

Town of Annapolis Royal
Council Meeting
Agenda
January 24, 2024 at 6:00 pm

Acknowledge that the meeting is taking place in Mi'kma'ki, the traditional (or ancestral) territory of the
Mi'kmaq People

1. Call to Order
2. Present
3. Regrets
4. Additions to Agenda
5. Approval of Agenda
6. Approval of Minutes
 - i. Council Minutes - December 20, 2023 **(TAB 1)**
7. Presentations
 - i. Service Recognition
8. Public Input
9. New Business
 - i. Quarterly Financial Update
 - a. General Operating Budget **(TAB 2)**
 - b. Capital Budget **(TAB 3)**
 - ii. Request for Decision (RFD) Write off Old Receivable **(TAB 3A) DM**
 - iii. Request for Decision (RFD) Write off Old Receivable **(TAB 4) DM**
 - iv. Request for Decision (RFD) Equipment Replacement January 2024 **(TAB 5) DM**
 - v. Municipal Profile Report **(TAB 6)**
 - vi. Request for Decision (RFD) Tree Removal **(TAB 7) DM**
 - vii. Appointment to Marketing Economic Development Committee (MEDC) **(TAB 8)**
 - viii. Appointment to Environment Advisory Committee (EAC) **(TAB 9)**
10. Unfinished Business
 - i. Appointment of Overall Direct Responsible Charge (ODRC) **DM**
11. Recommendations from Committees, Boards and Commissions
Planning and Heritage Advisory Committee

MOTION 1 (TAB 10)

... that Council approve the application at 248 St. George Street be given heritage approval for addition of the vent and the grading changes, as detailed in the application 23-30-HER, proving the requirements of the Land Use By-Law are met.

MOTION 2 (TAB 11)

... that Council approve the application at 246 St. George Street be given heritage approval structural addition of a patio door and for the changes of materials regarding the siding, as detailed in the application 23-31-HER, providing the requirements of the Land Use By-Law are met.

Marketing and Economic Development Committee

MOTION

... that Council agree to share the two videos (Targeted to Tired Mothers Looking for a Solo Escape and General Ad for Those Seeking a Quiet Getaway) on Facebook in February and March 2024.

Environment Advisory Committee

MOTION 1 (TAB 12)

... that Council agree to send the letter as is to the Executive Director, Sustainability and Applied Science on Glyphosate Spray.

Committee of the Whole

MOTION 1 (TAB 13)

... that Council agree to update the Environment Advisory Committee Policy #2024-02 dated January 2024.

MOTION 2 (TAB 14)

... that Council approve the first reading of the Board of Police Commissioners By-law dated January 2024.

MOTION 3

... that Council set the Board of Police Commissioners By-law Public Meeting to be held on February 21, 2024 at 6:00 pm.

MOTION 4

... that Council repeal the current Town Real Estate Transaction Policy #2003-07 dated November 17, 2003.

12. Reports from Committees, Boards and Commissions

- i. Mayor's Report
- ii. Chief Administrative Officer's Report
- iii. Planning Services Report

Mayor Boyer **(TAB 15)**
CAO Millett-Campbell **(TAB 16)**
CAO Millett-Campbell **(TAB 17)**

| | | |
|-------|--|------------------------------------|
| iv. | Water Report | for Council Review (TAB 18) |
| v. | Marketing and Economic Development Committee | Councillor Sanford (TAB 19) |
| vi. | Board of Police Report | Councillor Sanford (TAB 20) |
| vii. | Planning & Heritage Advisory Committee | Councillor Sanford |
| viii. | Twinning Committee | Mayor Boyer |
| ix. | Library Report | Councillor Wear |
| x. | Traffic Flow Advisory Committee | Councillor Wear |
| xi. | IMSA Interim Board | Mayor Boyer |
| xii. | Environment Advisory Committee | Councillor Hafting |
| xiii. | Academy Condo Board | Councillor Hafting |
| xiv. | Friends of the Annapolis Pool Society | Councillor Hafting |
| xv. | Accessibility Committee | Mayor Boyer |

13. Correspondence

14. In-camera

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

- i. In-camera minutes of December 20, 2023 **(TAB A)**

Business Items

- i. Labour relations and contract negotiations **(TAB B)**

15. Adjournment

Next meetings

| | |
|--|-------------------|
| Planning and Heritage Advisory Committee | Feb 5 @ 9:00 am |
| Committee of the Whole | Feb 7 @ 6:00 pm |
| Environment Advisory Committee | Feb 9 @ 9:30 am |
| Marketing and Economic Development Com. | Feb 13 @ 6:00 pm |
| Board of Police Commissioners | Feb 14 @ 10:00 am |
| Traffic Flow Advisory Committee | Feb 15 @ 1:00 pm |
| Council | Feb 21 @ 6:00 pm |
| ACIMWG (Middleton) | Feb 22 @ 6:30 pm |

