

Town of Annapolis Royal  
 APPROVED MINUTES Council Meeting  
 September 21, 2022, at 6:00 p.m.

<b>1. CALL TO ORDER</b>	Mayor Boyer called the meeting to order at 6:02 pm.
<b>2. PRESENT</b>	Mayor Amery Boyer, Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor Paula Hafting, Councillor Michael Tompkins, Director of Finance (DoF) Melony Robinson, Recording Secretary Krista Grear, Auditor Beth Crosby joined electronically via Zoom (exited meeting at 6:11 pm)
<b>3. REGRETS</b>	CAO Sandi Millett-Campbell
<b>4. ADDITIONS TO AGENDA</b>	New Business 10 iv. Alternate for Interim Board for the Intermunicipal Service Agreement Board of Directors In camera, approval of in camera minutes of July 20, 2022 In camera, business item i. Personnel
<b>5. APPROVAL OF AGENDA</b>	<b>MOTION #C2022-09-21-01</b> It was regularly moved and seconded to approve the agenda with additions. <b>Motion carried.</b>
<b>EDITS TO THE MINUTES</b>	None
<b>6. APPROVAL OF MINUTES</b>	<b>MOTION #C2022-09-21-02</b> The minutes of July 20, 2022 were approved by unanimous consent

**7. PRESENTATIONS:**

- i. Beth Crosby, Auditor, Draft Financial Statements

DoF Robinson stated that the Audit Committee met last Friday with Beth Crosby to go over the draft financial statements and that Ms. Crosby joined today to answer any additional questions.

Mayor and Council members posed a few questions for clarification and noted some typos in the document. Of note were the following:

- Clarification of the valuation allowance being listed twice – the second is supplementary/further detailed breakdown.
- Reference to Town-owned school properties was a reference that remained from previous years’ audit reports.
- Reserve for uncollected taxes \$1000 is the lowest amount that can be budgeted (expense); historically, the \$1000 used to be \$5000 but was not reached and therefore recommendation was made to use the minimum amount.

**8. PUBLIC INPUT:** none

**9. BUSINESS ARISING:** none

## 10. NEW BUSINESS:

- i. NSFAM Conference  
DoF Robinson noted that CAO Millett-Campbell has prebooked a hotel room in anticipation of attending this conference and recommends that the same be done for any Council members who may wish to attend.

**Action:** Book two hotel rooms

**Responsibility:** DoF Robinson

**Date:** September

**Action:** Notify staff of intention or registration for NSFAM conference

**Responsibility:** Council

**Date:** before October 10 (early bird deadline for discount)

- ii. Agricultural Weed Control Act  
A letter was received from the Department of Agriculture regarding proposed changes to the Weed Control Act to address noxious weeds. Council agreed to send this to the Environment Committee for recommendation. The EAC will be meeting next week.

Noxious weed definition (Oxford Dictionary): a weed which is considered to be harmful to the environment or animals, especially one which may be the subject of regulations governing attempts to control it.

- iii. Request for Moratorium on Aerial Herbicide Spraying  
A letter was received from the County of Annapolis expressing concern for aerial herbicide spraying and requesting it be discontinued. Council agreed to send this to the Environment Committee for recommendation. The EAC will be meeting next week. Mayor Boyer noted that she has sent a note to the Chair of EAC regarding this matter.
- iv. Alternate on interim board of the Intermunicipal Service Agreement Board of Directors  
This Board will oversee Valley Waste and Kings Transit operations. Town mayors and county wardens are required to be on the board and were asked to provide an alternate. Deputy Mayor Power was nominated due to her experience on the Valley Waste Board. She accepted the nomination.

### **MOTION #C2022-09-21-03**

It was regularly moved and seconded that Deputy Mayor Power be appointed as Mayor Boyer's alternate on the Interim Intermunicipal Service Agreement Board of Directors.

**Motion carried.**

## 11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

### Committee of the Whole

#### **MOTION #C2022-09-21-04**

It was regularly moved and seconded that Council accept the draft financial statements as prepared and presented by the Auditors. **Motion carried.**

**MOTION #C2022-09-21-05**

It was regularly moved and seconded that Council repeal Flag Flying Policy #2011-1, dated March 15 and replace it with Flag Flying Policy, #2022-05 dated June 30. **Motion carried.**

**Planning & Heritage Advisory Committee**

**MOTION #C2022-09-21-06**

It was regularly moved and seconded that Council grant the applicant at 222 St. Anthony Street heritage approval to alter the front veranda removing the wrap-around portion of the porch but maintaining the front façade and changing the material for the front steps from concrete to wood, as detailed in application 22-32-HER, providing the requirements of the Land Use By-law are met.

