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# MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

## **MUNICIPAL COUNCIL AGENDA**

10:00 a.m. – Tuesday, February 17, 2026

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



<b>PAGE:</b>	<b>1.</b>	<b>ROLL CALL</b>
	<b>2.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>3.</b>	<b>APPROVAL OF THE ORDER OF THE DAY</b>
	<b>4.</b>	<b>APPROVAL OF MUNICIPAL COUNCIL MINUTES</b>
<b>3-9</b>	<b>4.1</b>	2026-01-20 Regular Council
<b>10-12</b>	<b>4.2</b>	2026-01-20 Public Hearing
	<b>5.</b>	<b>COTW RECOMMENDATIONS</b>
		• <b>February 10, 2026</b>
<b>13</b>	<b>5.1</b>	SR2026-13 Appointment of David Wright
<b>13</b>	<b>5.2</b>	SR2026-14 Amend <i>Policy 135 Fees</i>
<b>13</b>	<b>5.3</b>	SR2026-15 Temporary Borrowing Refinancing Resolution
<b>13</b>	<b>5.4</b>	SR2026-17 MOA – Annapolis REMO & Kings Transit
<b>13</b>	<b>5.5</b>	SR2026-18 Funding for Tidal Transit Authority
<b>13</b>	<b>5.6</b>	SR2026-19 Funding for Valley Waste Authority
<b>14</b>	<b>5.7</b>	SR2026-22 Revised Munro Lake Land Acquisition
<b>14</b>	<b>5.8</b>	SR2026-20 Funding for Annapolis Valley Regional Library (AVRL)
<b>14</b>	<b>5.9</b>	SR2026-21 Shared Economic Development Position
	<b>6.</b>	<b>NEW BUSINESS</b>
<b>15-17</b>	<b>6.1</b>	SR2026-23 Bylaw 11 Building – final reading
<b>18-22</b>	<b>7.</b>	<b>COUNCIL MOTION TRACKING LIST</b> (November, December, January)
	<b>8.</b>	<b>COUNCILLOR COMMENTS</b>
	<b>9.</b>	<b>PUBLIC HEARING (11:00 a.m.)</b>
	<b>9.1</b>	Second Reading – East End Area Secondary Planning Strategy and Land Use Bylaw
	<b>10.</b>	<b>IN-CAMERA</b>
	<b>10.1</b>	In accordance with Section 22(2)(c) of the <i>Municipal Government Act</i> (personnel matters)
	<b>11.</b>	<b>ADJOURNMENT</b>

## 2026-01-20 Municipal Council

### Summary of Motions

Motion 260120.01 Amend <i>Policy 120 Code of Conduct for Elected Officials</i> .....	2
Motion 260120.02 Amend <i>Policy 114 Council Renumeration</i> .....	3
Motion 260120.03 Amend <i>Policy 135 Fees</i> .....	3
Motion 260120.04 West Dalhousie Wildfire After Action Report.....	3
Motion 260120.05 Approve <i>Bylaw 11 Building</i> .....	3
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Motion 260120.07 Annapolis County Joint Accessibility Plan 2026-2028 .....	3
Motion 260120.08 Approval of the Equity, Diversity and Inclusion Plan .....	4
Motion 260120.09 Adoption of the Communications Strategy.....	4
Motion 260120.10 2026-01-12 PAC Recommendation .....	4
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Motion 260120.12 Deregistration of Municipal Heritage Property.....	7

Minutes of the regular session of Municipal Council held on Tuesday, January 20, 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, absent
- District 2 – Jesse Hare, present
- District 3 – Dustin Enslow, Deputy Warden, present
- District 4 – Charles “Chuck” Cranton, present
- District 5 – Lynn Longmire, present
- District 6 – Jon Welch, present
- District 7 – Ted Agombar, present
- District 8 – Nile Harding, present
- District 9 – Gail “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; Strategic Initiatives Coordinator Alyssa Blais; Manager of Recreation Kaesy Gladwin; Administrative Clerk – Corporate Services Tina Halliday; Deputy CAO Sarah Kucharski; Public Relations Officer Nadine McCormick; Manager of Information and Technology Ben Olsen; and Director of Community Development Debra Ryan

**Disclosure of Interest**

None

**Order of the Day**

Approved as circulated

**Minutes**

Re: 2025-12-16 Regular Council Minutes

Approved, no errors or omissions

**COMMITTEE OF THE WHOLE RECOMMENDATIONS**

Re: SR2026-01 Amend Policy 120 Code of Conduct for Elected Officials

**Motion 260120.01 Amend Policy 120 Code of Conduct for Elected Officials**

To amend *Policy 120 Code of Conduct for Elected Officials* as circulated, seven-day notice given on January 13, 2026.

