

**Town of Annapolis Royal
Council Meeting
Approved Minutes
February 19, 2025 at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:05 pm stating that the meeting was being live streamed and acknowledging that this is African Heritage Month. She also wanted to acknowledge the work that went into the Library Come Lego Build with Us (Rose Fortune Project), where everyone had the opportunity to place a Lego tile to create Rose Fortune's portrait in Lego.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, Councillor Sybil Skinner-Robertson (arrived at 6:04 pm), CAO Sandi Millett-Campbell, Director of Finance Melony Robinson (left at 6:57 pm), and Recording Secretary Kim Dunning Member of the Public: Roger Lindala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	15. In-camera Business Items iii. Legal advice iv. Personnel matters v. Legal advice vi. Legal advice
6. Approval of Agenda	MOTION #C2025-02-19-01 The agenda was approved with the above additions as presented by unanimous consent.
Edits to the Minutes	None
7. Approval of Minutes	MOTION #C2025-02-19-02 The Council Meeting Minutes of January 22, 2025 were approved by unanimous consent.

8. Presentations
None

9. Public Input
Roger Lindala would like to make Council aware of the following:

It's a slippery slope – regarding the Committee of the Whole meeting earlier on this month, they wanted to ensure Council was aware from Tab 7 Rules of Order and Meeting Processes for number 11 and 12 regarding the 48 hours' notice to staff to allow for any need research, and the need to be transparent for communication being shared between Council and CAO.

Devil's in the details – included in this package under correspondence, they were happy to see the letter from Honourable John A. Lohr and the response from Pam Mood, President, Nova Scotia Federation of Municipalities (NSFM) included.

Be careful what you wish for – when they first moved to Town they were hoping to use our sidewalks during the winter, and during the last 10 days, Public Works have been strained with the workload. Public Works responded fabulously to the situation.

10. New Business

i. Quarterly Finance Updates

a. Q3 Quarter General Operating Budget

DoF Robinson gave an overview of the budget that was passed by the previous Council. Councillor MacDonald asked what happens to any surplus at the end of the financial year. DoF Robinson advised that this goes into the Operating Reserve. Councillor MacDonald asked if this could go into a Capital Reserve, and DoF Robinson responded that no, it could not..

b. Q3 Quarter Capital Budget

DoF Robinson gave an overview of the General Capital and Water Capital Budget.

Councillor Myers asked about the playground and if \$100,000 is the budget for the completion of this project. DoF Robinson advised that there have also been donations, and that two grants were received. CAO Millett-Campbell advised that the Town is also applying for an additional grant.

c. Q3 Water Operating Budget

DoF Robinson gave an overview of the Water Operating Budget.

Mayor Boyer asked why the Town had budgeted for a deficit and DoF Robinson advised that a Water Rate Study will need to be done in the foreseeable future. Councillor MacDonald asked if the County of Annapolis is working on its own Water Rate Study, would this trigger the Town to apply for its own study? DoF Robinson advised that there is currently a Water Utility surplus. Councillor Sadkowski asked how long a study takes and DoF Robinson responded that it takes approximately six to seven months to complete.

ii. Amend 2024-2025 Capital Budget

DoF Robinson advised that HST wasn't included in the original invoice.

MOTION #C2025-02-19-03

It was regularly moved and seconded that Council approve to amend the 2024-2025 General Capital Budget from \$448,000 to \$461,941. **Motion carried.**

iii. Equipment Replacement

DoF Robinson stated that the vehicles are reviewed every year and that nothing needs to be replaced this year. They advised that they had received two questions via email :

1. The F550 shows up for replacement, but after investigating, it was agreed that a replacement isn't needed at present.

2. The Town currently has two ride-on tractors, one is an old one that was kept because it wasn't worth selling and it not be replaced when it stops working.
3. The fire truck is not in the capital equipment replacement policy, but money is set aside each year for replacement.

MOTION #C2025-02-19-12

It was regularly moved and seconded that Council approve Appendix B of the Equipment Replacement Policy #2015-1 for the fiscal year 2025-2026 for a total amount of \$72,000. **Motion carried.**

- iv. Nova Scotia Federation of Municipalities (NSFM) Spring Conference – April 30 to May 2, 2025
Mayor Boyer asked if there was anyone interested in attending to let CAO Millett-Campbell know. Councillor MacDonald has been asked to attend this conference as the NSFM Valley representative. CAO Millett-Campbell advised that for Councillor MacDonald's booking, the NSFM book the accommodation but do not pay for it. Deputy Mayor Skinner-Robertson will let CAO Millett-Campbell know if they can attend.
- v. Request for Decision – Approval of Budget Increase
CAO Millett-Campbell advised that the Town needs to purchase more salt. The Town has spent its salt budget but staff had to purchase more salt over the weekend, due to the weather forecast for that weekend. There is the possibility that more salt may need to be purchased later.

