliver all further documents and take all further action reasonably necessary to give effect to the provisions and intent of this agreement.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and year first above written.

SIGNED AND DELIVERED

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Witness
Name:

Warden, Diane Le Blanc

Witness
Name:

Municipal Clerk, Sarah Kucharski

BRIDGETOWN COMMUNITY RECREATION ASSOCIATION

Witness
Name:

Per:

Witness
Name:

er: P

Schedule "A"

Arena Municipality:

1. Opening: Organize CIMCO Maintenance and plant start up, have Zamboni serviced pre start up. Assist with building of ice and painting the lines on the ice. Assist with cleaning changing rooms, washrooms, lobby, warms rooms, player benches, penalty boxes, music room, canteen.
2. Closing: Remove ice. Assist with cleaning floors, boards, glass. Assist with cleaning changing rooms, washrooms, lobby, warms rooms, player benches, penalty boxes, music room, canteen.
3. Arrange CIMCO ice plant shutdown routine, and regular maintenance.
4. Overall Building Maintenance, washroom maintenance, repairs as needed, bleacher repairs, painting, door hardware as needed, adjustments, repairs as needed.
5. Weekly Garbage Pick up/ Removal
6. Outdoor maintenance including snow removal around the building, designated parking areas, grass mowing around the property, gravel parking lot maintenance, pothole repairs, grading etc.

Arena BCRA

1. Opening: order ice paints, wash glass, boards, pressure wash floor. Service ice painting sprayer, touch up paint where needed, safety lines, bleachers, floors, walls etc. Building of ice and painting of ice , lines, creases etc.
2. Closing: cleaning floors, boards, glass. Cleaning changing rooms, washrooms, lobby, warms rooms, player benches, penalty boxes, music room, canteen.
3. Be ready for summer rentals, cadets, festivals, other.
4. Generate additional revenue through additional ice sales, signage, and summer rentals and programming.
5. Manages all program related activities and booking.

Pool Municipality:

1. Transporting and moving chemicals, deliveries.
2. Testing of water quality as per guidelines.
3. Assembling/disassembling the pool pumping and filtration systems
4. Assists with annual opening and closing procedures of the pool , including winterizing of buildings and washrooms.
5. Moving bleachers as necessary for events, as needed.
6. Weekly Garbage Pick Up /Removal
7. Mowing of grass around property as needed for tidy appearance, maintain gravel parking areas, pothole filling, grading for flat safe surface. Repair fences as needed.

Pool BCRA:

1. Manages all routine annual maintenance to the facility, emptying the pool, filling the pool, winterizing the buildings and washrooms, repairs to pool floor surfaces, painting of the pool floor annually, fence upkeep.
2. Manages all program related activities and booking.
3. Generate additional revenue through additional rentals, and events.

Ballpark Municipality:

1. Move bleachers as needed
2. Install and un-install safety netting on East and West sides of field, layout/stake out base locations in spring.
3. Mowing of the field, once weekly minimum, but as needed for games, tournament scheduled, and to maintain safe and healthy length of grass. Repair maintain and damages to field surfaces, vandalism, wear and tear, etc.
4. Grade/Drag the infield once weekly minimum, as needed for tournaments, busy schedules if needed. Lining of fields after dragging. (provide lime for lines)
5. Provide adequate washroom facilities for the season.
6. Provide and Install parking area barricades/beams seasonally
7. Trim tress branches and brush as needed (west side) to limit interference in the field playing area
8. General maintenance, repairs to fences, posts, dugouts, scoreboard, storage building as needed.

Ballpark BCRA:

1. Manages all program related activities and booking.



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Rob Frost, Chief Administrative Officer
Report Number: SR2026-43 Letter to Province regarding Fire Modernization
Subject: Letter to Province regarding Fire Modernization

RECOMMENDATION(S):

That Council direct the CAO to send the attached letter regarding Fire modernization to the Minister of Emergency Management and the Minister of Municipal Affairs.

LEGISLATIVE AUTHORITY

N/A

BACKGROUND

The Municipality of the County of Annapolis hosted all fire departments that provide fire services protection in Annapolis County to discuss the Fire Services Association of Nova Scotia (FSANS) report, proposed legislation, and amended legislation. The attached letter provides a summary of that discussion to be shared with Provincial representatives.

DISCUSSION

There has been much discussion in Nova Scotia this past year about fire services and fire service modernization. A key component of this work was the study completed by FSANS. This study provided forty recommendations for fire service modernization. Initial discussions with the Province suggested that more changes would be coming related to fire service then was actually adopted in recent legislation.

The discussion that occurred in Bridgetown with Fire Department representatives on February 26, 2026, allowed for discussion on the FSANS report, and the legislation that had gone through first reading a few days prior to this meeting. Fire Departments shared their thoughts on the things within the FSANS report that they agreed with, didn't agree with, or believed needed adjustments.

The attached draft letter has been circulated to all Fire Departments for their approval, and we have heard agreement from Fire Departments that the letter accurately reflects the discussions and their opinions.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

No current direct implications.

ALTERNATIVES / OPTIONS

Council may choose to propose amendments to the letter.

NEXT STEPS

Letter will be sent to Minister of Emergency Management, and Minister of Municipal Affairs.

ATTACHMENTS

Draft Letter to Province regarding Fire Modernization

Prepared by: Rob Frost, Chief Administrative Officer

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer



(Date)



COUNTY of ANNAPOLIS
NATURALLY ROOTED

752 St. George Street, PO Box 100
Annapolis Royal, Nova Scotia, Canada B0S 1A0
Phone: (902) 532-2331 Fax: (902) 532-2096
Website: AnnapolisCounty.ca

March 30, 2026

The Honourable Kim Masland
Minister of Emergency Services

emo@novascotia.ca

The Honourable John A. MacDonald
Minister of Municipal Affairs

dmamin@novascotia.ca

Dear Minister Masland and Minister MacDonald;

RE: Fire Modernization

The Municipality of the County of Annapolis, and the Fire Departments that we fund, believe it is important to provide feedback and input on the Fire Modernization discussion that is currently happening in Nova Scotia. We collectively acknowledge that it is important to review all services, including fire, on a regular basis, and that there are opportunities for improvement. These improvements should not take place without the direct and explicit participation of the volunteers that provide this invaluable service, and the Municipalities that provide funding and registration for fire departments.

Based on information that has been shared with the County by the Fire Departments, and the conflicting information that has been shared at recent Provincial sessions, the Municipality took the initiative to hold a meeting with the departments and elected officials. The information below is a summary of the main points from that meeting and is provided here for future fire modernization consideration.

Firstly, the fire service in Annapolis County does not agree with the statement that firefighters have been thoroughly engaged in this process. Although some representatives have attended

recent sessions regarding training, there was no further discussion on governance or other proposed changes. This point cannot be stressed enough: firefighters need to be involved in future discussions, and FSANS does not speak for all firefighters or departments.

With any future changes, Chief officers of the departments fear increased administrative burdens related to additional reporting requirements and training standards, and that this oversight will discourage recruitment and retention. Many volunteers join for hands-on community service, and find the existing administrative requirements burdensome, and have concerns about meeting complex compliance obligations. Chiefs already experience burnout, and additional reporting structures could worsen this.

There are also concerns about governance and local autonomy. Proposals and discussions regarding municipal ownership of assets, increased Council oversight, and standardized requirements are viewed as undermining local department identity, fundraising capacity, and operational flexibility. Departments worry about losing control over equipment, spending decisions, and service levels. We collectively understand that the legislation that was approved is very different than initial discussions, but as conversations continue around fire modernization it is important to consider ways that can improve support while maintaining autonomy.

Financial uncertainty is a major issue. Questions remain about who will fund increased training requirements, earlier apparatus replacement based on standards, and compliance costs. Members note that equipment is already tested and certified annually and caution against stringent replacement timelines dictated through NFPA standards. Municipalities struggle with covering all costs needed now, so significant additional costs could become problematic to meet.

Operationally, participants highlighted the importance of local knowledge, especially for dispatch and medical first response, and noted existing pressures such as insurance costs, equipment inflation, limited cell service, and ambulance shortages.

Generally, the departments and the Municipality, are supportive of anything that can make it easier for our volunteers. These include improved training, Community Risk Assessments, standardized insurance, recruitment support, additional incentives for volunteers, and improved health and wellness coverage. Again, all items were discussed very positively, but consideration on the cost implications need to be incorporated into this discussion.

The Municipality and the Fire Departments also believe that the province needs to better define the vision for fire service in Nova Scotia. There is a myriad of ways that fire service is provided across the province, and every model has positives and negatives. The rural nature of many counties needs to be recognized, with the understanding that a model that may work for one municipality may not work the same for all. Many of the ongoing discussions seem to focus on governance models that relate more to “urban” areas that can be found in numerous towns where the Town may own the assets and have more direct involvement in fire services. This model does not work the same with most municipalities who are working with numerous fire departments.