**Motion carried.**

Councillor Sanford noted that she was at the meeting where the owner attended and shared that the owner was aware the heritage value and keen on maintaining it. The front profile of the building will remain pretty much unchanged, the cement steps are sinking, hence the move to wooden ones.

**MOTION #C2022-09-21-07**

It was regularly moved and seconded that Council grant the applicant at 524 St George Street heritage approval to add a garden wall as detailed in application 22-33-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

Only concern raised at the PHAC meeting was that it is quite close to the sidewalk for plowing and there may be the potential for damage. It was noted that Ken Knox will reach out to the applicant to discuss this.

**MOTION #C2022-09-21-08**

It was regularly moved and seconded that Council grant the applicant at 652 St George Street heritage approval to change window materials (in 1 instance), as detailed in application 22-34-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

**MOTION #C2022-09-21-09**

It was regularly moved and seconded that Council approve the “Why We Have Heritage Properties” (version 2) Statement and for it to be posted on the Town website and be included in relevant documents. **Motion carried.**

The intention of this version two is to incorporate the previous suggestion of the statement reflecting living heritage.

**MOTION #C2022-09-21-10**

It was regularly moved and seconded that Council grant the applicant at 285 St George Street heritage approval to add signage, as detailed in application 22-35-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

The sign will be approximately 36”x27” but likely won’t be visible from the road. There was a suggestion of a directory on the front door of Town Hall to direct people to the various services.

**12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

- i. Mayor's Report  
Report attached as Appendix 1
- ii. Chief Administrative Officer's Report  
For information purposes
- iii. Planning Services Report  
For information purposes
- iv. Water Report  
For information purposes
- v. Marketing and Economic Development Committee  
As submitted by Councillor Sanford  
The Committee met on September 13th, 6:00 pm and Teresa Carlisle chaired the meeting. July 11th held 1st task team meeting for First Pond; held 1st task team meeting for Waterfront Development; Teresa and Daniella have offered to sit on the task team for DevelopNS Placemaking; Natal Day Update; Twining Committee/ Royan visit update. Rethinking celebration to make it more inclusive with Mi'kmaw of Bear River First Nation. To promote June 18th as "Friendship Day or "Meeting Day" instead of Pierre Duguaas Day. The first step, with Council's approval, is to meet/contact Bear River First Nation and see if the community is interested.; "You are here" Map update: MEDC reviewed the wording. The map will have a paragraph in English, French and Mi'kmaw.
- vi. Board of Police Report  
As submitted by Deputy Mayor Power  
The Board met Wednesday, 14 September for the first time since 27 July. In the interim, correspondence has taken place with the Department of Justice to confirm that Chair Don Droy is to be the DOJ representative on the Board, not a civilian rep – the Commission is still seeking a member of the public to serve in that capacity. Chief Kane noted in his report that 150 volunteer hours were accumulated by auxiliary officers during July and August. There were 126 calls for service during those 2 months, 74 of which were traffic related. Chief Kane is still intending to invite Band Chief Potter to perform a blessing on the department's new space. A grant application has been made for a Youth Ambassador to act as a liaison with the high school and indigenous teens.
- vii. Twining Committee  
Report attached as Appendix 2. Mayor Boyer noted that there are now 12 partners for the proposed student project in 2023.
- viii. Library Report  
As submitted by Deputy Mayor Power  
The Friends of the Library met Monday, 12 Sept. The new Branch Manager, Tim Jackson attended, and the Board was pleased to have the opportunity to meet him. His report included notice that the branch was too hot in the summer months and too cold in the winter months, so he requested that heat pump(s) be installed to solve this issue in both the Branch and the Innovative Lab. He also indicated that an AED unit be purchased and

made available in case of a medical emergency. It was requested that a stakeholders' meeting be scheduled with the Regional Library Board to discuss accessing the disbursement of Evans Bequest funds. The Giant Book Sale will be held 19 Nov at the Academy Gym. The topic of exterior signage was addressed again, and it was agreed to bring the request to Council early next year, ahead of budget discussions.

The Annapolis Valley Regional Library Board met Thursday, 15 September. The search for a new CEO has reached the interview stage, with 4 applicants having been shortlisted. Alex Morrison, the Annapolis County rep on the Board, has resigned from the Library Boards Association of NS and Board Chair Janet Ness will serve in that capacity until the next AGM. A motion was passed to transfer enough funds from the Evans bequest to purchase heat pumps for the Annapolis Branch Library and the Innovation Lab. After they are installed, a public event will be held to recognize the bequest. I reminded the Regional Board that the Friends of the Library in Annapolis Royal were still waiting for a stakeholders' meeting to be scheduled to discuss the disbursement of the Evans bequest.