Moved: Councillor Welch

Seconded: Councillor Oxner

Motion carried

Re: SR2026-02 Amend Policy 114 Council Renumeration

**Motion 260120.02 Amend Policy 114 Council Renumeration**

To amend *Policy 114 Council Renumeration* as circulated, seven-day notice given on January 13, 2026.

Moved: Councillor Longmire

Seconded: Councillor Hare

Motion carried

Re: SR2026-03 Amend Policy 135 Fees

**Motion 260120.03 Amend Policy 135 Fees**

To amend *Policy 135 Fees* as circulated, seven-day notice given on January 13, 2026.

Moved: Councillor Oxner

Seconded: Councillor Cranton

Motion carried

Re: SR2026-04 West Dalhousie Wildfire After Action Report

**Motion 260120.04 West Dalhousie Wildfire After Action Report**

To receive the West Dalhousie Wildfire After Action Report as information, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Agombar

Seconded: Deputy Warden Enslow

Motion carried

Re: SR2026-06 Approve Bylaw 11 Building

**Motion 260120.05 Approve Bylaw 11 Building**

To give first reading to approve *Bylaw 11 Building*, pursuant to the recommendation of Committee of the Whole.

Moved: Councillor Hare

Seconded: Councillor Harding

Motion carried

Re: SR2026-08 BCRA Funding Request

**Motion 260120.06 BCRA Funding Request**

To authorize the procurement of a new Ice Resurfacer with funds from the Max Young Fund, in accordance with the recommendation of Committee of the Whole.

Moved: Deputy Warden Enslow

Seconded: Councillor Agombar

Motion carried

Re: SR2026-09 Annapolis County Joint Accessibility Plan 2026-2028

**Motion 260120.07 Annapolis County Joint Accessibility Plan 2026-2028**

To approve the Annapolis County Joint Accessibility Plan 2026-2028 and submit to the NS Accessibility Directorate as the approved plan to guide actions over the next 3 years, pursuant to the recommendation of Committee of the Whole.

Moved: Councillor Longmire

Seconded: Councillor Oxner

Motion carried

Re: SR2026-10 Approval of the Equity, Diversity and Inclusion Plan

**Motion 260120.08 Approval of the Equity, Diversity and Inclusion Plan**

To approve the 2026-2029 Equity, Diversity and Inclusion (EDI) Plan as amended to include all equity deserving communities or groups in portions of the documents as discussed by Council, in accordance with the recommendation of Committee of the Whole.

Moved: Councillor Longmire

Seconded: Councillor Welch

Motion carried

Re: SR2026-11 Adoption of the Communications Strategy

**Motion 260120.09 Adoption of the Communications Strategy**

To approve the Municipality of the County of Annapolis Communications Strategy 2026-28, as presented, pursuant to the recommendation of Committee of the Whole.

Moved: Deputy Warden Enslow

Seconded: Councillor Cranton

Motion carried

**New Business**

Re: 2026-01-12 PAC Recommendation

**Motion 260120.10 2026-01-12 PAC Recommendation**

To give first reading of the proposed East End Area Secondary Planning Strategy and Land Use Bylaw and to set a public hearing date of February 17, 2026, at 11:00 am at the Municipal Administration Building.

Moved: Councillor Longmire

Seconded: Councillor Welch

Motion carried

Re: 2026-01-13 Nominating Committee Recommendation

**Motion 260120.11 Nominating Committee Recommendation**

To approve the appointment of John Smith to the Source Water Protection Advisory Committee effective immediately for a term ending October 31, 2026, pursuant to the recommendation of the Nominating Committee.

Moved: Deputy Warden Enslow

Seconded: Councillor Oxner

Motion carried

**Council Motion Tracking List (October, November, December)**

Reviewed for information

**Councillor Comments**

*District 1* – Councillor Parsons-Saltzman sent her regrets.

*District 2* – Councillor Hare extended greetings from District 2. He reminded residents that the Brickton Community Hall jam session is held every Wednesday evening at 7:00 p.m. Councillor Hare mentioned that on January 25, 2026, from 10:00 a.m. – 3:00 p.m. the Hometown Maker’s Market will be held at the

Brickton Community Hall. He noted that Annapolis County Recreation will be set up with outdoor activities. He stated that the Port George Recreation Center is planning on hosting the 38<sup>th</sup> County Jamboree this summer after a couple year hiatus.