Collectively, the Fire Departments representing Annapolis County, and the Municipality, thank the province for the continued discussion on how to standardize fire service while keeping the focus on supporting the many volunteers that work daily to keep us safe. We all look forward to being fully engaged in future discussions related to fire services.

Sincerely, on behalf of the Municipality of the County of Annapolis and the eleven Fire Departments that provide our fire services,

Diane Le Blanc, Warden,
Municipality of the County of Annapolis

DL;th

Cc:

All Fire Chiefs in Annapolis County	Warden Linda Gregory, Digby County
Mayor David Corkum, Kings County	CAO Rob Frost, County of Annapolis
Mayor Scott Christian, Queens County	Mayor Gail Smith, Town of Middleton
Mayor Amery Boyer, Town of Annapolis Royal	MLA Chris Palmer
MLA David Bowlby	MLA Jill Balsor



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Rob Frost, Chief Administrative Officer
Report Number: SR2026-44 Bear River Board of Trade – Comfort Centre Agreement
Subject: Bear River Board of Trade – Comfort Centre Agreement

RECOMMENDATION(S):

That Council direct the CAO to enter into an agreement with the Bear River Board of Trade related to the operation of the comfort centre, as attached.

LEGISLATIVE AUTHORITY

Agreements

61 (1) A municipality or a village may agree with any person for the provision of a service or a capital facility that the municipality or village is authorized to provide.

(2) An agreement made pursuant to subsection (1) may allow for the lease, operation or maintenance of the facility or provision of the service by a person, including the sale or disposition to that person of property of the municipality or village that continues to be required for the purposes of the municipality or village, as the case may be. 1998, c. 18, s. 61.

BACKGROUND

The Municipality of the County of Annapolis has partnered with the Bear River Board of Trade (BRBoT) for the creation and operation of a comfort centre on the Bear River waterfront. Although this project was approved by Council, there was never a written agreement put in place, leading to confusion on payment of services.

DISCUSSION

The Municipality and the BRBoT partnered to create a comfort centre on the Bear River waterfront. The understanding of the board is that the Municipality would be covering any costs related to operation of the comfort centre including power, water, and sewer, however this was not captured in an agreement resulting in a bill for sewer being issued to the Board.

The CAO met with the Board, and had numerous communications, to discuss the intention of an agreement. A draft agreement was developed, slight amendments were made, and the Board agreed to the signing of this agreement.

FINANCIAL IMPLICATIONS

Agreement clarifies that the Municipality will be responsible for any power, water, sewer, and maintenance costs related to the comfort centre, and will cover the cleaning costs of the facility. These costs have been included in the budget.

POLICY IMPLICATIONS

No current direct implications.

ALTERNATIVES / OPTIONS

Council may choose to propose amendments to the agreement.

NEXT STEPS

Agreement will be signed by both parties, providing direction for staff and BRBoT as to operational responsibilities.

ATTACHMENTS

Proposed Agreement with BRBoT

Prepared by: Rob Frost, Chief Administrative Officer

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer

(Date)

**BEAR RIVER COMFORT CENTRE
OPERATING AGREEMENT**

THIS AGREEMENT made this _____ day of _____, 2026.

BETWEEN:

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS, a county municipality continued under the *Municipal Government Act*, 1998, c 18

(Hereinafter referred to as “the Municipality”)

- and -

The BEAR RIVER BOARD OF TRADE, an organization incorporated by act of Parliament in 1905, under the Boards of Trade Act – Part I.

(Hereinafter referred to as “BRBoT”)

Collectively the Parties Hereto

WHEREAS section 61 of the Municipal Government Act allows municipalities to agree with any person for the provision of a service or a capital facility that the municipality is authorized to provide; and

WHEREAS the parties hereto are desirous of providing washrooms, and other facilities (Comfort Centre) at the Bear River Waterfront; and

WHEREAS the BRBoT is the owner of the property located in Bear River, PID #05188941 and #05197777 and has allowed the Municipality to build a Comfort Centre on these parcels of land: and

WHEREAS the Municipality owns the building known as the Comfort Centre.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT, for and in consideration of the joint and several mutual covenants herein contained, and other valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties hereto mutually covenant and agree with each other as follows:

1.0 TERM

1.1 The term of this agreement is for ten (10) years and shall commence on April 1, 2026 and shall end on March 31, 2036.

1.2 This agreement may renew automatically for an additional ten (10) year term unless terminated or amended as per section 4.2 below

- 1.3 This agreement will only be renewed once automatically, and will require a full review and renewal prior to continuing past a total of twenty (20) year.

2.0 OBLIGATIONS OF BEAR RIVER BOARD OF TRADE

BRBoT shall:

- 2.1 Open and close the Comfort Centre each day.
- 2.2 Maintain and upkeep of surrounding grounds and property, including but not limited to; grass mowing, tree maintenance, trash or litter collection.
- 2.3 Notify the Municipality should any there be identified any damage, or repairs needed, to the Comfort Centre.
- 2.4 Maintain “General Liability Insurance” covering injury or damage to persons or property for the grounds surrounding the Comfort Centre. This insurance will be provided to the Municipality.
- 2.5 Notify the Municipality of any scheduled special events that may require additional services at the Comfort Centre.

3.0 OBLIGATIONS OF THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

The Municipality shall:

- 3.1 Provide for, and cover the costs, of all services related to the Comfort Centre, including but not limited to: power, water, sewer.
- 3.2 Provide a tax exemption, upon annual approval of Council.
- 3.3 Insure the Comfort Centre through the Municipal coverage.
- 3.4 Provide all maintenance and repairs as needed for the Comfort Centre.
- 3.5 Perform all winterization procedures at the Comfort Centre for seasonal closure no later than November 1st of each year.
- 3.6 Perform all opening procedures at the Comfort Centre for seasonal opening no later than May 1st of each year.
- 3.7 Perform, or have performed, all cleaning services needed for the Comfort Centre, at a minimum of once daily from the seasonal opening to closing dates.

4.0 OTHER

- 4.1 In the event of a conflict between this Agreement and the Act, the latter shall prevail.

- 4.2 Either party may provide notice to amend this Agreement with 60 days notice. Such amendments may occur with agreement of both parties.
- 4.3 Any disputes between the parties concerning the interpretation or application of provisions of this Agreement shall be referred to Arbitration pursuant to the provisions of the Arbitration Act of the Province of Nova Scotia.

5.0 DISPUTE RESOLUTION

- 5.1 Amicable Negotiations. The parties shall make reasonable efforts to informally settle any disputes.
- 5.2 Mediation. If the dispute cannot be resolved informally either party may provide the other with written notice of its desire to have the dispute resolved by non-binding mediation on a without prejudice basis. The mediator shall be appointed by agreement or if the parties cannot agree by a court of law.
- 5.3 Other Resolution. If the dispute cannot be resolved by mediation within thirty (30) days of the appointment of a mediator the parties may, upon mutual agreement, refer the dispute to binding arbitration, or, upon either party's election, seek relief in Court.
- 5.4 Continuation of Work During Dispute. Notwithstanding any dispute, BRBoT and Municipality shall, to the extent reasonably possible, continue to perform their obligations under this agreement without interruption or delay.

6.0 INDEMNIFICATION

- 6.1 Indemnification. BRBoT releases Municipality, its Warden, Council members, authorized officials, employees, officers, agents and volunteers from any and all liability and agrees to defend, indemnify and hold them harmless from any claims, including all damages, losses, expenses, direct and indirect or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, and third party claims, arising out of, or claimed to arise out of any breach, violation or non-performance by BRBoT of any covenant, term or provision of this agreement or any death or injury of any person or any damage or destruction of any real or personal property related to the Facilities, the services, BRBoT's use of the Facilities or the use of the Facilities by BRBoT's members, authorized officials, employees, officers, agents and volunteers, licensees or invitees (the "Claims"), except liability arising from the gross negligence or willful misconduct of Municipality.
- 6.2 . Limitation of Liability. BRBoT agrees that Municipality's liability with respect to any Claims arising from this Agreement shall be absolutely limited to direct damages resulting from the gross negligence or willful misconduct of Municipality. Municipality shall bear no liability whatsoever for any consequential loss, injury or damage incurred by BRBoT, including but not limited to claims for loss of use, loss of profits and business interruption. Any Claims by BRBoT with respect to this agreement

shall be directed and asserted only against Municipality and not against Municipality's Warden, Council members, authorized officials, employees, officers, agents or volunteers.

