

**Town of Annapolis Royal
Council Meeting
Approved Minutes
June 19, 2024 at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:00 pm acknowledging that the meeting was taking place in the ancestral territory of the Mi'kmaq People and reading the live stream statement
2. Present	Mayor Amery Boyer, Deputy Mayor Michael Tompkins, Councillor Paul Wear, CAO Sandi Millett-Campbell, Councillor Holly Sanford, and Recording Secretary Kim Dunning Presentation: Laura Bright ACOSS presenters: Lawrence Emms, Geoff Agombar and Bill Hamilton (left at 6:23 pm) ARFD presenters: Fire Chief Andrew Cranton, Alex Cranton and Zach Cromwell (left at 6:38 pm)
3. Regrets	Councillor Paula Hafting
4. Additions to Agenda	None
5. Approval of Agenda	MOTION #C2024-06-19-01 The agenda was approved as presented by unanimous consent.
Edits to the Minutes	None
6. Approval of Minutes	MOTION #C2024-06-19-02 The Council Meeting Minutes of May 15, 2024 were approved by unanimous consent.

7. Presentations

- i. Annapolis County Outdoor Sports Society (ACOSS) Presentation – Lawrence Emms, Geoff Agombar and Bill Hamilton
Lawrence Emms gave a presentation on the Annapolis County Outdoor Sports Hub. ACOSS currently has a five-year lease and a memorandum of understanding with the School Board to operate the soccer pitch and volleyball court. They are currently registered and insured and their operating principles are:
 - Welcoming and engaging for everyone
 - Respect for others
 - Promote equity, diversity and inclusion

The Hub is accessible to all people and they are currently working toward making it sustainable. They went through all the different facilities available there and the future projects in progress. They would like to make people aware of what they have and what they are doing and are asking for input on anything that has been missed. There were two public consultations in Bridgetown (available to view online). They also added that they are looking for volunteers to help as they only have approximately 15 volunteers.

Councillor Sanford asked if they could track how many people use this facility, and Lawrence Emms said not now, but there is a plan to put a system in place to track this. There was a suggestion to include the information in the Town Crier Newsletter to get the word out.

Councillor Wear added that this is a fantastic facility, and asked if there were any plans to install domes for winter. Lawrence Emms responded that this is not included in their five-year plan.

ii. Annapolis Royal Fire Department – Chief Andrew Cranton, Alex Cranton and Zach Cromwell

Alex Cranton gave a presentation on their request for a Town truck replacement. They advised Council that the Town truck will need to be replaced soon and gave a list of problems that they are currently experiencing:

- leaking seal between pump and gear box,
- siren equipment in need of replacement,
- worn door gaskets,
- halogen lighting,
- POT generator (lights and power) using oil,
- cannot use existing truck as a front-line truck,
- cabinet hinges starting to become worn
- Showing some signs of rust, and
- A/C needs work and heating is poor.

The Fire Department would like to replace the existing truck with an aerial apparatus, as the nearest one is in Lawrencetown, and this type of vehicle would not be subject to the 20-year rule. They shared an example of a 2005 truck with aerial apparatus available in the States.

Councillor Sanford asked about the recertification, and Alex Cranton responded that if the ladder passes certification, then the truck is fine.

CAO Millett-Campbell asked how long the ladder would last, and Alex Cranton responded that it should last 20 years.

Chief Andrew Cranton added that there needs to be a game plan in place.

Deputy Mayor Tompkins suggested that an idea might be for the Town to pay a set amount and the Fire Department fund the remainder.

Councillor Wear had a concern regarding the aerial truck due to its age, as the older the vehicle, the more things can go wrong with it.

CAO Millett-Campbell asked if an aerial truck would be classed as a front-line truck and Alex Cranton responded yes, it would be classed as one.

Mayor Boyer thanked them for their presentation.

8. Public Input
None

9. Unfinished Business

i. Public Meeting Follow-up Survey

CAO Millett-Campbell has completed the questions which were shared in the agenda package. They added that the free version of Survey Monkey only accepts 40 responses, so this isn't an option for the Town. The cost for this survey would be \$119 for the month, and there are funds available in the public meeting budget. Councillor Wear asked if there was a way to ensure the Town doesn't receive multiple responses from a respondent, and CAO Millett-Campbell responded that there isn't a way to stop this, and there will be paper copies available at Town Hall for residents to complete which staff can upload on their behalf. Councillor Sanford advised that they were happy with the questions. Mayor Boyer would like question one to be changed to single questions and not one question with multiple responses possible. Councillor Wear added that the individuals can answer the questions however they want, and perhaps we shouldn't make this more complicated. It was agreed to change question one to individual questions and they will be:

- Do you pay taxes in the Town of Annapolis Royal or the Municipality of the County of Annapolis?
- Do you live in the Town of Annapolis Royal or do you live in the Municipality of the County of Annapolis?
- Do you own or rent residential property in the Town of Annapolis Royal?
- Do you own or rent commercial property in the Town of Annapolis Royal?