**Town of Annapolis Royal
Council Meeting
Unapproved Minutes
December 20, 2023 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 |
| 2. Present | Mayor Amery Boyer, Deputy Mayor Michael Tompkins, Councillor Paula Hafting, Councillor Holly Sanford, Councillor Paul Wear, CAO Sandi Millett-Campbell, Matt Delorme AIM Network (virtually and left at 7:08 pm) and Recording Secretary Kim Dunning |
| 3. Regrets | |
| 4. Additions to Agenda | New Business 9. Christmas Message by MEDC In-camera – Labour relations and contract negotiations |
| 5. Approval of Agenda | MOTION#C2023-12-20-01 The agenda was approved by unanimous consent with the above additions |
| Edits to the Minutes | |
| 6. Approval of Minutes | MOTION #C2023-12-20-02 The regular Council Meeting Minutes of November 15, 2023 were approved by unanimous consent MOTION #C2023-12-20-03 The Public Meeting Minutes of November 15, 2023 were approved by unanimous consent MOTION #C2023-12-20-04 The Special Council Minutes of November 30, 2023 were approved by unanimous consent |

7. Presentations

Matt Delorme from AIM Network presented the Flood Adaptation and Asset Management Report. This is currently at the conceptual design stage, and the report will be sent to the Town for its review by tomorrow (Thursday, December 21, 2023). This report would then need to go to the Environment Advisory Committee for its review. Deputy Mayor Tomkins asked if there was an option of waiting until the boardwalk needs to be replaced (life expectancy is 15 years approximately), and Matt Delorme advised that, yes you can wait, but there may not be any funding available then. Councillor Hafting asked why the cost in previous reports were more expensive and was advised that there were some errors on AIM Network's part and that they had refined the flooding estimates. Councillor Wear asked if the barriers could be put on the other side of the boardwalk and was informed that this the property did not belong to the Town. Any additional questions or comments can be sent direct to AIM Network.

8. Public Input

None

9. New Business

- i. Change January 2024 Council Meeting
The Town would like to move the Council meeting from January 17, 2024, to January 24, 2024.

MOTION #C2023-12-20-05

It was regularly moved and seconded that Council change the January 2024 Council meeting on January 17, 2024, to January 24, 2024, at 6 pm. **Motion carried.**

- ii. Save the Date: Invitation to attend MEDC (January 9, 2024) Twinning Visit of 2023 Presentation
Christine Igot would like to invite Council members to attend the next Marketing Economic Development Committee (MEDC) meeting on January 9, 2024, at 6 pm where she will be presenting a report on the Twinning Visit of 2023.
- iii. Discussion on Fire Rate for 2024/25 Budget
CAO Millett-Campbell has been asked to bring to Council a recommendation to change the format of residents' tax bills. The Volunteer Fire Department would like to have a separate line showing how much is going to the Volunteer Fire Department, as previously this has not been shown on the bills clearly. Council confirmed that it would want to see financials before further discussion on this request.

MOTION C#2023-12-20-06

It was regularly moved and seconded that Council agree to proceed with a fire rate for the 2024/25 budget process in principle. **Motion carried.**

- iv. Vehicle Replacement Policy
CAO Millett-Campbell asked that, as the Town has its own Vehicle Replacement Policy, should the fire truck not be added to this policy. The Fire Department will be presenting this to Council in the new year. Currently, each year, the Town sets aside an amount for the replacement of the Town's single fire truck. Deputy Mayor Tompkins asked if this money is currently being invested, and CAO Millett-Campbell will check with the Director of Finance on this question.

ACTION: Establish whether the money being set aside each year for the replacement the fire truck is being invested, and report back at Committee of the Whole

NAME: CAO Millett-Campbell

DATE: Before January 10, 2024 Committee of the Whole meeting

- v. Letter of Request to Annapolis Valley Regional Library (AVRL)

The attachment was for information only. CAO Millett-Campbell has been in contact with the CAO, and AVLRL is having a meeting in February. They have requested a letter from the Town to advise them what capital improvements requests, or any other requests we have currently. Councillor Wear advised that the MOU doesn't include operating costs and the MOU may need to be updated/amended. He also suggested asking the library users what their preference is, but due to the short timeline, this would not be possible (holidays). CAO Millett-Campbell does need the letter sent to AVLRL by the end of January 2024. Recommendation is for Council to send comments to CAO Millett-Campbell to be included in the letter.

ACTION: Council members to send any comments directly to CAO Millett-Campbell

NAME: Council members

DATE: Before January 10, 2024, Committee of the Whole meeting

vi. Christmas Message by MEDC

CAO Millett-Campbell shared the video that Chair Siggia-Beasant developed on behalf of MEDEC.