*District 3* – Deputy Warden Enslow wished everyone a Happy New Year. He looked forward to another year of hard-working council sessions. Deputy Warden encouraged residents to check the Community Event Guide for the many upcoming events happening within the County. He reminded residents to submit their events to the Guide for the upcoming year by the February 15, 2026, deadline. Deputy Warden highlighted the Bridgetown Walk which takes place every Wednesday at 10:00 a.m., leaving from the Bridgetown library. He mentioned the pub night held on the last Friday of each month at the Legion. He noted that the Big Lion’s Breakfast is held on the first Saturday of each month from 8:00 – 10:00 a.m. at the Bridgetown Legion.

*District 4* – Councillor Cranton extended greetings from District 4. He reminded residents to be cautious on the winter roads and to be prepared for power outages. Councillor Cranton noted that property assessments have been mailed out. He mentioned that he has received a number of emails from residents. Councillor Cranton stated that the Round Hill Community Hall will be hosting a chilli cookoff on January 24, 2026. He also noted that the Granville Ferry Community Hall will be holding a community potluck on February 1, 2026. He encouraged everyone to check out the website for the times of their weekly fitness classes. Councillor Cranton mentioned that the County Recreation Department holds a number of winter activities and encouraged residents to watch the County social pages for these events.

*District 5* – Councillor Longmire extended greetings from District 5. She welcomed everyone to 2026. Councillor Longmire shared the following upcoming events happening throughout District 5:

- Lower Granville Hall
  - Coffee Friday from 10:00 – 11:30 a.m.
  - Parking Lot Bonfire on January 31 at 1:00 p.m.
  - Craft Nights on Mondays at 7:00 p.m.
  - Indoor Walking on Mondays and Thursday at 10:00 am
  - Yoga on Tuesdays and Thursdays with Floor Flow Yoga at 10:00 a.m., Chair Yoga at 11:00 a.m. and Standing Hatha Yoga at 12:15 p.m.
- Young’s Cove Community Hall
  - Coffee Mornings on Mondays at 10:00 a.m.
  - Jam Sessions on Fridays at 6:00 p.m.
- New Horizon Hall
  - Jam Nights on Mondays at 7:00 p.m.
- Belle’s Blessing Pantry located in Parker’s Cove welcome donations and encourage people to take what they need.

Councillor Longmire reminded residents to check the county website for additional recreation opportunities this winter. She encouraged everyone to use caution when on the roads as the weather can change quickly.

*District 6* – Councillor Welch extended greetings from District 6. He acknowledged the ongoing work of County staff, first responders, volunteers, and residents who help keep our communities strong and functioning day to day. He reminded everyone that we do not always control the challenges that come our way, but we do control how we prepare and respond to these challenges. Councillor Welch noted that

Council will soon be entering the important budget season. He encouraged community groups and organizations to be thinking about their priorities as strong ideas supported by clear planning help Council assess opportunities and make the best use of limited resources. He encouraged Council to stay focused on the fundamentals: maintaining core services, investing wisely in infrastructure, and making sure our planning decisions reflect both current needs and long-term impacts. He commented that he is looking forward to a year of thoughtful discussion, respectful debate, and continued collaboration around the Council table and with the communities we serve.

*District 7* – Councillor Agombar extended greetings from District 7. He wished everyone a prosperous and healthy new year. He noted that now that we are back to our day-to-day routines, Councillors are busy with daily communications, correspondence and committee work. Councillor Agombar looked forward to the work on the Bridgetown Secondary Plan reconvening this month. He noted that the Marketing Levy Ad Hoc Committee is now up and meeting to work with tourism stakeholders to bring more visitors to Annapolis County. Councillor Agombar mentioned that the Bridgetown Legion is the hub of the area, hosting lots of activities. He highlighted the open mic held on Thursday evenings from 7:00 – 9:00 p.m.

*District 8* – Councillor Harding extended greetings from District 8. He hoped everyone had a good break over the holidays with time to enjoy family and friends. He expressed his gratitude for being back to a normal routine. Councillor Harding attended the New Year’s Day Levee at the Port Royal Branch 21 Legion in Annapolis Royal. He noted this event received a good turnout and thanked the volunteers for making this event possible. Councillor Harding attended a PAB training session. He mentioned that it was a very good opportunity to learn about forming strategic priorities and laying out a roadmap for municipalities like ours to work with our local RCMP detachments. He noted that the Marketing Levy Ad Hoc Committee has been meeting with important and productive discussions. Councillor Harding enjoyed the Bear River Fire Hall breakfast on Saturday, January 3, 2026, with his family. He noted the fire hall holds these breakfasts on the first Saturday of every month.