CAO Millett-Campbell will update the survey, and this will go out with the Town's water bills and be included in the Town Crier Newsletter.

ACTION: Update Question One with the above

NAME: CAO Millett-Campbell

DUE: June 24, 2024

ACTION: Include survey in Town Crier Newsletter

NAME: Recording Secretary Dunning

DUE: June 26, 2024

ii. HR Policy

CAO Millett-Campbell advised that the changes received during the Committee of the Whole (CoW) meeting have been updated, and the only outstanding ones were regarding group insurance. Director of Finance (DoF) Robinson has compiled a Request

for Decision (RFD) and has suggested to change to 65% employer and 35% employee contributions. Councillor Wear asked about the \$3,000 for this year and CAO Millett-Campbell responded that this was a one-off for this year only. Councillor Sanford added that the Town will not know what the payments will be for 2025 and who will be on the plan. CAO Millett-Campbell added that staff do not have an option as they are mandated to join, unless they have their own plan in place. They also added that each municipality votes on which option they want, and the County of Annapolis let staff vote but Council decides what option they get. Councillor Sanford added that it seems unfair that someone who can't afford it is mandated to have it. Deputy Mayor Tompkins advised that there do seem to be more questions that need answering and CAO Millett-Campbell said that members of Council should send an email to DoF Robinson with them. They also added that there is the option of having a different option for benefits than for dental, as previously it had to be the same for both. Councillor Sanford suggested that if this is changed, there is a possibility of looking at what staff would like and then having Council to review it; and CAO Millett-Campbell advised that this could be added to the policy. Mayor Boyer suggested self-insuring as this would avoid administrative fees and allow Council to cap benefits at a set amount. Deputy Mayor Tompkins worked out that it would cost an additional \$4,000 to the Town for a 65/35 premium split and they have an issue with these figures. CAO Millett-Campbell added that it is hard for the Town to get and keep employees, and the split benefit might help to retain them. It is recommended to table this item as everyone needs to review this and include some scenarios which will be discussed later. CAO Millett-Campbell stated that the agenda package was shared last Thursday and there was sufficient time for Council to submit any questions. This would stop items from being tabled and taking up so much time.

MOTION

It was regularly moved and seconded that Council approve the Human Resource Policy dated June 2024 as presented. **Motion tabled.**

- iii. NSFM Benefits Plan
This was tabled as is part of Unfinished Business ii. HR Policy.

MOTION

It was regularly moved and seconded that Council approve removal of the option for Council members to join the benefits plan as of November 2024. **Motion tabled.**

10. New Business

- i. 2021-22 Municipal Report for Town of Annapolis Royal – Final Copy
For information only.
- ii. Electronic Motion for Ratification - Municipality Innovation Program (MIP)

MOTION #C2024-06-19-03

It was regularly moved and seconded to ratify the motion that Council approve submission for the 2024 Municipal Innovation Program grant with the County of

Annapolis and the Town of Middleton for an Economic Development Coordinator for the area. **Motion carried.**

lii Motion Flood Risk Infrastructure Investment Program

MOTION #C2024-06-19-04

It was regularly moved and seconded that Council approve submission for the 2024 Flood Risk Infrastructure Investment Program (FRIIP) grant to apply for high-level engineering design for the proposed embankment for the Town wharf. **Motion carried.**

11. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION

It was regularly moved and seconded that Council approve the Snow and Ice Policy #2024-05 dated June 2024 as presented. **Motion tabled.**

MOTION

It was regularly moved and seconded that Council approve the first reading of Streets and Sidewalks By-law dated June 2024 as presented. **Motion tabled.**

Deputy Mayor Tompkins asked if these two motions can be tabled until the next Council meeting, and all agreed.

MOTION

It was regularly moved and seconded that Council approve the Fire Area Rate Policy #2024-09 dated June 2024 as presented. **Motion tabled.**

Mayor Boyer has some issues with Section 3.2 Applicant and would like it to be clearly defined.