MOTION #C2025-02-19-04

It was regularly moved and seconded that Council approve an additional \$15,000 in GL 01-23237Z for the purchase of salt in the general operating 2024-2025 budget. **Motion carried.**

11. Unfinished Business
None
12. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2025-02-19-05

It was regularly moved and seconded that Council approve to extend the closure of the wharf for another two months ending April 30, 2025, it can be revisited if necessary. **Motion carried**

MOTION #C2025-02-19-06

It was regularly moved and seconded that Council approve for the Town to close the Annapolis Royal wharf to all commercial fishing and mooring. **Motion carried**

MOTION #C2025-02-19-07

It was regularly moved and seconded that Council approve to install galvanized black vinyl coded steel wired fencing and signage on the two third part of the wharf, and replace wooden curb stops on the other third of the wharf. **Motion carried**

MOTION #C2025-02-19-08

It was regularly moved and seconded that Council preapprove from the 2025-2026 Operating Budget up to \$22,500 including HST for the purchase and installation of fencing, signage and wooden curb stops for the wharf. **Motion carried**

MOTION #C2025-02-19-09

It was regularly moved and seconded that Council approve Cross Connection and Backflow Prevention Policy #2025-03, dated February 2025. **Motion carried**

MOTION #C2025-02-19-10

It was regularly moved and seconded that Council approve the repeal and replace the Policy Establishing the Audit Committee #2019-01 with the Audit Committee Policy #2025-04 dated February 2025. **Motion carried**

Planning and Heritage Advisory Committee

MOTION #C2025-02-19-11

It was regularly moved and seconded that Council gives the applicant at 430 St George Street heritage approval to change the garage door to a steel door, add a door in place of a window, install a deck and privacy screen, at the rear of the property, as detailed in application 25-02-HER, providing all conditions of the Land Use By-law are met. **Motion carried.**

13. Reports from Committees, Boards and Commissions

- i. Mayor's Report
Attached.
- 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
Attached.
- vi. Planning and Heritage Advisory Committee
Attached.
- vii. Board of Police Commissioners
No meeting.

- viii. Library Report
Councillor MacDonald advised that the next meeting will be held on February 20, 2025.
- ix. IMSA Interim Board
Attached.
- x. Environment Advisory Committee (EAC)
Attached.
- xi. Academy Condo Board
Included in Mayors report.
- xii. Friends of the Annapolis Pool Society
Attached.
- xiii. Audit Committee
Attached. CAO Millett-Campbell added that this committee is looking for a member.

14. Correspondence

- i. Letter to Mayors and Wardens from the Honourable John Lohr, Minister of Municipal Affairs
Mayor Boyer asked if the Town should respond to recommending a joint response, and it was agreed to send a letter including this recommendation.
- ii. 2025 Season Update for the Pool/Yearly Request
Deputy Mayor Skinner-Robertson was very happy with this as last year the Pool Society didn't think they would be where they are now. Also good news is the fact that the Pool Operator position being investigated. Councillor MacDonald asked if their budget request would be included in the budget talks, and CAO Millett-Campbell responded yes.

MOTION #C2025-02-19-13

It was regularly moved and seconded that Council move in camera to approve the in-camera minutes and discuss plans to buy, sell or lease property, public security, three legal advice, and personnel matters at 7:05pm. **Motion carried.**

MOTION #C2025-02-19-15

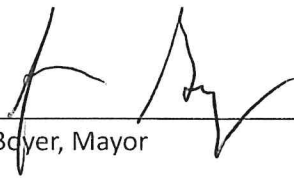
It was regularly moved and seconded that Council move out of camera at 8:07 pm. **Motion carried.**

15. Next Meeting

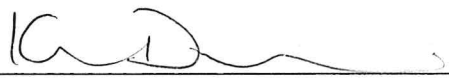
March 19, 2025

16. Adjournment

The meeting was adjourned at 8:08 pm.