MEDC would like the video to be shared on Facebook. Concerns were raised about whether people in the video had given their consent for this to be shared. CAO Millett-Campbell to contact Chair Siggia-Beasant to confirm if consent has been received.

ACTION: Confirm if consent has been received to release this video

NAME: CAO Millett-Campbell

DATE: December 21, 2023

10. Unfinished Business

11. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION C#2023-12-20-07

It was regularly moved and seconded that Council submit a letter to demonstrate municipal support for our Community Climate Capacity application. **Motion carried.**

MOTION C#2023-12-20-08

It was regularly moved and seconded that Council approve the updated Snow and Ice Control Policy #2023-09. **Motion carried.**

MOTION C#2023-12-20-09

It was regularly moved and seconded that Council approve the installation of boulders in front of the wooden curbs that have rotted due to age. **Motion carried.**

MOTION C#2023-12-20-10

It was regularly moved and seconded that Council appoint Ken Knox for the Position of Director of Municipal Operations and Development as of December 30, 2023.

Motion carried.

Environment Advisory Committee

MOTION C#2023-12-20-11

It was regularly moved and seconded that Council change the Environment Advisory Committee Policy #2018-1 to allow a maximum of seven members instead of five.

Motion carried.

MOTION C#2023-12-20-12

It was regularly moved and seconded that Council approved the updated letter on glyphosate spray to be sent out. **Motion tabled.**

Councillor Wear has reviewed the letter and attachment and disagrees with the suggestion that this causes cancer as Health Canada and regulatory bodies have concluded that this isn't the case. Recommendation is for anyone who has concerns to email them to Councillor Hafting who is the Council representative for EAC, and she will share the concerns at the next EAC meeting.

ACTION: Anyone who has concerns to email Councillor Hafting

NAME: Council

DATE: Before next EAC meeting (January 12, 2024)

Board of Police Commissioners

MOTION C#2023-12-20-13

It was regularly moved and seconded that Council approve the change to quarterly meetings for the Board of Police Commissioners with the understanding that the By-law requires updating and ministerial approval. **Motion carried.**

MOTION C#2023-12-20-14

It was regularly moved and seconded that Council send a letter to the Minister of Justice on behalf of additional officer program funding. **Motion carried.**

12. Reports from Committees, Boards and Commissions

i. Mayor's Report

Update to the attached report: Mayor Boyer advised that the Town did not receive the Net Zero Energy Concepts and Technical Resources Program funding.

Applications for \$105k and \$30k grants have been submitted. New Year Levée will be hosted at the Legion on January 1, 2024, from 12 pm.

ii. Chief Administrative Officer's Report

As circulated.

iii. Planning Services Report

As circulated. Mayor Boyer asked the question if the formula is wrong for YTD 2023-2024 and Total Estimated Value YTD 2022-2023 as these are the same amounts.

ACTION: Check to see if the formula is correct for the above amounts

NAME: Kim Dunning

DATE: Before January 10, 2023

iv. Water Report

As circulated.

v. Marketing and Economic Development Committee

As circulated.

vi. Board of Police Report

As circulated.

vii. PHAC

Meeting deferred to January 8, 2024

viii. Twinning Committee

No meeting, presentation to be made to MEDC on January 9, 2024

ix. Library Report

Councillor Wear attending the Library Board meeting on November 16, 2023, and consideration is being given to contracting out most of their financial operations. Fiscally, the Board is under budget, and the Library Board is planning to acknowledge the Evans Bequest to AVRL with a press release and a name unveiling on February 21, 2024. The numbers at the library remain strong and have increased over 13% since last year, and wireless internet usage is 3,528 hours per month on average, the highest for all libraries in the region. Next meeting will be held in February 2024.

x. Traffic Flow Advisory Committee

Councillor Wear advised that they met on December 7, 2023, and there were only a couple of items on the agenda. The main item was the proposed request from the Condo Board to re-assign some parking for residents/visitors. This committee agreed that this did not have much impact on traffic flow in the Town, and only ask that the Condo Board make it clear that this is its decision and not the Town's. Next meeting is January 11, 2024.

- xi. IMSA Interim Board
Included in Mayor's Report. Mayor Boyer stated that that they had a meeting this morning and that problems with old buses, delays getting parts and driver recruitment issues were discussed.
- xii. Environment Advisory Committee
As circulated.
- xiii. Academy Condo Board
As circulated. Discussions on scaffolding (for what?) are happening.
- xiv. Friends of the Annapolis Pool Society
Deferred to next month.
- xv. Accessibility Committee
No meeting.

13. Correspondence

- i. News Release: Evans Bequest
For information only.