6.3 Notification of Claims. BRBoT shall notify Municipality in writing as soon as possible after it becomes aware of any Claims or possible Claims against BRBoT and/or Municipality involving the services and/or Facilities.

6.4 No Action on Claims. BRBoT shall take no steps (such as the admission of liability) that would operate to bar Municipality from obtaining any protection afforded by any policies of insurance it may hold or which will operate to prejudice the defense in any legal proceeding involving Municipality or the Facilities or otherwise prevent Municipality from protecting itself against any such Claims.

6.5 Cooperation with Municipality. BRBoT shall cooperate fully with Municipality in the defense of any Claims.

6.6 Settlement Authority. Settlement authority for Claims against Municipality or involving the Facilities shall be at the sole authority of Municipality.

7.0 NOTICE

7.1 Any notice under this Agreement, unless otherwise provided, may be given if delivered or mailed, postage prepaid, or by facsimile transmission or electronic transmission to:

Chief Administrative Officer
Municipality of the County of Annapolis
P.O. Box 100, 752 St. George Street
Annapolis Royal, NS
B0S 1A0

President
Bear River Board of Trade
P.O. Box 235
Bear River, NS
B0S 1B0

8.0 SEVERABILITY

8.1 The parties covenant and agree that the invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision, and any invalid provision will be severable, or will be deemed to be severable.

9.0 WAIVER AND AMENDMENTS

9.1 No action by any party to this Agreement shall be construed as a waiver saving express written provision of such waiver, and this Agreement shall not be amended saving express written provision of such amendment by all parties hereto.

10.0 RELATIONSHIP OF PARTIES

10.1 The Participating Units intend that the parties hereto shall not be treated as partners or members of a joint venture for any purpose.

11.0 FURTHER ASSURANCES

11.1 The parties hereto agree to execute and deliver any further documents or assurances or to furnish any further information or perform any other act reasonably necessary to give full effect to the terms contained in the Agreement.

12.0 EFFECTIVE DATE

12.1 This Agreement is effective upon the date of execution of same by the parties hereto.

13.0 TIME

13.1 Time shall, in all respects be of the essence in the Agreement.

THIS AGREEMENT shall enure to the benefit of and be binding upon the parties hereto, their successors and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement by their respective officials, duly authorized on that behalf, on the day and year first above written.

SIGNED AND DELIVERED

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

Witness
Name:

Warden, Diane Le Blanc

Witness
Name:

Municipal Clerk

Bear River Board of Trade

Witness
Name:

Per:

Witness
Name:

Per:



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Rob Frost, Chief Administrative Officer
Report Number: SR2026-45 Plan for Future Use of Municipal Lands
Subject: Plan for Future Use of Municipal Lands

Elements of this subject matter will be presented in-camera as per section 22 (2) (a), acquisition, sale, lease and security of municipal property.

RECOMMENDATION(S):

That Council direct the CAO to further review the property list attached, and provide a detailed report of recommendations at a future meeting.

To occur after the In-Camera Session

That Council direct the CAO to re-issue a modified request for proposals for the Upper Clements Park property, as per the staff report of April 14, 2026.

LEGISLATIVE AUTHORITY

Powers of municipality regarding property

50 (5) A municipality may

- (a) acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public;
- (b) sell property at market value when the property is no longer required for the purposes of the municipality;
- (c) lease property owned by the municipality at market value;
- (d) sell deeds for cemetery lots and certificates of perpetual care. 1998, c. 18, s. 50.

Sale or lease of municipal property

51 (1) Notwithstanding subsection 57(2), a municipality may sell or lease property at a price less than market value for any purpose that the council considers to be beneficial to the municipality.

(2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.

(3) Where the council proposes to sell property referred to in subsection (1) valued at more than ten thousand dollars at less than market value, the council shall first hold a public hearing respecting the sale.

Sale to abutting owner

51A Where a municipality holds land that is of insufficient size or dimensions to be capable of any reasonable use, in the opinion of the council, all or part of the land may be sold to the owner of any lot abutting that land and may be consolidated with such lot and,

notwithstanding Section 51, the sale price of the land so sold may be set by council at a price that is less than market value at the time of the sale. 2003, c. 9, s. 51.

BACKGROUND

The Municipality of the County of Annapolis currently owns 214 parcels of land. As can be seen in the table below, the use of these lands varies from recreational to public works use to former usable sites that the Municipality continues to own. It is important that Municipalities regularly review the property owned to determine if parcels are still required and dispose of property that is no longer of use to the Municipality.

DISCUSSION

The 214 parcels of land have been further reviewed to determine current use, acquisition of the parcel in question, and planned or potential future use. Of the 214 parcels of land, many can be removed due to current and continuation of this use. These parcels are current active properties of buildings, public works activities, and recreation. Staff have narrowed down the list of 214 to approximately 40 properties that should have further discussion as to future use.

FunctionType	Values	
	Sum of Area (ha)	% of Total
Admin./Public Works/Other	31.55	4.58%
Former Upper Clements Park	26.16	3.80%
Former Waste Management Sites	196.09	28.45%
Future Recreation	52.80	7.66%
Parking	0.75	0.11%
Recreation	152.45	22.12%
ROW	25.37	3.68%
Source Water Protection	46.30	6.72%
Vacant Lot	105.56	15.31%
Water/Wastewater/Stormwater	52.25	7.58%
Grand Total	689.28	100.00%

FINANCIAL IMPLICATIONS

Holding land assets no longer required by the Municipality decreases available revenue to the Municipality through taxation. Divesting of property may generate revenue from sale or properties and will generate revenue from taxation when held privately. Some properties may have potential for other revenue generation, such as responsible wood harvesting, or lease for farming activities.

POLICY IMPLICATIONS

Must include any changes to assets in financial information.

ALTERNATIVES / OPTIONS

Council may choose to not review land holdings.

NEXT STEPS

- Staff will further review land holdings and prepare additional discussions for Council. A special meeting to discuss all holdings may be required.
- Staff will prepare a revised Request for Proposals related to the former Upper Clements Park Property and release. Proposals and a recommendation would come back to Council for a decision.

ATTACHMENTS

- Current list of properties to review.
- Original Former Upper Clements Park Lands Request for Proposal

Prepared by: Rob Frost, Chief Administrative Officer

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer



(Date)

PID	AAN	ParcelType	FunctionType	LocationDesc	Notes1	Assessment	GeoAreaHA	DocAreaHA	Community	RoadName
05000492	02867265	Standard Parcel	Vacant Lot	734 St George Street, Annapolis Royal, Annapolis County	Vacant lot by Municipal Building.	Commercial Exempt \$23,800.00	0.13	0.13	Annapolis Royal	St George Street
05144837	04642074	Standard Parcel	Vacant Lot	Centennial Drive, Bridgetown, Annapolis County	Vacant lot.	Resource Exempt \$3,200.00	0.02	0.02	Bridgetown	Centennial Drive
05311709	02157438	Standard Parcel	Parking	Granville Street West, Bridgetown, Annapolis County	Easement?.	Commercial Exempt \$8,800.00	0.01	0.01	Bridgetown	Granville Street W
05142039	06212301	Standard Parcel	Water/Wastewater/Stormwater	308 Church Street, Bridgetown North, Annapolis County	Three municipal supply wells.	Resource Exempt \$56,100.00	10.17	10.10	Bridgetown North	Church Street
05012083	09154116	Standard Parcel	Vacant Lot	Church Street, Bridgetown North, Annapolis County	Vacant lot.	Resource Exempt \$2,700.00	0.47	0.47	Bridgetown North	Church Street
05150438	05407648	Standard Parcel	Vacant Lot	Church Street, Bridgetown North, Annapolis County	Vacant lot.	Resource Exempt \$18,000.00	0.71	0.70	Bridgetown North	Church Street
05150453	06212298	Standard Parcel	Vacant Lot	Church Street, Bridgetown North, Annapolis County	Vacant lot.	Residential Exempt \$21,400.00	1.88	1.46	Bridgetown North	Church Street
05320049	11055508	Standard Parcel	Vacant Lot	Church Street, Bridgetown North, Lot 23-1, Annapolis County	Vacant lot.	Resource Exempt \$28,900.00	4.38	4.38	Bridgetown North	Church Street
05146030	00447102	Standard Parcel	Vacant Lot	Brickyard Road, Carleton Corner, Lot D, Annapolis County	Vacant lot.	Residential Exempt \$15,000.00	0.07	0.07	Carleton Corner	Brickyard Road
05174123	04641965	Standard Parcel	Vacant Lot	Clarence Road, Clarence West, Annapolis County	Related to access road and infrastructure to old reservoir.	Resource Exempt \$14,700.00	0.98	0.99	Clarence West	Clarence Road
05174115	04641965	Standard Parcel	Vacant Lot	Clarence Road, Clarence West, Annapolis County	Related to access road and infrastructure to old reservoir.	Resource Exempt \$14,700.00	0.91	0.99	Clarence West	Clarence Road
05174107	04641965	Standard Parcel	Water/Wastewater/Stormwater	676 Hampton Mountain Road, Clarence West, Annapolis County	May have been old reservoir. Open pond.	Resource Exempt \$14,700.00	0.52	0.64	Clarence West	Hampton Mountain Road
05170808	04749642	Standard Parcel	Water/Wastewater/Stormwater	684 Hampton Mountain Road, Clarence West, Annapolis County	Underground reservoir for the Bridgetown system.	Commercial Taxable \$462,400.00, Residential Taxable \$27,900.00	0.20	1.30	Clarence West	Hampton Mountain Road
05170816	03095509	Standard Parcel	Vacant Lot	Hampton Mountain Road, Clarence West, Annapolis County	Vacant lot north of the underground reservoir for the Bridgetown system.	Resource Exempt \$8,400.00	12.16	13.75	Clarence West	Hampton Mountain Road
05268487	04749642	Standard Parcel	Vacant Lot	Hampton Mountain Road, Clarence West, Annapolis County	Vacant lot north of the underground reservoir for the Bridgetown system.	Commercial Taxable \$462,400.00, Residential Taxable \$27,900.00	0.85	0.81	Clarence West	Hampton Mountain Road