Amery Boyer, Mayor



Kim Dunning, Recording Secretary

Mayor's Report, February 10, 2025

January 14, 2025	attended MEDEC meeting
January 15, 2025	attended IMSA meeting virtually
January 16, 2025	attended Condo Board meeting
January 22, 2025	delivered three 20-minute presentations on Mayor and Town Crier roles for primary school students from Jan 22 to 24 at Town Hall
January 27, 2025	wrote to AVRL to request meeting to discuss upcoming capital expenditures for the library Inter municipal dinner in Bridgetown 5:00 to 7:00 pm – all three municipal units in Annapolis County in attendance. This meeting was hosted by the Municipality of the County of Annapolis. It was agreed that these dinners will be held quarterly for all members of Council. It was agreed that the Town of Annapolis Royal would host the next one on April 28, 2025.
January 28, 2025	did not attend Gender Based Violence program in Kingston due to bad weather – event to be streamed
January 30, 2025	attended Annapolis County Inter-Municipal Working Group meeting and presentation by Daniela Siggia-Beasant on economic development; both the County and the Town of Middleton to decide on whether or not to join the Valley Regional Enterprise Network (REN) or share an economic development position with the Town of Annapolis Royal
January 31, 2025	tour of Acadian Seaplants cancelled due to low attendance number and weather conditions
February 4, 2025	Condo meeting. The Board is looking for a new Building Superintendent,
February 6, 2025	Virtual meeting with Deputy Mayor and Sebastien Rodst, Decentralized cooperation (twinning) for all the Atlantic Provinces, re commercial aspects of visit to Royan in October
February 6, 2025	sent email message to Mayor Corkum regarding Council's response to recent letter on library funding; no response as at time of writing
February 10, 2025	Drafted response for letter of support for Mid Valley Region Physician Recruitment & Retention Committee. Letter sent on February 11, 2025.
February 12, 2025	plan to attend training session on conflict of interest with Jason Haughn
February 20, 2025	plan to attend next Condo Board meeting

IMSA

Next meeting is scheduled for Wednesday, February 18.

Condominium Board

A strategic plan has been drafted, and a new purchasing policy has been approved. Interim cleaning arrangements are in place pending the recruitment of a new Building Superintendent. The exterior doors to the Library entrance have been repaired pending the ordering and installation of either a new single door or double doors. Work is to begin shortly for re-glazing of remaining windowpanes (199 panes in wooden windows in frames), weatherizing windows (223) and doors (24), and prepping, priming and painting of 2 coats on trim on the sides of the library, Ritchie Street, School Street, and St George Street. VSB is the contractor. The Condominium Corporation is also seeking suggestions for enhancing its profile in the community. The next meeting is on February 20, 2025.

Amery Boyer

Marketing and Economic Development Committee – February 12, 2025

With a full agenda and all members present, the committee primarily focused on finalizing the items to be included in the 2025-26 MEDC budget to be submitted to Council for the upcoming budget meetings. Additional time was spent refining the idea of a 'Marketing Plan' which resulted in intention to create a plan and report that is based on the budgeted items as well as acknowledging the existing marketing work of the Town and how those things tie together. The committee is committed to supporting the marketing work of the Town and will provide ad or social media post materials whenever possible/appropriate to help reduce operational work for staff.

MEDC acknowledged the excellent work done by Annapolis County in conjunction with Tourism Nova Scotia to produce a video that promotes Annapolis Royal and area. The video can be seen at:
https://m.youtube.com/watch?v=y-u_WTjzmGw

The committee was advised that Annapolis Royal Pride planning is underway with a whole new group. The event is dedicated to supporting the LGBTQ2S community but will also act as an economic driver for the community at large.

A Natal Day Committee update was provided. The group has secured volunteers for all the key governance positions on the committee and has a number of volunteers in place for key events. Additional volunteers are being sought. MEDC members who served on past Natal Day Committees noted that this group is well ahead of schedule in their planning and organization for 2025 and should be commended.

Also noted was that MEDC itself is short on citizen volunteer, Natal Days Committee needs volunteers, and the Twinning Committee needs volunteers so MEDC will focus its March Town Crier message on encouraging those opportunities.

The Roundtable agenda was finalized and it will occur on February 24th at 6:30PM at the Legion – all of Council is invited. The next MEDC meeting is March 11th at 6PM.

Twinning Committee Report to MEDC by Deputy Mayor Sybil Skinner Robertson February 2025

Activities:

Met with Christine and Sally O'Grady for handover of information from the previous committee.

Made contact with the representatives of the City of Royan. Agreed that the dates are Oct 16-20th. They are willing to host 10-12 people.

Have asked for more detail regarding the intent to add a commercial aspect to the twinning relationship. In a meeting with Sebastien Rodts (Expert Francophonie Economique, Consulat Générale de France dans les Provinces Atlantiques/ Gouvernement de Nouveau Brunswick) and Daniela Siggia Beasant the following clarifications were identified and will be subsequently shared with the Mayor and Mme. Isendick-Malterre, A meeting to discuss this and other aspects of the Twining relationship will be scheduled as soon as possible.

Reached out to M. Roalnd Blanc at AMACADIE (Association Des Maratimes Acadie Charentes, regarding potential for a tour of les Pays Basques in the week preceding 16 Oct. We will need to manage this relationship carefully to ensure we respect appropriate protocol between the City of Royan and AMACADIE.