MOTION C#2023-12-20-15

It was regularly moved and seconded that Council move in-camera at 8:08 pm. **Motion carried.**

MOTION #C2023-12-20-18

It was regularly moved and seconded that Council move out of camera at 9:07 pm. **Motion carried.**

MOTION #C2023-12-20-19

It was regularly moved and seconded that Council accept the offer of \$61,000 plus HST for Lot 2, PiD# 05318431 with the deadline for response by Friday, December 22, 2023. **Motion carried. Nay, Councillor Hafting**

ACTION: Accept the offer with a deadline date of Friday, December 22, 2023

NAME: CAO Millett-Campbell

DATE: December 21, 2023

MOTION #C2023-12-20-19

It was regularly moved and seconded that Council increase the CAO salary as discussed effective December 30, 2023. **Motion carried.**

MOTION #C2023-12-20-20

It was regularly moved and seconded that Council accept the three-year CUPE agreement as presented and discussed. **Motion carried.**

14. Next Meeting

January 24, 2024 at 6:00 pm

15. Adjournment

The meeting was adjourned at 9:11 pm

Amery Boyer, Mayor

Kim Dunning, Recording Secretary

| Town of Annapolis Royal Income Statement | | | | | | |
|--|------------------|--------------|--------------|--------|--------------|---------------|
| 31-Dec-23 | | | | | | |
| AcctName | Current Month | Fiscal YTD | YTD Budget | % Used | Prior YR YTD | Annual Budget |
| REVENUE | | | | | | |
| TAXES | \$ - | \$ 1,438,421 | \$ 1,437,394 | 100.07 | \$ 1,268,162 | \$ 1,437,394 |
| GRANTS IN LIEU OF TAXES | \$ - | \$ 470,768 | \$ 426,146 | 110.47 | \$ 420,859 | \$ 448,620 |
| SERVICE PROVIDED TO OTHER GOV | \$ 4,033 | \$ 51,014 | \$ 46,251 | 110.30 | \$ 15,078 | \$ 95,737 |
| CONDITIONAL TRANSFERS FED PROV | \$ - | \$ 1,000 | \$ 1,000 | 100.00 | \$ 208,000 | \$ 81,000 |
| LICENCES AND PERMITS | \$ 170 | \$ 3,728 | \$ 7,504 | 49.68 | \$ 11,527 | \$ 9,400 |
| FINES | \$ 963 | \$ 5,889 | \$ 6,750 | 87.24 | \$ 7,427 | \$ 9,000 |
| RENTALS/LEASES/SALES | \$ 3,429 | \$ 42,033 | \$ 37,526 | 112.01 | \$ 69,930 | \$ 50,035 |
| RETURN ON INVESTMENTS | \$ 4,221 | \$ 28,539 | \$ 6,750 | 422.79 | \$ 6,584 | \$ 9,000 |
| PENALTIES & INT ON TAXES | \$ 1,207 | \$ 8,748 | \$ 6,000 | 145.80 | \$ 6,122 | \$ 8,000 |
| CONCESSIONS AND FRANCHISES | \$ 14,744 | \$ 110,346 | \$ 69,525 | 158.71 | \$ 181,702 | \$ 106,150 |
| UNCOND. TRANS. OTHER GOV | \$ 22,989 | \$ 143,967 | \$ 143,967 | 100.00 | \$ 143,967 | \$ 191,956 |
| RECREATION | \$ - | \$ 31,335 | \$ 25,138 | 124.65 | \$ 40,884 | \$ 48,100 |
| MARKETING | \$ 81,656 | \$ 169,242 | \$ 92,460 | 183.04 | \$ 163,295 | \$ 120,099 |
| TOTAL REVENUE | \$ 133,412 | \$ 2,505,028 | \$ 2,306,410 | 108.61 | \$ 2,543,536 | \$ 2,614,489 |