05268503	04749642	Standard Parcel	Water/Wastewater/Stormwater	Hampton Mountain Road, Clarence West, Annapolis County	Underground reservoir for the Bridgetown system.	Commercial Taxable \$462,400.00, Residential Taxable \$27,900.00	0.29	0.28	Clarence West	Hampton Mountain Road
05268495	04749642	Standard Parcel	Vacant Lot	Hampton Mountain Road, Clarence West, Annapolis County	Vacant lot.	Commercial Taxable \$462,400.00, Residential Taxable \$27,900.00	0.66	0.81	Clarence West	Hampton Mountain Road
05054911	00576441	Standard Parcel	Future Recreation	Quarry Road, Clementsvale, Annapolis County	Clementsvale falls. Acquired through tax sale.	Resource Exempt \$12,000.00	0.93	1.01	Clementsvale	Quarry Road
05204854	07042523	Standard Parcel	Future Recreation	Brook Street, Cornwallis Park, Lot PL3, Annapolis County	Acquired through parks levy.	Commercial Exempt \$4,500.00	0.78	0.81	Cornwallis Park	Brook Street
05297890	10220165	Standard Parcel	Former Waste Management Site	No 10 Hwy, Dalhousie, Lot Ads, Annapolis County	Old Joe Simon Landfill.	Municipal Forest \$9,200.00	15.07	15.07	Dalhousie	Highway 10
05265459	09150579	Standard Parcel	Future Recreation	Eddy Drive, East Dalhousie, Lot 100, Annapolis County	Parking. Acquired by parks levy. Lot near Lower Sixty Lake.	Residential Exempt \$15,000.00	0.80	0.80	East Dalhousie	Eddy Drive
05265442	09150544	Standard Parcel	Future Recreation	Eddy Drive, East Dalhousie, Lot 101, Annapolis County	Lot with shoreline on Lower Sixty Lake. Acquired through parks levy.	Residential Exempt \$71,000.00	0.99	0.98	East Dalhousie	Eddy Drive
05299565	10197708	Standard Parcel	Future Recreation	Eddy Drive, East Dalhousie, Lot 43, Annapolis County	Acquired through parks levy. Near Lower Sixty Lake.	Residential Exempt \$15,000.00	0.54	0.54	East Dalhousie	Eddy Drive
05091152	00722847	Standard Parcel	Former Waste Management Site	No 8 Hwy, Graywood, Annapolis County	Old landfill site.	Commercial Exempt \$4,500.00, Resource Exempt \$23,600.00	81.73	82.59	Graywood	Highway 8
05091178	00722901	Standard Parcel	Vacant Lot	No 8 Hwy, Graywood, Annapolis County	Vacant lot east of the old landfill site.	Resource Exempt \$12,400.00	12.87	12.93	Graywood	Highway 8
05091335	03394328	Standard Parcel	Former Waste Management Site	8372 Highway 8, Graywood, Annapolis County	Old incinerator site.	Commercial Exempt \$21,100.00, Resource Exempt \$30,500.00	78.93	71.51	Graywood	Highway 8
05049176	04180453	Standard Parcel	Future Recreation	Sam Harris Road, Greenland, Annapolis County	Donation for canoe access and park.	Resource Exempt \$7,000.00	1.70	0.76	Greenland	Sam Harris Road
05047840	02594714	Standard Parcel	Future Recreation	Victory Road, Greenland, Annapolis County	Vacant lot with water access.	Resource Exempt \$12,400.00	31.63	16.19	Greenland	Victory Road
05092432	04790111	Standard Parcel	Future Recreation	Guinea Road, Guinea, Annapolis County	Vacant lot with water access on Skull Lake.	Resource Exempt \$24,800.00	14.63	0.00	Guinea	Guinea Road
05086871	03394263	Standard Parcel	Vacant Lot	Power Lot Road, Guinea, Annapolis County	Vacant lot.	Resource Exempt \$4,000.00	0.18	0.18	Guinea	Power Lot Road
05051651	03394409	Standard Parcel	Vacant Lot	Hastings Road, Hastings, Annapolis County	Vacant lot.	Resource Exempt \$900.00	0.16	0.17	Hastings	Hastings Road
05295712	10055261	Standard Parcel	Vacant Lot	Main Street, Lawrencetown, Annapolis County	Vacant lot. Main St. Lawrencetown to Harvest Moon trailway.	Residential Exempt \$500.00	0.09	0.09	Lawrencetown	Main Street
05200449	07039654	Standard Parcel	Vacant Lot	Prince Street, Lawrencetown, Parcel P-97, Annapolis County	Vacant lot.	Resource Exempt \$27,300.00	2.30	2.30	Lawrencetown	Prince Street
05004403	03394301	Standard Parcel	Vacant Lot	No 201 Hwy, Lequille, Annapolis County	Vacant lot. Robertson field.	Resource Exempt \$7,200.00	3.11	3.10	Lequille	Highway 201



COUNTY *of* ANNAPOLIS

NATURALLY ROOTED

REQUEST FOR PROPOSAL
for
SALE & DEVELOPMENT OF MUNICIPAL LAND
FORMER UPPER CLEMENTS PARK LANDS
2025-RFP-001

Proposals will be received by email as follows:

E-mail:	abarr@annapoliscounty.ca
Closing Date:	Friday, March 21, 2025
Closing Time:	2:00 PM local time

Any questions or clarification regarding this Request for Proposal must be submitted, in writing, to: **Amy Barr, abarr@annapoliscounty.ca.**

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

NOTE: Should any potential bidders download this Request for Proposal, it is the Proponent's responsibility to check for Addenda which will be posted on the Provincial website.

1 DEFINITIONS

- a. "Best Value" means the value placed upon quality, service, past performance and price.
- b. "Business Day" means a day other than a Saturday, Sunday or statutory holiday
- c. "Claim" means any claim, demand, suit, action, or cause of action, whether arising in contract, tort or otherwise, and all costs and expenses relating thereto;
- d. "Competitive Selection Process" means the overall process for the selection of a Preferred Proponent (s) for the Project including, but not limited to, this RFP stage;
- e. Contact Person means the person identified as such on the cover page of this RFP, or their delegate;
- f. "Contract" means an agreement between the Municipality and the Successful Proponent.
- g. "Contract Award" means the time when all commercial terms of the Contract have been agreed upon;
- h. "Contract Execution" means the time when the Contract and all other agreements related to the Project have been executed and delivered and all conditions to the effectiveness of the Contract have been satisfied;
- i. "Delivery Address" means the delivery address identified as such on the cover page of this RFP;
- j. "Intellectual Property Rights" has the meaning set out in Section 6.2;
- k. "Key Individuals of a Proponent" means the specific firms and persons, exclusive to the Proponent, filling the following roles (or equivalent) in the Proponent's Proposal;
- l. "Must" "mandatory" or "required" means a requirement that must be met in order for a Proposal to receive consideration.
- m. "Preferred Proponent" means any entity, including the company, firm, consortium of any legal entity selected to negotiate the Project Agreement
- n. "Premises" shall mean building(s) or part of a building with its appurtenances.
- o. "Project" means the provision of complete services for the Development of the Property;
- p. "Project Agreement" means the agreement between the Municipality and the Proponent to provide all or some of the services;
- q. "Proposal" shall mean the Proponent's submission to the RFP.
- r. "Proponent" means a party submitting a Proposal to this RFP.
- s. "Request for Proposal" (RFP) includes the documents listed in the index of the RFP and any modifications thereof or additions thereto incorporated by addenda before the close of RFP.
- t. "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for RFP.
- u. "Special Conditions" means the special conditions, which are included in the RFP.
- v. "Specifications" means the specifications which are included in the RFP.
- w. "Statement of Requirements" means the functional requirements and specifications for the Services as set out in the Statement of Requirements;
- x. "Subcontractor" includes, inter alia, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.
- y. "Successful Proponent" means the Proponent submitting the most advantageous RFP as determined by the Municipality.
- z. "Third-Party Intellectual Property Rights" means all Intellectual Property Rights of any Person which is not a member of, or a related party to, a member of the Proponent Team;
- aa. "Municipality" means The Municipality of the County of Annapolis.
- bb. "Municipal Representative" means the representative or appointee engaged by the Municipality to supervise the work.
- cc. "Work" means any labour, duty and/or efforts to accomplish the purpose of this project.