*District 9* – Councillor Oxner extended greetings from District 9. She noted that the new year will become busier after a relatively quiet December. She encouraged residents to check on their neighbors, especially when we have winter weather. Councillor Oxner asked everyone to support the food banks if and when they could. She mentioned keeping our local merchants in mind as this is a quiet time for retail. Councillor Oxner noted that District 9 has no community halls, however there are many events at both the Nictaux Baptist Church and the firehall that are open for all residents to attend.

*District 10* – Councillor Connell extended greetings from District 10. He attended the Lawrencetown Village meeting. He stated that the addition to the clinic is on schedule. A meeting is planned between the Village and the Province to discuss bringing on a third doctor with the clinic. Councillor Connell was present at the grand opening of the Port George Comfort Centre. Councillor Connell enjoyed the holiday luncheon held for Council and staff in December. He looked forward to the coming year.

*District 11* – Warden LeBlanc noted that with the new year we are seeing the first signs of winter. She encouraged everyone to be safe and cautious when out on the wintery roads. Warden Le Blanc attended the grand opening of the Port George Comfort Centre. She mentioned that the Three Rivers Community Centre had their first painting session of the year; however, check their facebook page for other upcoming activities. She hoped for a great 2026.

**Recess**

A recess was called at 10:38 a.m. to hold the previously scheduled public hearing.

The meeting resumed at 11:11 a.m. with all councillors present as prior to the public hearing.

**Order of the Day**

To amend the order of the day by adding Deregistration of Municipal Heritage Property as 6.3 under New Business.

Moved: Councillor Harding

Seconded: Deputy Warden Enslow

Motion carried

**Re: Deregistration of Municipal Heritage Property**

**Motion 260120.12 Deregistration of Municipal Heritage Property**

To deregister the vacant lands (PID 05054275) once associated with the Reuben Potter property and remove it from the Annapolis County Municipal Registry of Heritage Properties and deposit a Notice of Deregistration in the Registry of Deeds.

Moved: Councillor Harding

Seconded: Councillor Oxner

Motion carried

**Adjournment**

The Warden declared the meeting adjourned at 11:13 a.m.

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Warden

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Recording Secretary, Deputy Clerk

Minutes of a **Public Hearing** held on Tuesday, January 20, 2026, at 11:00 a.m., at the Municipal Administration Building, 752 St. George St. Annapolis Royal, N.S.

**Present:** District 1 – Karie-Ann Parsons-Saltzman, absent  
District 2 – Jesse Hare, present  
District 3 – Dustin Enslow, Deputy Warden, present  
District 4 – Charles “Chuck” Cranton, present  
District 5 – Lynn Longmire, present  
District 6 – Jon Welch, present  
District 7 – Ted Agombar, present  
District 8 – Nile Harding, present  
District 9 – Gail “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; Administrative Clerk – Corporate Services Tina Halliday; Public Relations Officer Nadine McCormick; Manager of Information and Technology Ben Olsen; and Representative of Property Owner Maggie Shackleton.

**Welcoming Remarks** – Warden Diane LeBlanc

The purpose of a Public Hearing is to permit members of the public to make their views known to Council via oral submissions concerning, solely, the application before Council. This Public Hearing was called in accordance with Section 16 of the Nova Scotia *Heritage Property Act*. At the end of the public hearing, the Public Hearing will be closed, and Council will return to its regular session of Council.

Before Municipal Council agrees to deregister a property that is in the Annapolis County Municipal Registry of Heritage Properties, a public hearing is held where the registered property owner is given the opportunity to make comments to Council regarding the heritage deregistration.

The purpose of this Public Hearing is to discuss heritage deregistration of the vacant lands once associated with the Reuban Potter House with the current property owner, who is requesting municipal heritage property deregistration for PID 05054275, Quarry Road, Clementsvale.

The Warden explained that Municipal Council also uses this time to explain what heritage deregistration means and to ensure that the property owner is aware of, and in complete agreement with, the deregistration of their property as a municipal heritage property.

The Warden requested all questions and comments throughout the hearing be addressed to her as the Chair.

**New Business****Re: Deregistration Vacant Lands (former Reuban Potter Property)****Presentation by Staff**

Director of Planning and Inspection Services Linda Bent provided an overview of the information report and specifics as follows:

- An application for received for consideration of deregistration of the vacant lands once associated with the Reuban Potter Property located at Quarry Road, Clementsvale and removal from the Registry of Municipal Heritage Properties.
- Highlights were given from the staff report submitted to Committee of the Whole at the December 09, 2025, meeting for reference.

**Acknowledgement of Representative of Property Owner, Maggie Shackleton by the Warden**

The Warden announced that she would now have acknowledgement of representative of the property owner, Maggie Shackleton. Heritage deregistration is a legal process enabled through Section 16 of the *Provincial Heritage Property Act*.