| AcctName | Current Month | Fiscal YTD | YTD Budget | % Used | Prior YR YTD | Annual Budget |
|--------------------------------|---------------|------------|------------|--------|--------------|---------------|
| EXPENSES | | | | | | |
| GENERAL GOVERNMENT SERVICES | | | | | | |
| LEGISLATIVE | \$ 4,470 | \$ 105,185 | \$ 130,446 | 80.64 | \$ 106,117 | \$ 172,369 |
| GENERAL ADMINISTRATIVE | \$ 20,863 | \$ 145,463 | \$ 150,050 | 96.94 | \$ 198,644 | \$ 196,074 |
| TAXATION | \$ 1,581 | \$ 13,515 | \$ 26,157 | 51.67 | \$ 187,076 | \$ 31,537 |
| OTHER GENERAL ADMINISTRATIVE | \$ 1,369 | \$ 26,963 | \$ 29,530 | 91.31 | \$ 21,457 | \$ 36,037 |
| Totals | \$ 28,283 | \$ 291,126 | \$ 336,182 | 86.60 | \$ 513,295 | \$ 436,017 |
| PROTECTIVE SERVICES | | | | | | |
| POLICE PROTECTIONS | \$ 48,536 | \$ 331,709 | \$ 363,161 | 91.34 | \$ 310,790 | \$ 471,793 |
| LAW ENFORCEMENT | \$ 196 | \$ 6,231 | \$ 7,064 | 88.21 | \$ 5,845 | \$ 11,716 |
| FIRE PROTECTION | \$ - | \$ 138,485 | \$ 138,671 | 99.87 | \$ 110,130 | \$ 167,211 |
| EMERGENCY MEASURES | \$ - | \$ - | \$ - | | \$ 93 | \$ 6,561 |
| TREES/ANIMALS | -\$ 75 | \$ 22,302 | \$ 24,895 | 89.58 | \$ 18,762 | \$ 25,395 |
| Totals For: | \$ 48,656 | \$ 498,727 | \$ 533,790 | 93.43 | \$ 445,620 | \$ 682,676 |
| TRANSPORTATION SERVICES | | | | | | |
| COMMON SERVICES | \$ 12,586 | \$ 109,927 | \$ 135,575 | 81.08 | \$ 107,736 | \$ 177,451 |
| ROAD TRANSPORT | \$ 4,468 | \$ 49,117 | \$ 68,825 | 71.36 | \$ 242,760 | \$ 93,850 |
| Totals For: | \$ 17,054 | \$ 159,044 | \$ 204,400 | 77.81 | \$ 350,496 | \$ 271,301 |
| ENVIRONMENTAL HEALTH SERVICES | | | | | | |
| SEWERAGE & HEALTH SERVICES | \$ 24,115 | \$ 137,707 | \$ 221,986 | 62.03 | \$ 101,015 | \$ 266,137 |
| GARBAGE COLLECTION & DISPOSAL | \$ 179 | \$ 66,618 | \$ 66,396 | 100.33 | \$ 56,756 | \$ 88,528 |
| Totals For: | \$ 24,294 | \$ 204,325 | \$ 288,382 | 70.85 | \$ 157,771 | \$ 354,665 |
| RECREATION & MARKETING SERVICE | | | | | | |
| RECREATION FACILITIES | \$ 7,269 | \$ 62,064 | \$ 64,005 | 96.97 | \$ 65,587 | \$ 81,956 |
| MARKETING | \$ 4,240 | \$ 97,865 | \$ 134,715 | 72.65 | \$ 86,454 | \$ 142,233 |

| AcctName | Current Month | Fiscal YTD | YTD Budget | % Used | Prior YR YTD | Annual Budget |
|-------------------------------|------------------|--------------|--------------|--------|--------------|---------------|
| Totals For: | \$ 11,509 | \$ 159,929 | \$ 198,721 | 80.48 | \$ 152,041 | \$ 224,189 |
| CULTURAL SERVICES | \$ 1,637 | \$ 16,887 | \$ 14,761 | 114.40 | \$ 30,133 | \$ 19,768 |
| ECONOMIC DEVELOPMENT | \$ 4,232 | \$ 74,429 | \$ 75,107 | 99.10 | \$ 65,247 | \$ 92,475 |
| FISCAL SERVICES | \$ 81 | \$ 44,333 | \$ 44,906 | 98.72 | \$ 44,877 | \$ 65,119 |
| TRANSFER TO OWN RESERVES | \$ - | \$ - | \$ - | 0.00 | \$ 228,000 | \$ 199,000 |
| UNCONDITIONAL TRANSFERS OTHER | \$ 34,311 | \$ 181,230 | \$ 181,622 | 99.78 | \$ 193,042 | \$ 266,280 |
| TOTAL INCOME | \$ 133,412 | \$ 2,505,028 | \$ 2,306,410 | 108.61 | \$ 2,543,536 | \$ - |
| TOTAL EXPENSES | \$ 170,058 | \$ 1,630,029 | \$ 1,877,872 | 86.80 | \$ 2,180,522 | \$ - |
| TOTAL TO DATE | -\$ 36,646 | \$ 874,999 | \$ 428,539 | 21.81 | \$ 363,014 | |