2 SCOPE OF THE PROPOSAL

2.1 INTRODUCTION

This document outlines the overall scope of the project, sets out the basic requirements for the Proposal document and provides the evaluation criteria to be used as the basis for selecting the successful Proponent. The objectives of the RFP are to evaluate the Proponent's experience, technical expertise, project methodology, schedule and intent for the Property.

2.2 BACKGROUND

The Municipality of the County of Annapolis (Municipality) owns a parcel of property it would like to see developed. The Municipality invites development firms to submit a proposal to develop the site at 3041 Highway 1, Upper Clements. The subject lands were developed as Upper Clements Park in 1989 and operated as a theme park until the Park closed in 2019. The subject lands are approximately 65 acres in size and were purchased by the Municipality on April 15, 2020, for nearly \$1 million.

2.3 SITE OVERVIEW

The subject property is located in Upper Clements, a charming community nestled in the beautiful Annapolis Valley. Located just 5 kms west of Annapolis Royal, a popular tourist destination, the property boasts sweeping views of the dynamic Annapolis Basin that are second to none. Area residents enjoy a rural lifestyle with convenience, just minutes away from historic sites, wineries and distilleries, dining, shopping, and recreation. The Annapolis Valley has traditionally been an agriculture centre with a resource-based economy but is becoming recognized for its many attractions and attributes, contributing to significant growth in commercial and residential sectors. The primary land use in the vicinity of the subject property is mixed use consisting of single-family residential, recreational, and vacant land. Although the site is currently zoned Commercial Park (C-1), the Municipality is amenable to alternative proposals that may better match the Best Value for the Municipality.

2.4 ACCESS TO PROPERTY

The subject is located along Nova Scotia Trunk 1. Highway 101 is located approximately 11 km southeast of the subject or ±14 km west via Trunk 1; both highways run from Bedford to Yarmouth, The subject property has approximately 1,900 ft of frontage along Highway 1.

2.5 LOCATION MAP



3 INTENT OF THE RFP / PROPERTY DISPOSAL

The intent of this RFP is to find a Developer who is interested in developing the site to its maximum potential – specifically to address the housing shortage in the area. This is a prime piece of real estate with incredible views to the Annapolis Basin. The Municipality prefers to partner with a Developer who has a big picture vision for the site. The Municipality is keenly aware of the housing shortage in the area. Recent studies have indicated that the County is second only to HRM when it comes to this deficit on a per person basis – specifically as it relates to senior housing and aging in place. To this end, the Municipality has commissioned a Study to show how the site could potentially be developed with a mix of single-family homes, duplex / triplexes, townhouses, apartment buildings and a retirement level facility thereby allowing potential residents to age in place on the campus as well as providing significant inventory over time to address the global housing shortage issue in the Municipality.



The site has been previously developed with both on-site water and septic systems.

The municipality is willing to work with any potential developer on a proposal which looks at staged / sequenced development and potential cost sharing of some site development costs as a means to facilitate development.

The proposal(s) submitted by Proponents can look at an upfront purchase or an Option to Purchase based on milestones to be discussed / negotiated. Proposals will be evaluated both on upfront financial benefits to the Municipality as well as the quality of the proposed development / timeline / long term financial & non-financial benefits to the Municipality.

Proponents are encouraged to submit detailed proposals which specify the type of development being proposed, the timelines and the ability of the Proponent as a Developer to fulfill / complete the project.

4 SCHEDULE

The RFP will follow the following timelines

Activity	Timeline
RFP issued to Proponents	January 22, 2025
Deadline to request a Commercially Confidential Mtg	February 10, 2025
Commercially confidential meetings with Proponents	Feb 17 – Feb 28, 2025
Last Date for Enquiries	March 7, 2025
Response to Enquiries to all Proponents	March 14, 2025
Closing Time	March 21, 2025
Selection & Announcement of Preferred Proponent to commence negotiations with	April 8, 2025

Commercially confidential meetings will be held at the Municipality's offices in Annapolis Royal or in Halifax.

5 RIGHTS OF MUNICIPALITY, EVALUATION & NEGOTIATION

The issuance of this RFP constitutes only an invitation to make submissions. It does not commit the Municipality to enter into any negotiations and/or agreement with any of the Proponents.

The Municipality is not bound to accept any submissions and may proceed as it, in its sole discretion, determines on receipt of submissions, subject to maintaining confidentiality.

The rights reserved by the Municipality include the right at any time and for whatever reason and without any liability owed by the Municipality to any Proponent to:

- a) reject any or all Proposals and to re-advertise or recommence the RFP process, or other process, if it desires, in which case submitted proposals shall be returned or destroyed / disposed of;
- b) sell all, some or none of the Parcel;
- c) hold negotiations with multiple Proponents concurrently and to request additional information or further clarification;
- d) waive any irregularities in any proposal;
- e) accept all or some of the proposals, which in the sole opinion of the Municipality, is deemed "the most advantageous to the Municipality";
- f) take no responsibility for the Proponent lacking information or for the accuracy of the information provided in the RFP documents;
- g) take no responsibility for any expense incurred by a Proponent in preparing the proposal;
- h) conduct investigations with respect to the qualifications, capacity and /or experience of the Proponent and its proposed team members affiliates / subcontractors;
- i) require one or more Proponents to supplement, clarify, provide additional information in order for the Municipality to evaluate any proposal;
- j) reject the Proponent as presented and/or suggest changes to the Proponent's members prior to the execution of any Agreement;
- k) supplement, amend, substitute or otherwise modify any part or all of this RFP including by extending any schedule or period of time;
- l) issue one or more addenda or clarifications to this RFP;
- m) suspend, postpone or cancel this RFP in whole or in part with or without substitution of another RFP or submission process;

This RFP process does not constitute a call for tenders, or any similar process which may construed as a "Contract A, Contract B" process under Canadian Law. Each Proponent submitting a reply waives any alleged right or claim to bring a legal action against the Municipality with respect to participating in this RFP process based on such rights or claim.

No representations or warranties are given directly or indirectly by the Municipality under this RFP process as to the fitness, suitability, environmental condition or any other qualitative nature of the Lands. It is entirely the responsibility of interested parties to conduct their own investigations on these or any other similar matters. An interested party may visit the Lands prior to submitting a reply. Consent is hereby given by the Municipality to enter the Lands for non-intrusive investigations only, unless otherwise authorized in advance, in writing, by the Municipality.

Prior to the Closing date of the RFP, and again after all submittals have been received and reviewed by the Municipality, Commercially Confidential meetings may be held with any / all / some of the

Proponents to further explore the intent of the Proponents and to address any questions / concerns from either party.

The Municipality intends to either enter into direct negotiations with selected / preferred Proponents but also retains the right to proceed with a second Phase RFP process with selected / preferred Proponents if deemed advantageous to the Municipality.

Formal Negotiations will be initiated when an interested party receives a Letter of Intent from the Municipality indicating that the Municipality wishes to enter into negotiations with it. Negotiations will be conducted on a "Good Faith" basis. Negotiations may deal with all issues which are deemed relevant to concluding an Option or other types of final agreements, including without limitation, the information in the proposal (all or any part of which may be incorporated by reference in the negotiations and final agreements); or the establishment of conditions precedents and milestones and the consequences and remedies for not satisfying same. The Municipality may terminate negotiations upon 7 days' written notice if an Option is not concluded within 3 months of the commencement date of negotiations, unless a continuance is mutually agreed upon.

If a written sale agreement cannot be negotiated within thirty days of notification of the Successful Proponent, the Municipality may, at its sole discretion at any time, thereafter, terminate negotiations with that Proponent and either negotiate an agreement with the next qualified Proponent or choose to terminate the RFP process and not enter into an agreement with any of the Proponents.