The Warden asked the representative of the property owner: *“Do you understand that should Municipal Council agree, by motion, to deregister the property; it will no longer be registered as a municipal heritage property and will be removed from the Annapolis County Municipal Registry of Heritage Properties. Do you acknowledge, understand and accept these conditions of municipal heritage registration?”* Representative of Property owner, Maggie Shackleton, responded: *“Yes I do.”* The Warden asked if there were any other comments she wished to make.

Ms. Shackleton stated that she is a lawyer representing her client, Marc Potter. Ms. Shackleton noted that there are no buildings on Mr. Potter’s property that he wishes to deregister. He hoped to sell the vacant property with no hindrances.

**Call for Oral Presentations from the Floor**

The Warden called for oral presentations from the floor. No presentations were offered by members of the public.

**Call for Questions or Comments from Council Members**

The Warden called for questions or comments from councillors and recognized Councillor Longmire to speak.

Councillor Longmire asked for clarification on the background of the property.

Ms. Shackleton stated that the original registered heritage property was divided into two parcels. Her client, Marc Potter, only owns the section of property that is vacant. She noted that the parcel with the house will still remain a registered heritage property.

**Next Steps**

Director of Planning and Inspection Services Linda Bent stated that when the public hearing is complete, council would add an item to the agenda. If affirmative, they would make a motion to deregister the vacant lands once associated with the Reuban Potter Property and remove it from the Annapolis County Municipal Registry of Heritage Properties and deposit a Notice of Deregistration in the Registry of Deeds.

**Closing Comments**

Warden LeBlanc thanked attendees. This concluded business for the public hearing, and it was declared adjourned at 11:11 a.m.

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**Warden**

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**Recording Secretary, Deputy Clerk**



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

# BOARDS and COMMITTEES Recommendations

AdHoc, Standing, and Advisory Committees

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**To:** Municipal Council  
**Meeting Date:** February 17, 2026  
**Prepared By:** Kelly Kempton, Deputy Clerk  
**Subject:** **2026-02-10 Committee of the Whole Recommendations**

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## RECOMMENDATIONS:

### **5.1 SR2026-13 Appointment of David Wright**

To appoint David Wright as Building Official and Fire Inspector for the Municipality of the County of Annapolis, in accordance with the recommendation of Committee of the Whole.

### **5.2 SR2026- 14 Amend Policy 135 Fees**

To amend *Policy 135 Fees* as circulated, seven-day notice given on February 10, 2026.

### **5.3 SR2026-15 Temporary Borrowing Refinancing Resolution**

To authorize the submission of a temporary borrowing refinancing resolution (TBR) to the Minister in the amount of up to \$325,000 for water capital refinancing, pursuant to the recommendation of Committee of the Whole.

### **5.4 SR2026-17 MOA – Annapolis REMO & Kings Transit**

To approve the Memorandum of Agreement between Kings Transit Authority and the Annapolis Regional Emergency Management Organization (Annapolis REMO), as recommended by the Annapolis REMO Advisory Committee, in accordance with the recommendation of Committee of the Whole.

### **5.5 SR2026-18 Funding for Tidal Transit Authority**

To direct the Warden to support the Tidal Transit Authority budget at the upcoming Intermunicipal Services Board meeting, pursuant to the recommendation of Committee of the Whole.

### **5.6 SR2026-19 Funding for Valley Waste Authority**

To receive the Valley Waste budget approval as information, in accordance with the recommendation of Committee of the Whole.

**5.7 SR2026-22 Revised Munro Lake Land Acquisition**

To rescind the motion made at the December 16, 2025, Council Meeting " *To approve the donation of property located at Munroe Lake, Annapolis County as a future public park and access to the lake; contingent on the ability to create two approved lots located north and south of the donated property.*", in accordance with the recommendation of Committee of the Whole.

To approve the donation of property located at Munroe Lake, Annapolis County as a future public park and access to the lake as described within the request for decision, in accordance with the recommendation of Committee of the Whole.

**5.8 SR2026-20 Funding for Annapolis Valley Regional Library (AVRL)**

To provide a one-time bridge payment of \$16,991 for the Annapolis Valley Regional Library for the 2026-2027 fiscal year to the total amount of \$147,691, pursuant to the recommendation of Committee of the Whole.

**5.9 SR2026-21 Shared Economic Development Position**

To approve the development of an inter-municipal service agreement with the Towns of Annapolis Royal and Middleton, for the provision of a shared Economic Development Officer, as presented, pending budget approval, pursuant to the recommendation of Committee of the Whole.