- ix. Traffic Flow Advisory Committee  
No meeting
- x. Valley Waste Resource Management  
No meeting
- xi. Environment Advisory Committee  
Meeting next week, report will follow
- xii. Academy Condo Board  
Information contained within the CAO report
- xiii. Friends of the Annapolis Pool Society  
Complete report attached as Appendix 3.  
As submitted by Councillor Hafting  
It was an EPIC pool season 2022. Probably the most successful to date. Here are some statistics:
  - 6000 visits to the pool this summer
  - 412 lane swims (compared to 158 last year), a 160% increase
  - 195 swim lessons (compared to 124 last year), a 71% increase
  - 63 swimmers for the adult & youth swim club (new this year)
  - 144 participants for the Aquafit classes
  - 2997 swimmers for the daily open swim sessions (1425 last year), a 108% increase
- xiv. Accessibility Committee  
Report attached as Appendix 4. Mayor Boyer noted that there are now five projects being considered and grant proposals are being drafted; these include employment services for persons with different abilities, improving the trail across from the skate

park, improving accessibility of the dog park, making the playground accessible, and lighted crosswalk signs with audible signals.

**13. CORRESPONDENCE:**

**14. IN CAMERA:**

Under Section 22(2) of the *Municipal Government Act*:

**MOTION #C2022-09-21-11**

It was regularly moved and seconded to move in camera at 6:49 pm. **Motion carried.**

**MOTION #C2022-09-21-13**

It was regularly moved and seconded to move out of camera at 7:04 pm. **Motion Carried**

**15. ADJOURNMENT**

It was regularly moved and seconded to adjourn the meeting at 7:05 pm

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Amery Boyer, Mayor

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Krista Gear, Recoding Secretary

## APPENDIX 1

### **Mayor's Report September 14, 2022**

#### **Community Tidal Power Project**

- FCM has confirmed that our project is undergoing technical review at this time. A response is expected in late October 2022.
- The Town of Kentville reviewed our partnership request at its most recent CoW meeting on September 12 and will be asking us for additional information on the project.

#### **Housing Crisis in Annapolis Valley**

- Plan to attend meeting in Kentville with CAO and other municipal units on September 15, 2022. Report to follow.

#### **Meeting with Peter James of Acadian Seaplants, Sep 16, 2022**

- Plan to visit the plant with the CAO

#### **Ceremony in Honour of Queen Elizabeth, Sep 19, 2022**

- Plan to attend

#### **Interim Board of Directors Meeting for Valley Waste & Kings Transit, Sep 21, 2022**

- Plan to attend

#### **September 26, 2022**

- Plan to attend provincial volunteer awards ceremony with Anna Kate Newman
- Plan to attend REMO meeting at 6:30 pm

## APPENDIX 2

### **Twining Committee, Mayor Boyer**

#### **Royan Tourism Student Project in 2023**

- Forwarded a proposal to the Twining Committee for a tourism project in advance of the Acadian World Congress in 2024 (see attached).

#### **Acadian World Congress in 2024**

- Meeting on September 9 with representatives of AHS, Parks Canada, The Annapolis Royal Historical Association, and the Association of Port-Royal Families regarding the lead-up to the Acadian World Congress regarding the lead-up to the event in August 2024.
- Letter on behalf of the group to the organizers of the World Acadian Congress requesting that they attend a presentation in Annapolis Royal about what this region has to offer going to and coming from Clare and Argyle before, during and after August 2023.
- AHS has offered to take the lead on the grant application for whatever projects the group agrees on.

### **Proposal for French Interns**

#### **Preparation for the Congrès Mondial acadien in 2024**

Working with Parks Canada, the Town of Annapolis Royal and the Annapolis Royal Historical Association, and others, the intern(s) will put together a booklet on all the points of interest in the area that would be of particular interest to the Acadian community, in both official languages.

This will involve consultations with:

- The Town of Annapolis Royal
- The Annapolis Royal Historical Society
- Parks Canada
- The Annapolis Heritage Society
- The Explorer
- The Annapolis Board of Trade
- The Municipality of the County of Annapolis
- And others.

The intern will be expected to develop a comprehensive plan for the entire duration of the internship.