No legally binding obligations related to the eventual acquisition and development of Lands are created until all matters are mutually agreed upon and all legal documents are executed.

The Municipality will have the right to draft the final agreements unless otherwise negotiated.

6 RFP GENERAL INFORMATION AND REQUIREMENTS

6.1 CONFIDENTIALITY

All documents, information, and material developed by the Proponent shall be treated in accordance with the FOIPOP provisions of the *Municipal Government Act*. Proponents are advised that any information provided by the Municipality as well as the information shared during the negotiations, all subject to any statutory limits is to be treated as confidential. Written Confidentially Agreements will be executed prior to any formal negotiations commencing.

6.2 ONE RESPONSE

Proponents may not submit more than one Proposal.

6.3 Withdrawal or Qualifying of Financial Proposals

Proponents making Submissions waive any right to withdraw or modify it, except as follows. Proposals may be withdrawn by written or emailed notice received at the address for submission delivery prior to the exact hour and date specified for the Submission receipt. If the Proponent chooses to provide such written notice by email, the Municipality will not be responsible or liable for errors or delay in the email transmission. A Proposal may also be withdrawn in person by a Proponent or its authorized representative, provided the person's identity is established and he or she signs a receipt for the Proposal, but only if the withdrawal is made prior to the exact hour and date set for submission receipt.

A Proposal may only be modified by a new sealed submission of a sealed modification which complies with the requirements of the RFP

Prior to the Closing Date, the Municipality may modify any provision or part of the RFP at any time upon notice in writing to the Proponents, if a reasonable time is allowed by the Municipality for the Proponents to respond to such modifications including, without limitation, the opportunity to make any necessary revisions to their respective Submissions.

6.4 No Liability

The Municipality, its Council, management, employees, consultants and agents accept no liability for any costs, expenses, damages or otherwise of any Proponent for the Submission in response to this RFP.

The Municipality, its Council, management, employees, consultants and agents accept no liability for any costs, expenses, damages or otherwise of any Proponent in the event the successful Proponent selected fails to comply with any terms, conditions or requirements of the RFP, any addenda to the RFP or the Option Agreement through or by any action or non-action of any kind whatsoever alleged to be the responsibility of the Municipality.

The Proponent shall indemnify, hold harmless and defend the Municipality, their agents, representatives and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings of every nature and kind whatsoever, provided that any such claim is caused in whole or in part by the negligent act or omission of the Proponent, any subcontractor, supplier, licensee, anyone directly or indirectly employed by any one of them or anyone for whose acts any of them is liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

6.5 Costs and Expenses of the Proponent

The Municipality accepts no liability for any costs or expenses incurred by the Proponent in responding to this RFP, responses to clarification requests and re-submittals, potential meetings, tours and interviews, subsequent negotiations, or any other cost incurred prior to the execution of the final agreement by the Municipality and the successful Proponent(s). By submitting a Proposal, the Proponent agrees that it shall prepare the required materials and undertake the required investigations at its own expense and with the express understanding that it cannot make any claims whatsoever for reimbursement from the Municipality for any costs and expenses associated with the RFP process in any manner whatsoever or under any circumstances including, without limitation, the rejection of all or any of the submissions or cancellation of the RFP or the Agreement.

6.6 No Conflict of Interest

The Proponent and members of the Proponent team are to disclose any conflict of interest, real or perceived, which exists now, or which may in the opinion of the Proponent exist in the future. The Municipality reserves the right to disqualify the Proponent if, in the opinion of the Municipality acting reasonably, it has a conflict of interest, whether such conflict exists now or arises in the future.

6.7 TIME TO BE OF THE ESSENCE

Time shall be of the essence for this RFP and all Proposals

6.8 EVALUATION CRITERIA

The Evaluation Matrix attached as Schedule 1, but not restricted thereto, will be used to evaluate Proposals. The award will be made based on the Best Value offered, and the Best Value will be determined by the Municipality. The quality of the service to be supplied, the conformity with the specifications, the suitability to requirements, guarantee clauses, and references shall all be taken into consideration.

6.9 EVALUATION COMMITTEE

Evaluation of Proposals will be by an Evaluation Committee formed by the Municipality and its agents / representatives.

6.10 CONFIDENTIALITY

All submissions shall remain confidential during the procurement process until a recommendation is made to the Municipal Council, and an award of a contract is made. Proponents may identify any materials they wish to remain confidential in the submission. The Municipality retains sole discretion as to any materials that may or may not remain confidential.

6.11 CLARIFICATION

The Municipality reserves the right to seek Proposal clarification with the Proponents to assist in making evaluations.

6.12 GIFTS AND DONATIONS

Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the Municipality.

6.13 ACCEPTANCE OF PROPOSAL

The Municipality shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved Proposal.

No act of the Municipality other than a notice in writing signed by the Municipality's CAO shall constitute an acceptance of a Proposal. Such acceptance shall bind the Successful Proponent to execute in a manner satisfactory to the Municipality.

6.14 NEGOTIATION DELAY

If a written Sale Agreement cannot be negotiated within thirty days of notification of the Successful Proponent, the Municipality may, at its sole discretion at any time, thereafter, terminate negotiations with that Proponent and either negotiate a Sale Agreement with the next qualified Proponent or choose to terminate the RFP process and not enter into a Sale Agreement with any of the Proponents

6.15 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Municipality's option. Questions will be answered if time permits.

Chris McNeill, Chief Administrative Officer
Municipality of the County of Annapolis
Phone: (902) 532-3130
E-mail: CMcNeill@annapoliscounty.ca

6.16 SUBMITTAL DEADLINE AND INSTRUCTIONS

Delivery of Proposals to the Municipality prior to the specified date and time is solely and strictly the responsibility of the Proponent. The Municipality shall not, under any circumstances, be responsible for delays caused by any private delivery service, or for delays caused by any other occurrence. All Proposals must be manually and duly signed by an authorized corporate officer or principal of the organization with the authority to bind said Proponent. Proposals must be sent by e-mail (only) to:

Amy Barr, Policy and Development Coordinator
Municipality of the County of Annapolis
P.O. Box 100, 752 St. George Street
Annapolis Royal, NS B0S 1A0
abarr@annapoliscounty.ca

Proposals must be received by email no later than 2:00 PM Friday, March 21, 2025.

6.17 EVALUATION OF PROPOSALS

The Municipality will evaluate Proposals in the manner set out in this Schedule. To assist in evaluation of the Proposals, the Municipality may, in its sole and absolute discretion, but is not required to:

- a. conduct reference checks relevant to the Project with any or all of the references cited in a Proposal to verify any and all information regarding a Proponent, inclusive of its directors/officers and Key Individuals, and to conduct any background investigations that it considers necessary in the course of the Competitive Selection Process, and rely on and consider any relevant information from such cited references in the evaluation of Proposals;
- b. seek clarification of a Proposal or supplementary information from any or all Proponents and consider such clarifications and supplementary information in the evaluation of Proposals; and

- c. request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the Town, including the time, location, length and agenda for such interviews or presentations. The cost of the interview or presentation shall be the sole responsibility of the proponent.

The Municipality may in their sole and absolute discretion rely on and consider any information received as a result of such reference checks, background investigations, requests for clarification or supplementary information and interviews/presentations in the evaluation of Proposals.

The Municipality will evaluate the Proposals in accordance with this Schedule 1. Without limiting the rest of this Schedule, the overall objective of the evaluation is to select the Proposal or combination of Proposals that substantially satisfies the Statement of Requirements and provides Best Value to the Municipality.

6.18 EVALUATION PROCESS AND CRITERIA

An Evaluation Committee will evaluate each Proposal. The Evaluation Committee will recommend a preferred Proponent to the Municipal Council. The Council may, in its sole and absolute discretion, accept or reject the recommendations of the Evaluation Committee.

If the Municipality determines that a Proposal is unclear in some respects, a list of questions may be prepared to provide the Proponent with an opportunity to clarify its Proposal. If these clarifications are insufficient, the Municipality may in its sole and absolute discretion decline the Proposal.

Evaluation of Proposals will be based solely on the contents of the submissions and any clarifications provided in writing in response to the questions asked by the Municipality's Contact Person. The evaluation will be conducted in the manner and sequence described below.

- a. completeness review of proposal;
- b. rated evaluation comprising:

6.18.1 Completeness Review of Proposal

Proposals will be reviewed to ensure they meet all the Mandatory Requirements, policies and procedures as stated in this RFP. The following are the Mandatory Requirements:

- The Proposal must be received at the Delivery Address prior to Closing Date; and
- The Proposal Form must be signed by the Proponent or each member of the Proponent consortia, if the consortia is a partnership or joint venture.