## **BYLAW 11 BUILDING**

### **SR 2026-23 Bylaw 11 Building**

To give final reading to Bylaw 11 Building, first reading having been given on January 20, 2026.

## BYLAW 11 BUILDING

### MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

#### Bylaw 11 Building

Be it enacted by the Municipal Council of the Municipality of the County of Annapolis, under the authority of the *Nova Scotia Building Code Act*, Chapter 46 of the Revised Statues of Nova Scotia, 1989 and amendments thereto, as well as regulations passed pursuant to the *Act* and any amendments thereto, as follows:

This Bylaw shall be known and cited as the "*Bylaw 11 Building*."

#### Definitions

1. Unless otherwise defined herein, terms used in this bylaw shall have the same meanings as those defined in the *Building Code Act* and the regulations prescribed pursuant thereto.
2. In this bylaw:
  - (1) "***Building Code Act***" or "***Act***" means Chapter 46 of the Revised Statues of Nova Scotia, 1989, the *Building Code Act*, as amended;
  - (2) "***Municipality***" means the Municipality of the County of Annapolis; and
  - (3) "***Nova Scotia Building Code Regulations***," "***Building Code***" or "***Regulations***" refers to regulations made pursuant to the *Building Code Act*.

#### Application

3. The Municipality is responsible for the administration and enforcement of the *Building Code Act* in the Municipality.
4. This bylaw applies to all construction or demolition or any stage thereof, and for occupancy and change of occupancy of a building located in the Municipality of the County of Annapolis.

#### Permits

5. A permit is required as per the *Building Code Act and Building Code Regulations*.
6. A permit is required to be in force prior to commencing work.
7. A permit shall expire three (3) years from the date of issuance, and the permit conditions shall no longer be valid.
8. All permit applications shall be signed:
  - (1) by the owner(s) of the property (relevant to the application); or
  - (2) by an authorized agent of the owner of a property provided that the owner of the property submits a signed letter appointing the agent; and
  - (3) any other person apparently having a legal interest in the property.
9. An application for a permit shall be in such form and contain such information as may from time to time be required for the proper administration of this bylaw.

**BYLAW 11 BUILDING**

- 10. An application form must be completed and submitted in full before any permit may be issued.
- 11. When an application for a permit has not been completed in conformance with the requirements of this bylaw within six months after it is filed, the application shall be deemed to have been abandoned.
- 12. The Municipality may withhold the issuance of a building permit until satisfied that any and all applicable provincial and municipal regulatory requirements have been met including, but not limited to, any requirements under a land use bylaw or subdivision bylaw.

**Permit Fees**

- 13. A building permit fee will be charged to an applicant in accordance with *Policy 135 Fees*.
- 14. A portion of the permit fees may be refunded as per *Policy 135 Fees*.

**Inspections**

- 15. The owner of a building, or the authorized agent of the owner, shall notify the Building Official at least forty-eight (48) hours in advance for a required inspection.
- 16. A permit is deemed to have expired if an inspection is not completed prior to one year from:
  - (1) the date of issuance; or
  - (2) the last inspection
 and the permit conditions shall no longer be valid.

**Repeals**

*S2 Building Bylaw*, adopted by the Municipality of the County of Annapolis on the 18<sup>th</sup> day of November 2025, is hereby repealed.

<b><u>Clerk’s Annotation For Official Bylaw Book</u></b>	
Date of first reading:	January 20, 2026
Notice of Intent to Consider:	January 20, 2026
Date of second reading:	PENDING February 17, 2026
Date of advertisement of Passage of Bylaw*:	PENDING February 26, 2026
I certify that this <i>BYLAW 11 BUILDING</i> was adopted / amended by Municipal Council and published as indicated above.	
<hr style="width: 20%; margin: 0 auto;"/> <b>Municipal Clerk</b>	<b><u>Pending</u></b> <b>Date</b>
* <i>Effective Date of the Bylaw unless otherwise specified</i>	

