

**Town of Annapolis Royal
Council Meeting
Approved Minutes
April 16, 2025 at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:00 pm stating that the meeting was being live streamed.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Heather Sadkowski, Councillor Sybil Skinner-Robertson, Councillor Lynn Myers, CAO Sandi Millett-Campbell, and Recording Secretary Donna Neath
3. Regrets	None
4. Absents	None
5. Additions to Agenda	In-camera 16. New Business ii. Labour relations and contract negotiations New Business 11. v. Meet and Greet Update
6. Approval of Agenda	MOTION #C2025-04-16-01 The agenda was approved with the above additions as presented by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #C2025-04-16-02 The Council Meeting Minutes of March 19, 2025 were approved by unanimous consent.

9. Presentations
None.

10. Public Input

11. New Business

- i. Request for Proposal – Shoreline Restoration Project Manager
CAO Millett-Campbell advised that the Town had received three proposals. Council reviewed the recommendation from staff.

MOTION #C2025-04-16-03

It was regularly moved and seconded that Council award the Shoreline Restoration RFP to CBWES Inc. in the amount of \$88,462.50 including HST from the 2025-2026 capital budget. **Motion carried.**

- ii. Request for Decision – Volunteer Award 2025
Mayor Boyer shared some additional support information for each candidate and CAO Millett-Campbell explained the scoring system to all. Each Councillor was asked to vote

on the names provided and this was given to CAO Millett-Campbell. The highest score nomination will be notified to see if they will accept the award.

- iii. Provincial Capital Assistance Program (PCAP)
CAO Millett-Campbell gave some background on the application and project. There were issues with extreme weather and high tide. The project is for the extension of the Chapel Street forcemain extension at a cost of \$342K, and this grant will cover 50%. They are unable to provide a timeline until the grant has been received and approved. The deadline for submission is April 28, 2025.

MOTION #C2025-04-16-04

It was regularly moved and seconded that Council approve the application to the 2025 Provincial Capital Assistant Program (PCAP) for funding of the Chapel Street Forcemain Extension. **Motion carried.**

- iv. Sustainable Communities Challenge Fund (SCCF)
CAO Millett-Campbell advised that the deadline for submission is April 22, 2025.

MOTION #C2025-04-16-05

It was regularly moved and seconded that Council support the application to the Sustainable Communities Challenge Fund for the Shoreline Restoration Project. **Motion carried.**

- v. Meet and Greet Update
These were the items that were discussed at the Meet and Greet Council held on April 14, 2025:
- tax increase
 - strategic plan
 - sidewalks on Victoria Street
 - wharf and what is happening
 - skills inventory of seniors and retirees that would benefit the community
 - volunteer opportunities

12. Unfinished Business

- i. Wharf Update
CAO Millett-Campbell gave an overview of the issues experienced with finding a solution, and there was a discussion on using 4x4 posts and nautical ropes. They also discussed closing the wharf for the winter months as suggested by the Insurance company, and this will be discussed later.

MOTION #C2025-04-16-06

It was regularly moved and seconded that Council extend the wharf closure to June 30, 2025 to install wooden barriers. **Motion carried.**

13. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2025-04-16-07

It was regularly moved and seconded that Council approve the \$3,033,675 Town Operating Budget for 2025-2026 with tax rates at \$1.76 and \$3.26 respectively for Residential and Commercial. A new fire rate will be added that was formerly included in the overall tax rate. That new rate for 2025-2026 will be set at .001042 and will be broken out on the tax bills moving forward. **Motion carried.**

MOTION #C2025-04-16-08

It was regularly moved and seconded that Council approve the 2025-2026 General Capital Budget of \$1,337,627. **Motion carried.**

MOTION #C2025-04-16-09

It was regularly moved and seconded that Council approve Salary Administration Policy #2025-09 dated April 2025. **Motion carried.**

MOTION #C2025-04-16-10

It was regularly moved and seconded that Council repeal Environment Advisory Committee Policy #2024-02 and replace it with Environment Advisory Committee Policy #2025-07 dated April 2025. **Motion carried.**

MOTION #C2025-04-16-11

It was regularly moved and seconded that Council appoint Myriah Robertson to the Environment Advisory Committee for a term of two-years until December 31, 2026. **Motion carried.**

Planning and Heritage Advisory Committee

MOTION #C2025-04-16-12

It was regularly moved and seconded that Council provide heritage approval to the applicant at 258-264 St George Street to change window and door materials to aluminum and steel respectively (maintaining the existing look) at the space currently occupied by the coffee shop, as detailed in application AR25-05-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

MOTION #C2025-04-16-13

It was regularly moved and seconded that Council provide heritage approval to the applicant at 89 Victoria Street to change window insert material to vinyl, as detailed in application AR25-07-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

Marketing and Economic Development Committee

MOTION #C2025-04-16-14

It was regularly moved and seconded that Council consider dissolving the Marketing and Economic Development Committee and developing proposals for the future

within the context of the Town's draft Strategic Plan, and that Council make a decision regarding reassigning responsibilities for the development of proposals.
Motion carried.