ACTION: Change the wording for Section 3.2 Applicant

NAME: CAO Millett-Campbell

DUE: June 26, 2024

MOTION #C2024-06-19-05

It was regularly moved and seconded that Council approve the Water Capital Budget 2024-2025 in the amount of \$46,200 and the 2025-2027 budget as presented. **Motion carried.**

MOTION #C2024-06-19-06

It was regularly moved and seconded that Council approve the Water Utility Budget 2024-2025 and the 2025-2027 budget as presented. **Motion carried.**

MOTION #C2024-06-19-07

It was regularly moved and seconded that Council approve the Travel Policy dated June 2024 as presented. **Motion carried.**

MOTION #C2024-06-19-08

It was regularly moved and seconded that Council approve the tax rebate/reduction for the following not-for-profit properties for the 2024 year: roll 00479993 in the amount of \$2,311.50, roll 02355256 in the amount of \$3,463.50, roll 00092428 in the amount of \$768.00, roll 02045486 in the amount of \$187.50, roll 02045494 in the amount of \$2,131.50, roll 03611957 in the amount of \$1,494.00, roll 1033204 in the amount of \$1,093.50, and roll 06445721 in the amount of \$1,950.00. **Motion carried.**

MOTION #C2024-06-19-09

It was regularly moved and seconded that that Council approve the low-income tax exemption for roll number 10790662, provided the account is in good standing. **Motion carried.**

MOTION #C2024-06-19-10

It was regularly moved and seconded that Council approve the provincially mandated Seasonal Business Reduction for 2024 for the following properties: roll #92274 an amount of \$3,524.80; roll #1408402 an amount of \$1,082.40; roll #2466988 an amount of \$4,205.60; roll #3144577 an amount of \$2,460.00; roll #4542975 an amount of \$4,336.00 and roll #4032829 in the amount of \$1,276.80, provided all taxes are in good standing. **Motion carried.**

MOTION #C2024-06-19-11

It was regularly moved and seconded that Council approve the first reading of the Pension By-law #82 dated June 2024. **Motion carried.**

MOTION #C2024-06-19-12

It was regularly moved and seconded that Council approve the public meeting for the Pension By-law on July 17, 2024 at 6:00 pm. **Motion carried.**

MOTION #C2024-06-19-13

It was regularly moved and seconded that Council appoint Melony Robinson as the Returning Officer in the October 2024 municipal elections. **Motion carried.**

MOTION #C2024-06-19-14

It was regularly moved and seconded that Council appoint Donna Neath as the Assistant Returning Officer and Melanie Stubbs as the Special Elections Officer (Auditor), in the October 2024 municipal election. **Motion carried.**

12. Reports from Committees, Boards and Commissions

- i. Mayor's Report
As presented. See attached Appendix.
- ii. Chief Administrative Officer's Report

As presented.

- iii. Planning Services Report
As presented.

- iv. Water Report
As presented.

- v. Marketing and Economic Development Committee (MEDC)
Councillor Sanford advised that the Pride event will be a one-day event this year. The Townhall Roundtable will occur twice a year and the dates will not be close together. The Committee is still looking for volunteers for the UNESCO designation project. MEDC is currently working on a Collaborative Marketing Fund. The Twinning group is currently updating the mandate document. Natal Day planning is going well. The Committee is also still working on a few details on a proposed Market Message Centre a before it will be presented to Council. An Information leaflet on Dugua Day was created by the two students from Royan, and finally, a letter is being drafted regarding the film regulations.

- vi. Board of Police Report
Councillor Sanford advised that there had been a meeting earlier today, and Chief Kane reported on the incident that occurred on June 18, 2024. There will be an update on social media in the next couple of days.

- vii. Planning & Heritage Advisory Committee
No meeting.

- viii. Twinning Committee
Included in Mayor's report.

- ix. Library Report
Councillor Wear advised that the next meeting will be tomorrow, June 20, 2024.

- x. Traffic Flow Advisory Committee
No meeting.

- xi. IMSA Interim Board
Mayor Boyer advised that there has been a meeting today and the details will be reported at the next meeting.

- xii. Environment Advisory Committee
Councillor Hafting absent, no report update.

- xiii. Academy Condo Board
Councillor Hafting absent, no update available.