Contacted the members of the previous Twinning Committee to see if they want to participate this time, while many are not able to, they are willing to share their learning with the new committee.

So far new committee members include Susan Jost, Amery Boyer, Myriah Robertson. Heather Sadkowski and Anne Crossman have agreed to support the committee.

Mary Ann Gauvin, Présidente de la Société Acadienne de Clare, is discussing with her organisation whether they will participate.

Contacted AWEC to identify if the French or History Teacher has students who might be interested in participating in the committee or visit. She will introduce me and can think of several students who might be interested.

Reached out to the county to ask for participation including attendance at the visit

Added Journée Dugua de Mons Day, 275 St. George St., Annapolis Royal, Oqwa'titek Amphitheatre, Jun 18, 2:00pm (flag raising and cake) and Fête nationale de France/Bastille Day, same location on July 14, 2:00pm (flag raising and cake) to the county community events guide, as well as confirming that the flag raising for Canada day is being included by Parks Canada in their submission (that flag raising accompanied by signing of O Canada will begin at 11:15.

Cheryl Anderson of the AHS, received a request from the historical society of White Plains, to engage in some activities that acknowledge the arrival of United Empire Loyalists in Annapolis Royal 250 years ago. Her contact has discussed with their mayor, and they are interested in holding some kind of virtual event between the two councils in October. More information to follow.

Planning and Heritage Advisory Committee – February 3, 2025

We will make a list of things we would like to learn more about. We spoke about land use and creating opportunities to give residence owners access to information – guide them back to the website. No planning reports. Kim needs info by 24th of Feb for Town Crier newsletter – use information that is timely (ie fencing in spring time). Ken will submit.

Inter Municipal Services Agreement (IMSA) Board - February 19, 2025

Kings Transit

- Diesel fuel costs over the last 5 years have averaged \$452,827 annual and constitute from 11 to 16% of the Kings Transit budget. For fiscal 2025-2026, the costs are expected to be \$437,325.
- Ridership numbers are down for two main reasons:
 - Transfers are no longer being counted and these traditionally amounted to about 10%

- The balance was attributed to snow ays and road closures
- Budgets are on track

Valley Waste (report to be shared with Environment Committee)

- The Regional Chairs Committee has requested clarification on the proper disposal of invasive plant species to NSECC as organic waste is technically banned from landfill disposal. NSECC provided some best practices but didn't confirm if all species are permitted in landfills. The Committee is now sending a letter to the Department of Natural Resources for their direction.
- Valley Waste was named a Leader in Sustainability in Canada for 2024 by Call2Recycle, the producer responsibility organization managing the regulated battery recycling program. Valley Waste sorted and shipped 8,124 kilograms of batteries through the program in 2024.
- Budgets are on track.

Next IMSA meeting: March 25, 2025 at 3:00 pm

Environmental Advisory Committee – February 14, 2025

Mike Bernard was named chair of the committee and Stephen Hawboldt Vice Chair. Spencer Reynolds had to tender his resignation from the committee due to other volunteer commitments. Although he will be missed, his involvement in these other activities is sincerely appreciated. It was agreed that we needed to recruit new members and that current members would contact individuals that they know personally who may have an interest or the expertise to participate. Interested persons should contact the CAO by email.

Information on the Gulf of Maine awards was presented and some ideas for people who we could recommend were proposed. Members of the EAC will put forward names. Other proposals are welcomed.

Further action on the Nova Scotia Coastal Plan will be tabled pending information that is supposed to be forthcoming from the Provincial Government.

The finalization of the joint Action Plan will occur in the coming weeks.

Friends of the Annapolis Pool Society Meeting

The Annual General Meeting was held on February 4th, 2025. The Board of Directors was elected for the 2025-2026 season (please see attached 2025 Season Report which provides a list of elected members as well as the planned activities for the 2025 pool season). Given the large expenses which were incurred on the repairs last year, the Pool Society has been able to retain \$85,836.54 in reserves for future repairs and expenses. The Pool Society worked very hard to raise the funds to have the repairs completed within the year. They will be starting the hiring process for Lifeguard staff in the coming months. Grant writing process is also underway.

Audit Committee Meeting January 21st via Zoom

Andy Forse of Kent and Duffett gave a background and overview of the audit process. The audit will provide opinions on the fairness of financial records, assessing whether an outside observer would reach the same conclusion. Auditors evaluate the risk to determine the extent of testing required, which doesn't involve 100% verification. They quantify the magnitude of errors, accounting for various types, using a concept called materiality. Ultimately, a financial indicator report is produced to reflect the health of the budget, but these reports need to be delivered more promptly to be practically useful. Next steps: reviewing the audit and setting a date, ideally in June or July.