Councillor MacDonald provided the background for this motion which included an exit report submitted by this committee. Council will be looking for alternative solutions for any responsibilities that need to be assigned, and there is the option to revisit this during the strategic plan discussions.

14. 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. CAO Millett-Campbell advised that Public Works is looking into high levels of wastewater. They are also looking into the age of the equipment as this might be a cause of the problem and advised that the Department of Environment is aware and is currently working with the Town.
- v. Marketing and Economic Development Committee
Attached.
- vi. Planning and Heritage Advisory Committee
Attached.
- vii. Board of Police Commissioners
No meeting.
- viii. Library Report
Attached.
- ix. IMSA Interim Board
Attached.
- x. Environment Advisory Committee
Deputy Mayor Skinner-Robertson advised that this report has not been submitted as new committee members are currently going through orientation.
- xi. Academy Condo Board
Included in Mayor's report.
- xii. Friends of the Annapolis Pool Society

Attached.

- xiii. Audit Committee
No meeting.

15. Correspondence
None

MOTION #C2025-04-16-15

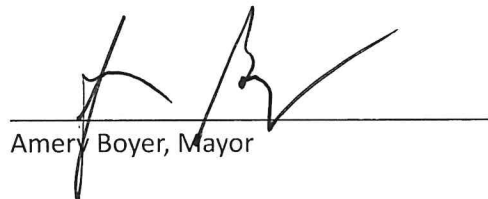
It was regularly moved and seconded that Council move in camera to approve the in-camera minutes and discuss personnel matters and labour relations and contract negotiations at 6:58 pm. **Motion carried.**

MOTION #C2025-04-16-17

It was regularly moved and seconded that Council move out of camera at 6:52 pm.
Motion carried. Motion carried

16. Next Meeting
May 21, 2025

17. Adjournment
The meeting was adjourned at 6:58 pm.



Amery Boyer, Mayor



Donna Neath, Recording Secretary

Mayor's Report, April 9, 2025

- Mar 25, 2025 Virtual meeting with Dr. David Barclay of Dalhousie University and Bill Crossman to discuss next steps for possible 3rd and final test of proposed small scale tidal power turbine. He stated that he would be meeting with his research students on March 28 to see if they were interested in taking on the project.
Attended Town budget meeting.
- Mar 26, 2025 Assisted Bill Crossman in completing the Ocean Frontier Institute's Community Climate Adaptation Fund draft application template. David Barclay and Dominic Groulx of Dalhousie University have since agreed to take on the research project associated with the construction (\$20,000 - \$30,000) and testing of the third turbine prototype for the small-scale community tidal project. They would be the lead applicants at no cost to the town if the funding is approved.
- Mar 27, 2025 Attended ACIMWG¹ meeting at the County office. The topic was human resources. It looks like there are good opportunities for joint training sessions and continued information sharing. The next meeting will be at Annapolis Royal Town Hall on April 24, 2025.
- Mar 30, 2025 Travelled to Kingsport to take pictures of what the community did with their old wharf (see PowerPoint attached).
- Apr 2, 2025 Attended Twinning Committee meeting.
- Apr 3, 2025 Attended memorial service for Elder Agnes Madeline Potter at the Bear River Cultural Centre with the CAO and Police Chief
- Apr 4, 2025 Attended follow-up meeting on shoreline restoration project
- Apr 4, 2025 Responded to call from Jason Molloy of Salteire re Town budget
- Apr 7, 2025 Request from CBC Radio for French interview on April 8, 2025 re response to Minister Lohr's letter to municipal units dated February 11, 2025 on the subject of resource development in the Province. Coordinated response with NSFM President & CEO.
- Apr 9, 2025 Radio Canada interview
- Scheduled interview for video by Province on shoreline restoration project; the lead on this is Elizabeth MacDonald, the Director of Communications for NS-Environment and Climate Change. Spider Video Tv is handling the video.
- Scheduled interview with Abbey Vickers, MES Candidate, School for Resource and Environmental Studies, Dalhousie University for her research project: "Support for Resilient Tourism Research Project in Annapolis Royal".