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

<b>OUTSTANDING ITEMS</b>				
<b>Month Requested</b>	<b>Staff Report Number</b>	<b>Description</b>	<b>Council Approval</b>	<b>Follow-up Expected</b>
June 2025	<b>SR2025-62</b>	<b>Annapolis County Anti-Poverty and Inclusion Initiative</b> To support the proposed three commitments of the Anti-Poverty and Inclusion Initiative, pursuant to the recommendation of Committee of the Whole.	Motion 250617.01	In progress
November 2025	<b>SR2025-100</b>	<b>Department of Natural Resources Easement Agreement</b> To authorize the Warden and Clerk to sign an Easement Agreement over Crown Lands between Deep Brook and Cornwallis Park for access to the Municipal Sanitary Sewer System. The agreement is between the Province of Nova Scotia represented by the Department of Natural Resources and the Municipality of the County of Annapolis, pursuant to the recommendation of Committee of the Whole	Motion 251118.01	In progress
November 2025		<b>Violation of East End Land Use Bylaw</b> That Municipal Council instruct the Municipal Solicitor to lay charges against PID # 05026950, Meadowvale resulting from violations of the East End Land Us Bylaw.	Motion 251118.08	In progress
December 2025	<b>SR2025-113</b>	<b>Road Naming Process for Primary Shared Access Road</b> To approve the road name “Ironcrest Lane” for the shared access road in Torbrook Mines, on PIDs 05322110, 05323050, and 05120951, pursuant to the recommendation of Committee of the Whole.	Motion 251216.03	In progress
December 2025	<b>SR2025-116</b>	<b>Munroe Lake Land Acquisition</b> To approve the donation of property located at Munroe Lake, Annapolis County as a future public park and access to the lake; contingent on the ability to create two approved lots located north and south of the donated property, in accordance with the recommendation of Committee of the Whole.	Motion 251216.06	In progress
December 2025	<b>SR2025-120</b>	<b>Separation of Joint Police Advisory Board</b> To direct the CAO to take all actions needed to create a Police Advisory Board for the Municipality of the County of Annapolis, which includes writing to the Minister of Justice, confirming or recruiting citizen	Motion 251216.10	In progress

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

		representatives, and reviewing the current <i>Policy 123 Annapolis County Police Advisory Board</i> , in accordance with the recommendation of Committee of the Whole.		
January 2026	<b>SR2026-06</b>	<b>BCRA Funding Request</b> To authorize the procurement of a new Ice Resurfacer with funds from the Max Young Fund, in accordance with the recommendation of Committee of the Whole.	Motion 260120.06	In progress
January 2026	<b>SR2026-09</b>	<b>Annapolis County Joint Accessibility Plan 2026-2028</b> To approve the Annapolis County Joint Accessibility Plan 2026-2028 and submit to the NS Accessibility Directorate as the approved plan to guide actions over the next 3 years, pursuant to the recommendation of Committee of the Whole.	Motion 260120.07	In progress
January 2026	<b>SR2026-10</b>	<b>Approval of the Equity, Diversity and Inclusion Plan</b> To approve the 2026-2029 Equity, Diversity and Inclusion (EDI) Plan as amended to include all equity deserving communities or groups in portions of the documents as discussed by Council, in accordance with the recommendation of Committee of the Whole.	Motion 260120.08	In progress
January 2026		<b>PAC Recommendation</b> To give first reading of the proposed East End Area Secondary Planning Strategy and Land Use Bylaw and to set a public hearing date of February 17, 2026, at 11:00 am at the Municipal Administration Building.	Motion 260120.10	In progress **To be complete February 17, 2026

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

COMPLETED ITEMS				
Month Requested	Staff Report #	Description		Date Complete
June 2025		<b>Municipal Electoral Boundary Report</b> That Council of the Municipality of the County of Annapolis submit an application to Nova Scotia Regulatory and Appeals Board to re-confirm the number of councillors at eleven with slight changes to all electoral districts.	Motion 250617.17	Complete
November 2025	<b>SR2025-102</b>	<b>Policy 136 Municipal Investments</b> To approve <i>Policy 136 Municipal Investments</i> , seven-day notice given on November 10, 2025	Motion 251118.02	Complete
November 2025	<b>SR2025-105</b>	<b>Community Solar Program</b> To provide a conditional letter of support to 4650800 Nova Scotia Limited in support of their application to the Province of Nova Scotia for a Community Solar Project on lands of PIDs # 05148788, and 05200464, Granville Street, Bridgetown, Annapolis County, in accordance with the recommendation of Committee of the Whole	Motion 251118.03	Complete
November 2025	<b>SR2025-106</b>	<b>Policy 106 Municipal Traffic Authority</b> To approve <i>Policy 106 Municipal Traffic Authority</i> , seven-day notice given on November 10, 2025.	Motion 251118.04	Complete
November 2025	<b>SR2025-107</b>	<b>Policy 137 Respectful Workplace</b> To approve <i>Policy 137 Respectful Workplace</i> , seven-day notice given on November 10, 2025.	Motion 251118.05	Complete
November 2025	<b>SR2025-108</b>	<b>Policy 130 Occupational Health and Safety</b> To approve <i>Policy 130 Occupational Health and Safety</i> , seven-day notice given on November 10, 2025.	Motion 251118.06	Complete
November 2025	<b>SR2025-110</b>	<b>S2 Building Bylaw – final reading</b> To give final reading to S2 Building Bylaw, first reading having been given on October 14, 2025.	Motion 251118.07	Complete
December 2025	<b>SR2025-111</b>	<b>Request to Deregister Property – Reuban Potter Property</b> To hold a public hearing at 11:00 am on January 20, 2026, to consider the deregistration of the vacant lands previously associated with the Reuban Potter House Property, a municipal registered heritage property located at PID 05054275, Quarry Road, Clementsvale, pursuant to the recommendation of Committee of the Whole.	Motion 251216.01	Complete