Proposals that are considered to have passed the criterion, by meeting the Mandatory Requirements, will be evaluated on a completeness review basis for their compliance with the stated requirements.

All Proposals must successfully address all the required elements to proceed to the rated evaluation.

6.18.2 Rated Evaluation of the Proposal

Proposals will be evaluated by the Evaluation Committee. The combination of Proposals judged to provide the Best Value to the Municipality will be recommended by the Evaluation Committee as the preferred Proponent(s).

The qualitative evaluation will be a comparative assessment of the Proposals. The Municipality's Evaluation Committee members will rate Proposals against the pre-determined evaluation criteria for the relevant activity. Proposals will receive points related to the criteria to the extent that the Evaluation Committee, in its sole and absolute discretion, considers appropriate in terms of adding

value to the Project. If there are no discernible differences between Proponents in a specific evaluation category, or no price differential can be supported, all Proponents will score zero in that category.

The evaluation process and results will be kept confidential. Only the decision on the preferred Proponent will be revealed as per section 8.6.

The following criteria will be used for qualitative evaluation:

Evaluation Criteria: Total Value 100 points	
Development Company's Experience <ul style="list-style-type: none"> • Related experience, capability, and background of the company and the principal contact leading this assignment. 	20 points
Project Team Members Experience <ul style="list-style-type: none"> • Experience, capability, and professional standing of each key participant on Proponent's team. 	10 Points
Reference Checks & Background Investigations <ul style="list-style-type: none"> • Results of reference checks and background investigations conducted on Proponents and directors/officers and Key Individuals 	10 Points
Comparable Projects <ul style="list-style-type: none"> • Suitability of the Proponent's Proposed Comparable Projects to the experience required for this assignment. 	10 points
Proposed Development Plan	30 points
Sale Price	20 points

7 SCHEDULE 2 - PROPOSAL REQUIREMENTS

7.1 SUBMISSION PACKAGE

Submissions are to be submitted by email only.

7.2 COVERING LETTER

A covering letter signed by an authorized representative of the company should be provided outlining the intent of the response and stating that the information contained in the response accurately describes the services to be provided. The response must also guarantee that all quoted prices will be honoured for a specified period from the submission date.

7.3 EXPERIENCE

Please answer the following questions with short narratives.

- a. Provide a brief description of your organization, including the year it was founded, its mission, major accomplishments and other information that demonstrates your capacity to carry out a significant development. References must be provided. If there are special concerns or restrictions on our use of the reference, these concerns must be addressed in the Proposal. The Municipality will not complete any agreement without adequate reference checks. Please provide references as described.
- b. Provide a brief resume for each member of the Project Team.

7.4 FINANCIAL CAPACITY

It is the Proponent's responsibility to adequately demonstrate to the Municipality that it has the financial capacity to undertake the project. The following are suggestions as to some of the methods by which adequate financial capacity may be demonstrated:

- a. Letter from a recognized financial institution indicating that the Respondent has the financial capacity to undertake a project of this size.
- b. Other financial/project references.
- c. Letter from Respondent's auditor confirming its tangible net worth in the most recent set of audited financial statements.

In addition to the above, provide the following information:

- a. Copies of annual audited financial statements and annual reports or other similar financial information for each of the last three fiscal years;
- b. If available, copies of the interim financial statement for each quarter year for which audited statements are provided;
- c. Details of any material financing arrangements currently in place;
- d. Details of any material events that may affect the entity's financial standing since the last annual or interim financial statements provided;
- e. Details of any credit rating; and
- f. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years.
- g. For entities where the accounts provided are for a parent company, rather than the entity submitting the proposal, please provide evidence of the parent company's willingness to provide a guarantee in respect of the Proponent.

7.5 COMPARABLE PROJECTS

Provide details of projects the Proponent considers most relevant to this project.

7.6 PROPOSED DEVELOPMENT

Concept: Provide a clear outline of the concept / proposed development:

- a. Describe the type of development, number of units, and explain the marketing strategy
- b. Provide any proposed site layout, building schematics, drawings or floor plans
- c. Amenities and services to be offered (if any)
- d. Identify and explain any partnering arrangements or relationships and then rationalize as to how and why these partners were chosen and how the proponent intends to manage these partnerships going forward
- e. General standards to be applied in the design and construction of housing units

Project Schedule: Include a realistic project schedule showing a chronological progression of work with time estimates for major activities and an overall time-length for completion. The project schedule should include identification of project milestones.

7.7 FINANCIAL PROPOSAL

Provide the following information:

- a. Proposed sale price
- b. Evidence that financing is in place or that there is a strong probability that financing can be easily obtained



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Paul Wills, CPA, CMA Director of Finance
Report Number: SR2026-46 Property Tax Write-off
Subject: **Property Tax Write-off**

RECOMMENDATION(S):

That Committee of the Whole recommend that Council approve writing off an uncollectible tax account totaling \$1,376.05.

LEGISLATIVE AUTHORITY

Section 38 of the *Municipal Government Act* – Duty of treasurer to advise council

(38) The treasurer shall promptly advise the council of

(a) all moneys due to the municipality that the treasurer considers cannot reasonably be collected after pursuing all reasonable avenues of collection; and

(b) the reasons for the belief that such moneys cannot be collected,

and the council may write off the amounts determined to be uncollectible.

BACKGROUND

Typically, the treasurer brings forward all uncollectible receivable for Council's review and authorization. This has not happened for a few years as the finance team has been catching up on financial reporting and audits.

Methods of collection that have or cannot be exhausted:

- Phone calls
- Statements of account
- Arrears notices
- Payment arrangements
- Tax sales
- Small Claims Court

As there are legal and administrative costs associated with tax sales staff assess the saleability of the properties. If it is likely the property will sell and potentially be utilized and generate revenues for the municipality then that is the approach taken.

There are instances in which a tax sale process is cost prohibitive, and the cost exceeds any potential benefits. Council can expect to see these properties included in the write offs.

DISCUSSION

On March 5, 2026, the County held its annual tax sale. At the conclusion of the sale, three properties received no bids. One property, ANN 07-014-341 is a private road at Waterloo Lake. We were advised on by Property Valuation Services Corporation they had reduced the assessed value for 2026-2027 to zero based on market value. It is unlikely we will receive any bids on this property going forward.

FINANCIAL IMPLICATIONS

There would be no financial implications as these properties are covered within our Allowance for Doubtful Accounts that we analysis at each year end to ensure we have enough set up to cover situations like this.

POLICY IMPLICATIONS

NA

ATTACHMENTS

NA

Prepared by: Paul Wills, CPA, CMA Director of Finance

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer



(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Paul Wills, CPA, CMA Director of Finance
Report Number: SR2026-47 Capital Budget Increases
Subject: **Capital Budget Increases**

RECOMMENDATION(S):

That Committee of the Whole recommend that Council increase the funding for the Bridgetown Sewage Lagoon Upgrades Phase 3 in the 2026-2027 CIP by \$300,000 to \$1,000,000

That Committee of the Whole recommend that Council increase the Recreation Infrastructure Upgrades in the 2026-2027 CIP from \$200,000 to \$300,000 with the additional funding to come from the Capital Reserve Fund.

That Committee of the Whole recommend that Council increase the IT Systems Replacement in the 2026-2027 CIP from \$40,000 to \$65,000 with the additional funding to come from the Capital Reserve Fund.

That Committee of the Whole recommend that Council change the funding for Alden R Hubley Water Connection in the 2026-2027 CIP from the County Water Reserve to the Operating Reserve.

LEGISLATIVE AUTHORITY

Authorized municipal expenditures
 65A (4)

The municipality may authorize capital expenditures that are not provided for in its capital budget if the total of such expenditures does not exceed the greater of the borrowing limits established for the municipality under Section 86;

Minister may establish borrowing limits
 86

(1) The Minister may in each fiscal year, establish borrowing limits for a municipality, village or service commission.

(2) Where borrowing limits are established, a municipality, village or service commission may not borrow money pursuant to this Act or another Act of the Legislature, unless the proposed borrowing is within the limits established.

BACKGROUND

On March 25, 2026, the County 's tender closed for Bridgetown Sewage Lagoon Upgrades Phase 3. CBCL performed the bid evaluation which consisted of examining mathematical results of each bid and confirming evidence of the presence of various required submission documents such as bid security requirements, acknowledgement of addenda, and proposed contract time as set forth in the tender documents.