Town of Annapolis Royal

Fiscal Year Period April 01,2023 To December 31, 2023

FUND04 - General Capital & Water Capital

| Account | Account Name | | Actual | Budget |
|-----------|---|--|------------------|------------------|
| | | | | |
| 04-31112Z | TCA - Sanitary Sewers Trans- Blower | | \$13,125 | \$ 12,500 |
| 04-31112Z | TCA - Sanitary Sewers Trans- Solar | | \$49,961 | \$ 250,000 |
| 04-31113Z | TCA - Sanitary Sewers - Scada | | \$69,700 | \$ 80,000 |
| 04-31113Z | TCA - Sanitary Sewers - Pump at Riverview Drive | | \$9,702 | \$ 10,000 |
| 04-36111Z | TCA – PW Equipment – Warming Centre | | \$3,890 | GRANT |
| 03-34201Z | Systems Analysis Report (SARS) | | \$13,785 | \$ 12,000 |
| 03-34410Z | Pumping Equipment @ Water Tower | | \$20,721 | \$ 15,400 |
| 03-34410Z | Scada computer monitoring | | \$17,115 | \$ 28,750 |
| 03-34522Z | Water Mains - Water Main Saddles | | \$39,151 | \$ 60,000 |
| | | | \$237,150 | \$468,650 |



REQUEST FOR DECISION

TOPIC: Write off old receivable

DATE: January 24, 2024 **PROPOSED BY:** DoF Robinson

| TAB # & REFERENCES | |
|--------------------------------------|---|
| BACKGROUND | Exit Realty wanted an ad for August 2023 and they were erroneously billed (by a former employee) till November and actually received a free September ad. |
| PROPOSAL | To write off the receivable invoice in the amount of \$90.00 plus \$3.02 in interest. |
| BENEFITS | To clean up old receivables in our books |
| DISADVANTAGES | |
| COSTS & SOURCE OF FUNDING | \$93.02 from our operating budget |
| STAFF COMMENTS | |
| CAO REVIEW/ COMMENTS | |
| DRAFT MOTION/ RECOMMENDATION | ...that invoice 2023100188 for EXITK001 be written off in the amount of \$93.02 as this was an error on the town's behalf. |

CAO'S INITIALS: smc

TARGET DECISION DATE: January 24, 2024

Town of Annapolis Royal
285 St. George Street
PO Box 310
Annapolis Royal NS B0S 1A0
(902) 532-2043

| INVOICE | |
|-----------------|----------|
| Account #: | EXITK001 |
| Current Amount: | 90.00 |
| Total | 90.00 |
| Amount Paid: \$ | |

Printed Date: Jan 12, 2024
Page 1 of 1

| Invoice Number | Description | Invoice Date | Cost |
|-----------------------------------|--------------------------|--------------|-------|
| 2023100188 | Town General [01-15100Z] | 10/25/2023 | 90.00 |
| Town Crier Ad Sept - Nov 3@ 30.00 | | | |
| Subtotal: | | | 90.00 |
| Total: | | | 90.00 |

Terms net 30 days 1.5% interest per month charged on past due account. 18% per annum.

Make all checks payable to **Town of Annapolis Royal**
If you have any questions concerning this invoice
contact Donna Neath at 902-532-2043, ext 101.



REQUEST FOR DECISION

TOPIC: Write off old receivable

DATE: January 24, 2024 **PROPOSED BY:** DoF Robinson

| TAB # & REFERENCES | |
|--------------------------------------|--|
| BACKGROUND | Former Board of Trade employee who ran the Visitor Information Centre took out an ad for the Town Crier for a personal meal delivery business she had, but we were never able to collect the funds from her. |
| PROPOSAL | To write off the receivable invoice in the amount of \$45 plus \$32 in interest – we have not been able to contact this person and the invoice was from February 2022. |
| BENEFITS | To clean up old receivables in our books |
| DISADVANTAGES | |
| COSTS & SOURCE OF FUNDING | \$77 from our operating budget |
| STAFF COMMENTS | |
| CAO REVIEW/ COMMENTS | |
| DRAFT MOTION/ RECOMMENDATION | ...that invoice 202293818 for ROSET001 be written off in the amount of \$77.00 as this has been uncollectible for almost two years. |

CAO'S INITIALS: smc

TARGET DECISION DATE: January 24, 2024

TOWN OF ANNAPOLIS ROYAL

| | |
|--|--|
| Topic: Equipment Replacement Policy | Supersedes: N/A |
| Policy No.: 2015-1 Effective Date: 2016-05-16 | Date approved by Council: MOTION #C-2016-05-16-10 |

Policy Statement:

1.0 PURPOSE:

The purpose of this Equipment Replacement Policy is to propose a vehicle replacement plan for the Town to follow, and the specific vehicle and equipment needs and requirements of the Town. This policy reflects the vision of the Town of Annapolis Royal to create a multi-year vehicle and equipment replacement plan that will serve as a guide in providing direction to meet needs. This is a living document that will be modified and updated annually to reflect changes in the Town's organizational climate, the changing needs of citizens and changes in the automotive and equipment industry. The Town of Annapolis Royal Department of Public Works is assigned the overall responsibility for managing the Pubic Works' fleet of vehicles and construction/maintenance equipment. The Annapolis Royal Police Department is responsible for the fleet of vehicle and police equipment. These Departments, in conjunction with the Town CAO¹, work to: develop vehicle and equipment specifications; develop vehicle and equipment replacement schedules, acquire vehicles and equipment; and reassign and dispose of vehicles and equipment. The vehicle and equipment maintenance function are assigned solely to the Department of Public Works and to the Annapolis Royal Police Department.