Elements of the plan must include:

- Face to face meetings with representative of the organizations mentioned above
- List of all important Acadian collections and sites in Annapolis Royal and area (area to be agreed upon in advance)
- Distribution plan for the final product
- Site visits to view collections, buildings and sites
- Listing and descriptions of sites including photographs and references to sources of information
- Validating all text, photographs and references with the “owners” of all collections, buildings and sites
- Plans for the Congrès Mondial from Parks Canada representatives and others
- Draft preliminary layout concept for approval
- Editing, proofreading and printing of preliminary draft for review and approval



- Correction of first draft and production of second draft
- Layout of second draft and exploration of options for printing and binding
- Request for quotations for printing
- Production of final draft with acknowledgements and preface
- Report on the project for the project sponsors
- Printing and distribution

The intern will be required to enter into a contract for delivery of this project.

## APENDIX 3

### **Pool Report - Sept 2022**

It was an EPIC pool season 2022. Probably the most successful to date. Here are some statistics:

- 6000 visits to the pool this summer
- 412 lane swims (compared to 158 last year). 160% increase
- 195 swim lessons (compared to 124 last year). 71% increase
- 63 swimmers for the adult & youth swim club (new this year)
- 144 participants for the Aquafit classes
- 2997 swimmers for the daily open swim sessions (1425 last year) 108% increase

Due to all the successful grants and other funding & community donations, all swim lessons were free this year as well as lane swims and open public swims. Aquafit and swim club were \$5 per swimmer.

The pool was able to partner with the Fundy YMCA summer day camp & Good Beginnings Daycare to offer FREE swim lessons to working families. The funding the pool received that enabled the implementation of these FREE swim lessons helped to offset the financial barriers that many families face. In addition to the successful swim lesson programs, there were also upper level lessons offered to older youth which contributes to the planning for future life guards.

The new accessible washroom was opened and was the last phase of the plan making the Annapolis Community Pool fully accessible.

The current Certified Pool Operator is stepping down after volunteering his time for the last 3 years. A huge thank-you to Danny McClair. His dedication is very much appreciated. So looking ahead to 2023, the pool is searching for a replacement. It's a required position and the person will oversee the chemical and mechanical needs of the pool. Training will be provided. It's approx 8-10 hours per week during July & August. It could be a paid or volunteer position. There are other volunteers involved in this side of operations that will contribute, so this person would not be working alone.

The pool was heavily used all summer and greatly appreciated by all patrons. The lifeguards, board of directors and volunteers worked hard to provide a clean & safe facility for everyone to enjoy. Thank you to everyone who was involved. Now the winterization will begin.

## APPENDIX 4

### Accessibility Advisory Committee Report

AAC met on Wednesday, September 14, 2022 and discussed several projects:

#### 1. Solving the labour shortage through employment for people with different abilities

This project would seek to partner with organizations like Peopleworx, the Municipality of the County of Annapolis' Accessibility Committee, and the Digby Area Learning Association to explore grant opportunities available to assist businesses in hiring and supporting people with different abilities. There is also the agency Ready, Willing and Able, Building an Inclusive Workforce which is in 20 communities across Canada to assist with the project.

Potential sources of funding include The Opportunities Fund for Persons with Disabilities and the Enabling Accessibility Fund 2022 which is currently accepting applications up to \$100,000, including infrastructure.

#### 2. Making the dog park accessible

Issues include:

- Vision
- Mobility
- Need for wider portal
- Latch hard to easily manipulate (design is good but application is exterior)
- Chair height disposal of dog poop bags (if you have to lift a lid, you may not be able to get it off if someone has pushed it down too far)
- Need for porous hard surface (not cement) to be able to take a device onto it
- Seating

Potential source of funding: Enabling Accessibility Fund 2022

#### 3. Making the playground accessible

Issues include:

- Very similar issues as above
- Vision
- Mobility
- Need for wider portal
- Latch hard to easily manipulate (design is good but application is exterior)
- No chair height play station
- Need for porous hard surface for mobility
- Seating
- No engagement from a tactile point of view
- You could be anywhere in that playground ("1960s settler's experience")
- Need to engage people with vision & hearing sensitivities
- People crossing the street right across from the playground (pathways as opposed to sidewalks) – need for "bread crumbing"
- Signage - wayfinding

Potential source of funding: Enabling Accessibility Fund 2022

**4. Push button Pedestrian Crossing Sign**

- Consider crossing sign like Seton sign which is available for \$9,499.05
- Considerations include sound and installation

Potential source of funding: Enabling Accessibility Fund 2022

**5. Improved trail by skatepark**

- To install a crosswalk sign, there would be a need to improve the trail b the skatepark
- Improved trail from St Albert to St Anthonye

Potential source of funding: Enabling Accessibility Fund 2022

Amery Boyer  
On behalf of the AAC