- xiii. Friends of the Annapolis Pool Society

Councillor Hafting absent, no update available.

xiv. Accessibility Committee

Mayor Boyer advised that there has been a meeting, and this Committee is still seeking another member. Working on updating the Accessibility Plan.

13. Correspondence

- i. Correspondence from the Office of the Attorney General and Minister of Justice For information only.
- ii. Correspondence from the Honourable John Lohr – 12 Months' Notice Letter to NSFM For information only.

MOTION #C2024-06-19-15

It was regularly moved and seconded that Council move into camera to discuss contract negotiations and labour relations at 7:42 pm. **Motion carried.**

MOTION #C2024-06-19-17

It was regularly moved and seconded that Council move out of camera at 8:07 pm. **Motion carried.**

14. Next Meeting

July 17, 2024

15. Adjournment

The meeting was adjourned at 8:09 pm.



Amery Boyer, Mayor

Kim Dunning, Recording Secretary

Mayor's Roundtable Report, June 13, 2024

- May 30, 2024 Attended Annapolis County Inter-Municipal Working Group Meeting. On the agenda was Planning Services.
- May 31, 2024 Attended first virtual meeting on Growing Canada's Tree Canopies with rep from Green Funds, CAO and Angelika Waldow.
- June 6, 2024 Received a call from Pam Davidson, Public Works, Province touching base on the Dykelands Upgrading Project taking place on the Dentiballis Marsh in Town as a result of "overtopping of the water there". A tender was to be issued mid-June for a bundled project at 3 sites including the Historic Gardens (where they will not be starting until after Labour Day weekend – although I noted to her and she confirmed that some site work had already begun there - ditching). Lyle Russel is the Project Manager.
- June 7, 2024 Attended second virtual meeting with CAO on Growing Canada's Community Canopies. Grant pre-application drafted and filed.
- June 10, 2024 Attended Natal Day Organizing Committee meeting. A traffic issue was identified with respect to open businesses along the parade route. Holly Sanford and Mark Kane plan to meet to resolve the issue.
- June 12, 2024 Met with Ryan Ness of Climate Institute and CAO virtually to discuss grant opportunities for tidal power project.
- Attended virtual meeting hosted by Office of Regulatory Affairs and Service Effectiveness. The subject was reducing red tape for doctors in the Province. There are new rules around the issuance of sick notes by doctors that all employers and the Town needs to be aware of: "As of Saturday, July 1, 2023, Nova Scotia employers can no longer request a sick note unless an employee is absent for more than five working days or has already had two absences of five or fewer working days in the previous 12-month period."
- June 13, 2024 Assisted CAO in meeting deadlines for a number of provincial grants (MIP, PCAP, FRIIP).
- June 14, 2024 Plan to attend opening reception for Dugua Exhibit at Lower Granville Hall.
- June 18, 2024 Plan to attend Dugua slide show at Community Hub and Meet the Governor event at the Habitation.
- August 4, 2024 Members of Council are once again invited to walk in the Natal Day Parade which will take place on Sunday this year with a new modified route.

IMSA Report

- June 12, 2024 Attended special Special meeting on Governance, Administration and Funding options for Valley Waste-Resource Management and the Kings Transit Authority.

Relevant documents will be forwarded to each municipal unit for review and consideration.

June ? , 2024 Plan to attend next regular meeting on June 19, 2024.

Twinning Report

May 29, 2024 First report on internship issued to professors in France and Sébastien Rodts. The report was well received by all parties. Thank you Anne Crossman!.

June 1, 2024 Visit to Grand Pré with students.

June 8, 2024 Took students to Halifax for a tour of the Citadel and Pier 21. We stopped off at Port Edward in Windsor on the way back to see the Blockhouse.

June 14, 2024 Plan to go to Clare to see the Market at Belliveau Cove, have lunch with Mary Ann Gauvin, Natalie Robicheau et al, and attend an Acadian dancing tea in the afternoon. A photo op stop is planned to make up for pictures not taken during the visit to the Acadian Museum and Université Ste Anne.

June 21, 2024 Planned visit to Arch&Po for Dress-up Day with students and Anne Crossman with all of us in Acadian costume.

June 22, 2024 Plan to go whale watching with the students – this may be postponed to May 28 if no whales are evident or if the weather does not cooperate.

June 29, 2024 Planned dinner for host families based on menu prepared by the students.

July 1, 2024 Plan to have students attend Canada Day events – possible barbecue.

July 2, 2024 Planned departure date for students. Will take students to Halifax for the day. They leave in the afternoon.

Amery Boyer