2.0 ORGANIZATIONS AFFECTED:

This policy shall apply to all vehicles and equipment of the Town of Annapolis Royal that is managed by Department of Public Works and the Annapolis Royal Police Department.

3.0 POLICY:

It is the policy of the Town of Annapolis Royal to enforce all guidelines dictated in this policy regarding maintenance, replacement time, and specifications of all vehicles and equipment for departments of Public Works and the Annapolis Royal Police.

4.0 OBJECTIVES:

The primary objectives of the Town is to control the overall cost of operating and maintaining the fleet of vehicles and equipment, to maintain vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet, to standardize the composition of the fleet and to accurately budget for maintenance and replacement costs. All new purchases for vehicles and equipment are part of the budget cycle and are coordinated through the CAO for recommendation.

5.0 ACQUISITION:

¹ Chief Administrative Officer

The goal of the Town's acquisition practices is to obtain the lowest possible price and the highest possible quality for vehicles and equipment. All purchases of vehicles and equipment will follow the applicable purchasing codes. Annually before the preparation of the Town Budget, the Public Works Superintendent and the Annapolis Royal Chief of Police will review the equipment replacement schedule and plan for the acquisition of replacement vehicles and equipment. Any request for new equipment that would increase the size of the fleet must be cost justified to the CAO and Town Council.

6.0 MAINTENANCE:

The goal of the Department of Public Works and the Police Departments vehicle and equipment maintenance practices is to keep vehicles and equipment in sound operating condition. Preventative maintenance routines and intervals followed by our staff are based on local driving conditions and manufacturer's recommendations for each type of vehicle or equipment and each type of maintenance service. Maintenance costs represent a significant portion of the total cost to own and operate a vehicle or piece of heavy equipment and tend to increase as a vehicle or equipment ages. Escalating maintenance costs are a key factor in determining when to replace a vehicle. In addition to the added cost of maintenance as a vehicle ages, there is an additional cost to the Town when a vehicle is in the garage receiving maintenance and not available for use. Preventive maintenance is the key to avoiding the repair or replacement of costly major vehicle components such as engines, transmissions and drive trains.

7.0 REPLACEMENT:

As with other aspects of vehicle and equipment management, replacing a vehicle too soon or too late wastes money. The Department of Public Works has developed and will continue to develop accurate replacement standards based on industry guidelines and years of experience in operating and maintaining vehicles and equipment.

The goal is to analyze the costs associated with a vehicle or piece of equipment and identifying the point when, on average, a vehicle is reasonably depreciated but not yet incurring significant maintenance costs. By replacing the vehicle or piece of equipment at this point, the Town can avoid escalating maintenance costs and optimize resale value. The three criteria that are considered when establishing the replacement schedule were mileage, age and use. Any request for replacement equipment must be cost justified to the CAO and Town Council.

8.0 DEVELOPMENT OF GUIDELINES AND PROCEDURES:

The Public Works Superintendent and the Chief of Police have inventoried existing vehicles and equipment and have also prepared a replacement schedule for all public works and police pieces. The schedule will be updated annually and will be used as the basis for planning for the replacement of vehicles and equipment through the Town budget. The vehicle and equipment replacement schedule will include the following information for each vehicle or unit of capital equipment:

- a. Age in years, also known as life
- b. Usage in hours or kilometers
- c. Useful life (based on commonly used standards for municipal vehicles and equipment)
- d. Cost of maintenance
- e. Overall condition: mechanical, operating, safety, or appearance
- f. Downtime
- g. Availability of replacement parts
- h. Funding

The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/or hour and/or mileage criteria. Additional consideration is given to functionality and overall condition of the

vehicle or equipment.

As vehicles reach the threshold miles or age of replacement criteria, a vehicle maintenance evaluation is performed by a Department of Public Works and Police employees. The evaluation form will be provided to the Public Works Superintendent and Chief of Police for further review and consideration. If the evaluation proves the vehicle would be economical to retain for an additional year, the vehicle will be targeted for retention. Depending on the availability of funds, vehicles and equipment will be replaced when they are at the end of their economic life, no longer safe to operate, not reliable enough to perform their intended function, or there is a demonstrated cost savings to the Town of Annapolis Royal.

9.0 VEHICLE CATEGORIES:

For purposes of review the vehicles and equipment of the Town have been listed below. Each type of equipment is described below, along with an outline of why it is essential to the operations of the Town. Replacement cost, useful life range, and actual life usage information, for each item is summarized below in **Figure 1**.