In preparing the 2026-2027 CIP for the Recreation Infrastructure Upgrades, two projects were identified, Raven Haven and the Jubilee Playground. Raven Haven is estimated to cost \$100,000 which is to be funded by the Capital Reserve Fund. The Jubilee Playground is estimated to cost \$200,000 with \$100,000 coming from the Capital Reserve, \$50,000 coming from a grant and \$50,000 being raised by the Community.

Within the 2026-2027 CIP the Alden R Hubley Water Connection was shown to be funded by the County Water Reserves. We have been made aware that the Nova Regulatory and Appeals Board will not approve this expenditure from the reserves as it is an extension of the system.

DISCUSSION

Five bids were received for the Bridgetown Sewage Lagoon Upgrades Phase 3 ranging from \$1,084,100 to \$2,468,000. The net costs for the project are \$3,400,360. The project funding stream is \$1,252,266 from the Province, \$1,252,267 from the municipality sources, and the remaining \$700,000 is expected to be borrowed as part of the 2026-2027 CIP. The total funding based on the project costs estimates is \$3,204,533 leaving the project underfunded buy \$195,825. To ensure enough is built into completing the project, a contingency of \$104,175 is being included for any changes. We would be looking to borrow in the fall debenture issue a maximum of \$1,000,000 up from the \$700,000 included in the CIP 2026-2027.

When preparing the CIP for the Recreation Infrastructure Upgrades, the additional \$100,000 for Raven Haven project was missed and not captured in the CIP.

In addition, \$25,000 budgeted for capital hardware in 2025/2026 was not spent because of prioritizing important updates to SCADA and wildfire-related IT demands. We expect to spend these additional funds in early 2026/2027.

Our only option for funding Alden R Hubley Water Connection is with Operating Reserve funds as we can not use reserves or borrow when extending a system.

FINANCIAL IMPLICATIONS

There would be no financial implications in the current year for the increase requested for the Bridgetown Sewage Lagoon Upgrades Phase 3 as a fall debenture issue would not incur any interest until the 2027-2028 fiscal year.

There would be no financial implications for the increase requested for the Recreation Infrastructure Upgrades as it is planned to be funded from the current Capital Reserves.

There would be no financial implications for the change in funding for the Alden R Hubley Water Connection as it the funding would be coming from the Operating Reserve.

POLICY IMPLICATIONS

NA

ATTACHMENTS

NA

Prepared by: Paul Wills, CPA, CMA Director of Finance

Approved by:

Approval Date:



April 7, 2026
(Date)

Rob Frost
Chief Administrative Officer



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Paul Wills, CPA, CMA Director of Finance
Report Number: SR2026-48 Municipal Wildfire Prevention Grant
Subject: Municipal Wildfire Prevention Grant

RECOMMENDATION(S):

That Committee of the Whole recommend that Council move the Municipal Wildfire Prevention Grant of \$22,500 from the 2025-2026 Operating Budget to the Operating Reserve to be used in 2026-2027 to advance FireSmart initiatives in collaboration with Parks and Recreation.

LEGISLATIVE AUTHORITY

Financial Reporting and Accounting Manual

3(1)(a)(i) Reporting on Funds (Funds Required)

(C) Reserve Funds – Both an operating and capital reserve are required. Additionally, a municipal council or village commission should segregate funding into a “Reserve” Fund where there is a statutory requirement, or a desire by council or commission to segregate certain monies for future use. Refer to the following section for more information and requirements on reserve funds: Capital Reserve Fund see 3(1)(a)(ii); Special Purpose Tax Reserve Fund see 3(1)(a)(iii); and Operating Reserve Fund see 3(1)(a)(iv).

3(1)(a)(iv) Operating Reserve Fund

(A) Requirement for an Operating Reserve Fund – There must be a separate accounting of reserve fund assets from the general operating funds and capital funds.

(B) Withdrawals – A resolution of council is required before any money may be withdrawn from the operating reserve fund. The resolution of council approving a budget that includes a withdrawal from the operating reserve fund is sufficient. Sums withdrawn may be used for any purpose for which council has authority to expend money.

BACKGROUND

On March 3, 2026, staff were informed by the Nova Scotia Federation of Municipalities that the Nova Scotia Department of Natural Resources had funding remaining for municipalities that have incurred costs related to wildfire prevention and mitigation since April 1, 2025. The Department was looking to connect available end-of-fiscal funds to eligible municipal expenditures that have already been incurred or committed. Staff developed a quick application related to our costs of hiring a Fire Services Coordinator and submitted prior to the March 12, 2026 deadline. We were informed on March 26, 2026 that we would receive a grant of \$22,500.

DISCUSSION

The funding flows through the Resilient Communities Through FireSmart (RCF) program, a federal-provincial cost-share agreement focused on wildfire prevention, mitigation, and FireSmart adoption. This funding is intended to be used to enhance wildfire risk reduction efforts through proactive vegetation management, public education, and the integration of FireSmart principles into municipal parklands and recreational spaces. Although the funding received relates to funds already spent related to the salary of the Fire Services Coordinator, the ask is that Council approve these new funds to be used in FireSmart initiatives as described below.

Working in partnership with Community Development, Fire Services Coordinator would take a coordinated approach to fuel mitigation, improve defensible space in high-use public areas, and increase community awareness around wildfire prevention and preparedness. These efforts align with broader municipal priorities related to public safety, environmental stewardship, and climate resilience.

This funding would support activities such as site assessments, vegetation management, public education materials and other potential resources required.

FINANCIAL IMPLICATIONS

There would be no financial implications as the 2025 – 2026 funding would be transferred from the reserve to offset the cost of the incurred for this initiative in 2026-2027.

POLICY IMPLICATIONS

NA

ATTACHMENTS

NA

Prepared by: Paul Wills, CPA, CMA Director of Finance

Approved by: *RF*

Approval Date:



Rob Frost
Chief Administrative Officer

(Date)



STAFF REPORT

Report To: Committee of the Whole
Meeting Date: April 14, 2026
Prepared By: Emma Waterman, Financial Analyst
Report Number: SR2026-49 2026 Disbursement of Crouse and Willet Trust Interest
Subject: 2026 Disbursement of Crouse and Willet Trust Interest

RECOMMENDATION(S):

That Committee of the Whole recommend that Council authorize payment from the Willet Trust to the Mountain and Meadows Care Group in the amount of \$673.86.

That Committee of the Whole recommend that Council authorize payment from the Crouse Trust to the Mountain and Meadows Care Group in the amount of \$2,157.42.

LEGISLATIVE AUTHORITY

Section 65A(1)(c) of the *Municipal Government Act*

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if

(c) the expenditure is legally required to be paid

BACKGROUND

The Crouse and Willet Estate entrusted funds to the County of Annapolis, with interest earned to be disbursed to the Mountain and Meadows Care Group as requested.

The County manages the principal investment of the original trusts and provides Mountains and Meadows Care Group updates on earned interest when requested. The Mountain and Meadows Care Group submits their board approval for withdrawal of interest earned on the trusts. Staff verify compliance with the trust and request authorization from Council for disbursement.

FINANCIAL IMPLICATIONS

There is no impact to the existing operational or capital budgets as trust funds are excluded from regular municipal financial activities. Trust fund capital is invested and remains undrawn, interest and dividends earned are then awarded and disbursed as per the criteria and intent of the trust.

POLICY IMPLICATIONS

There are no related policies as this is governed by the establishment of the trust funds.

ATTACHMENTS

2026 Board Request for Trust Disbursement to Mountain and Meadows Care Group

Prepared by: Emma Waterman, Financial Analyst

Reviewed by: Paul Wills, CPA,CMA, Director of Finance

Approved by:

Approval Date:



Rob Frost
Chief Administrative Officer

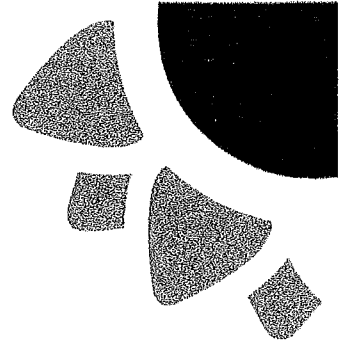


(Date)




**MOUNTAINS
& MEADOWS**
CARE GROUP

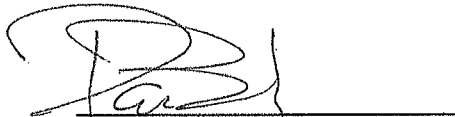
T: 902 665 4489
F: 902 665 2900
W: mountainsandmeadows.ca



March 3, 2026

The Board Chair requested a motion to approve the interest from the Crouse estate (\$2,157.42) and Willet estate (\$673.86) be withdrawn from the County of Annapolis and added to the Mountains and Meadows Fund upon written request. Nancy McGrath moved. Seconded by Paula Bilz. Motion carried.


Nancy McGrath


Paula Bilz