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December 2025	<b>SR2025-112</b>	<b>Bridgetown Planning Area – SPS &amp; LUB</b> To rescind Motion 180918.12 which stated, “include proposed Bridgetown Water Supply Area and the municipal sanitary sewer services areas of Carleton Corner and Church Street in an extended Bridgetown Planning Area Boundary,” in accordance with the recommendation of Committee of the Whole.	Motion 251216.02	Complete
December 2025	<b>SR2025-114</b>	<b>Property Tax Write-offs</b> To approve writing off uncollectable tax accounts totaling \$2, 025.03, in accordance with the recommendation of Committee of the Whole.	Motion 251216.04	Complete
December 2025	<b>SR2025-115</b>	<b>Non-Union CPI Salary Scale Adjustment</b> To approve an increase to all non-union employee salary scales in the amount of 2.6%, per the Nova Scotia Consumer Price Index (CPI) to be implemented effective April 1, 2026, pursuant to the recommendation of Committee of the Whole.	Motion 251216.05	Complete
December 2025	<b>SR2025-117</b>	<b>Approve Policy 135 Fees</b> To approve <i>Policy 135 Fees</i> , seven-day notice given on December 09, 2025.	Motion 251216.07	Complete
December 2025	<b>SR2025-118</b>	<b>Approve Policy 138 Recognitions</b> To approve <i>Policy 138 Recognitions</i> , seven-day notice given on December 09, 2025.	Motion 251216.08	Complete
December 2025	<b>SR2025-119</b>	<b>BCRA Funding Request – Equipment Repairs</b> To authorize the withdrawal of \$6,241.80 from the Max Young Fund to the Bridgetown Community Recreation Association for equipment repairs, pursuant to the recommendation of Committee of the Whole.	Motion 251216.09	Complete
January 2026	<b>SR2026-01</b>	<b>Amend Policy 120 Code of Conduct for Elected Officials</b> To amend <i>Policy 120 Code of Conduct for Elected Officials</i> as circulated, seven-day notice given on January 13, 2026.	Motion 260120.01	Complete
January 2026	<b>SR2026-02</b>	<b>Amend Policy 114 Council Renumeration</b> To amend <i>Policy 114 Council Renumeration</i> as circulated, seven-day notice given on January 13, 2026.	Motion 260120.02	Complete
January 2026	<b>SR2026-03</b>	<b>Amend Policy 135 Fees</b> To amend <i>Policy 135 Fees</i> as circulated, seven-day notice given on January 13, 2026.	Motion 260120.03	Complete
January 2026	<b>SR2026-04</b>	<b>West Dalhousie Wildfire After Action Report</b>	Motion 260120.04	Complete

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

		To receive the West Dalhousie Wildfire After Action Report as information, in accordance with the recommendation of Committee of the Whole.		
January 2026	<b>SR2026-05</b>	<b>Approve Bylaw 11 Building</b> To give first reading to approve <i>Bylaw 11 Building</i> , pursuant to the recommendation of Committee of the Whole.	Motion 260120.05	Complete
January 2026	<b>SR2026-09</b>	<b>Adoption of the Communications Strategy</b> To approve the Municipality of the County of Annapolis Communications Strategy 2026-28, as presented, pursuant to the recommendation of Committee of the Whole.	Motion 260120.09	Complete
January 2026		<b>Deregistration of Municipal Heritage Property</b> To deregister the vacant lands (PID 05054275) once associated with the Reuben Potter property and remove it from the Annapolis County Municipal Registry of Heritage Properties and deposit a Notice of Deregistration in the Registry of Deeds.	Motion 260120.12	Complete
January 2026	<b>SR2026-13</b>	<b>Nominating Committee Recommendation</b> To approve the appointment of John Smith to the Source Water Protection Advisory Committee effective immediately for a term ending October 31, 2026, pursuant to the recommendation of the Nominating Committee.	Motion 260120.11	Complete