¹ Annapolis County Inter-Municipal Working Group

- Apr 14, 2025 Public Meet and Greet with Council at the Legion from 4:15 to 6:15 pm with refreshments
- Apr 16, 2025 Plan to attend IMSA² and Condo Board meetings (virtually and in person respectively)..
- Apr 17, 2025 Plan to attend IDEA³ Governance Committee meeting virtually.
- Apr 24, 2025 Plan to attend ACIMWG meeting at Town Hall.
- Apr 28, 2025 Intermunicipal dinner with members of Council from Annapolis County, and the towns of Middleton and Annapolis Royal. The Town of Annapolis Royal is the host and the event will take place at St Luke's Church.
- May 6, 2025 Plan to attend Twinning Committee meeting.
- May 19 to 23 Planned stay at home vacation with three visiting tourists (aka sisters)
- May 20, 2025 The Board of Police Commissioners is hosting a community meeting on the subject of policing from 6:00 to 7:00 pm at the Music Room at the Hub
- May 28, 2025 Plan to attend 1714 Royal Canadian Army Cadet Ceremonial Review 28 May 2025 at Branch 21 Royal Canadian Legion 1830hrs as Reviewing Officer for the Parade. This is the graduation ceremony for the Army Cadet individual achievements made over the 2024-2025 year. It consists of a Marching Parade followed by a few short speeches from invited guests and dignitaries. After the parade, the cadets each do a short presentation on a lesson they have learned to parents and guests. . The Cadets are between the ages of 12-18 years old and come from communities spanning from Granville to Bear River.

IMSA

A meeting was held on March 25. Meeting minutes to follow. The next meeting will be on April 16 at 10:00 am.

Condominium Board

Currently working on list of contractors for Condo Corporation and have been asked to provide a draft description of the relationship between the Town and the Condo Corporation. A Committee has been formed to review the Declaration and a Town position will need to be formulated and reviewed with Council. The next meeting is on April 16, 2025.

Amery Boyer

² Inter Municipal Service Agreement – Interim Board of Directors

³ Inclusion, Diversity, Equity and Accessibility

Planning and Heritage Advisory Committee

Planning:

Ideas for housing development (smaller scale houses). We have no minimum house size, but we have a minimum frontage. Rezoning is another option such as doing away with RSU (to have accessory structures). Discussion regarding long-term vacant houses, some of which are heritage properties. All of this would need to be addressed in the scheduled LUB/MPS review.

Vacant properties: A motion was moved to send recommendation to council to examine vacant property by-laws. Moved and passed

Heritage properties page needs to be updated. Need to be scored with a blurb. Task team may be needed to complete this. Information dealing with designated properties needs to be fleshed out on the website to a certain degree. Note to council as a topic of discussion. Ken will bring information on all the properties that need to be added.

Heritage:

Applicant at 258-264 St George street requesting heritage approval to change windows and doors to materials to aluminum and steel. Motion carried.

Applicant at 89 Victoria Street requesting heritage approval to change window insert material to vinyl. Motion carried.

Newsletter May issue topic – this month, Mike will write up a blurb regarding the updating of heritage property information.

Annapolis Valley Regional Library

The last AVRL board meeting was on March 17th – the next meeting is on April 17th in Berwick and so a full report will not be available until May Council meeting.

A meeting has been scheduled between the Town, AVRL, and the Innovation Lab board to discuss next steps for the Innovation Lab as the society wishes to wind down their operations. That meeting is on May 13th.

The last Friends of the Library (FoL) meeting was on April 2nd. This was the first meeting following their AGM – Rion Microys is now the President of the Friends of the Library.

The FoL are in a good financial position with a current balance of \$15,686. Their Speakers Series is proving to be a popular programming element – it's well-attended with varied subjects. They are getting their Summer Market table planning under way – they will be at the Market the 1st and 3rd weekend of every month.

Attached to my report is a new document that they will be doing annually – the FOL Mini Report. This report is sent out to all stakeholders connected to FoL.

The next FoL meeting is May 7th.

Friends of the Annapolis Pool Society Committee

The committee met on March 27th, 2025. The committee is looking to hire a Certified Pool Operator for the 2025-2026 season. The position has been advertised on Facebook and an honourarium will be provided for the pool season. The successful candidate will be required to complete a certification course in Truro (expenses paid). The certification is valid for 5 years so ideally, the successful candidate will return to the position for the next 4 pool seasons.

Security cameras for the pool area have been approved by the committee and will be purchased in the coming weeks.

The committee has been successful with some grant requests; however, we are waiting to hear back from others.

The Skilled Trades class at AWEC are going to be constructing and painting four "Change Huts" on the west side of the pool yard. The huts are going to be freestanding units to allow for increased change space during high traffic times (school swims, etc.).