- 9.1 2019 Ford F550 1 Ton – This is the Town’s main snowplow, dump truck and salt truck. This is also used for maintenance of roads, sidewalks, sewer and water lines.
SPECS: 4x4, automatic, V-8 Twin Turbo, 11’ Dump Box, Power windows & heated mirrors.
- 9.2 2012 GMC ½ ton - The Town owns one truck which is used for maintenance of roads, sidewalks, sewer lines, water lines and compost collection, as well as the transportation of equipment, materials and signage.
SPECS: Basic model with power tailgate.
- 9.3 2020 Chev ½ ton – This vehicle is used mostly by the PW superintendent for similar functions as the other ½ ton. Use of this vehicle extends the life of the 1 ton, which is substantially more expensive to replace (\$25K versus \$70K). This truck also serves as a backup for the primary maintenance truck.
SPECS: Basic model with power tailgate.
- 9.4 2015 Kubota – This is the Town’s main sidewalk snow blower and it also maintains trails and roads. The front end loader doubles for other Town uses.
SPECS: 68” wide, 30 Horse Power, Factory Cab, complete with air, narrow turf tires.
- 9.5 2011 B3000 Kubota- This snow blower fits in tighter spots in Town and is used as the backup for the main machine. This has greatly reduced overtime due to two staff members being able to clear sidewalks at the same time. This machine is used as a sidewalk sweeper in summer time.
SPECS: 68” wide, 30 Horse Power, Factory Cab complete with air, narrow turf tires.
- 9.6 2019 Backhoe – This machine is used for repairing water breaks, shouldering roads, moving snow, sewer breaks, and the like. This also serves as a back-up for the 1 ton for snow clearing.
SPECS: 4x4, Turbo, Ext. Hoe, quick attachments.
- 9.7 2016 Ride on Tractor – This is used for mowing the trails and it used only as a backup. This is relatively inexpensive to run instead of the cost of a multi-functional machine.
SPECS: Zero turn radius and 60 inch cut.
- 9.7a 2022 Kubota Zero Turn mower was purchase in 2022. This is used exclusively for mowing town owned lands. This is relatively inexpensive to run instead of the cost of a multi-functional

machine.

SPECS: Zero turn radius and 60 inch cut.

- 9.8 2018 Charger –This is a back-up car which permits ARPD² to be able to answer calls when on stand-by, acts as a secondary operational vehicle, and is used for administrative duties when required. The on-call member may take this car with them to their house which permits them to respond directly to calls without having to come in to get the marked car. When the primary car is down for repair or used otherwise, this vehicle is used to continue daily operational duties. SPECS: Police Package, heavy duty suspension, All wheel drive, cloth front bucket seats, vinyl rear seat, heavy duty battery, etc.
- 9.9 2019 Durango – This is the main Police car which is used daily. This car is used between 10-12 hours per day. This car was purchased in 2021. SPECS: Police Package, heavy duty suspension, all-wheel drive, cloth front bucket seats, vinyl rear seat, heavy duty battery, etc.

² Annapolis Royal Police Department

Figure 1: Summary of Vehicles and Equipment Status Report (as of January 2024)

| Vehicle Type | Replacement Cost (in dollars) | Useful Life Range (in years) | Actual Years of Use | Actual KM | Actual Hours |
|------------------------------|-------------------------------|------------------------------|---------------------|-----------|--------------|
| 2019 Ford F550 Truck (1 ton) | 125,000 | 10 | 5 | 15,137 | |
| 2020 Chev(1/2 ton) | 50,000 | 10 | 4 | 21,035 | |
| 2012 GMC Sierra (1/2 ton) | 43,000 | 10 | 12 | 71,082 | |
| 2015 Kubota | 60,000 | 10 | 8 | | 1200 |
| 2011 B3000 Kubota | 40,000 | 10 | 12 | | 522.4 |
| 2019 Backhoe | 75,000 | 12 | 5 | | 544 |
| 2016 Kubota Zero Turn Mower | 9,000 | 7 | 8 | | 349** |
| 2022 Kubota Zero Turn Mower | 9,000 | 8 | 2 | | 7.9** |
| 2018 Charger | 85,000 | 5 | 5 ³ | 50,000 | |
| 2019 Durango | 85,000 | 5 | 2 | 64,000 | |

10.0 REPLACEMENT POINT SYSTEM: **Figure 2** is a scoring schema used for rating the condition of the various equipment pieces and identifies the need for replacement based on their score. These scores can be found in **Appendix A**.

Appendix B identifies the equipment replacement year and the associated dollar values for annual reserve allocations.

**Used November 2022 hours

³ Charger was purchased in 2019

Figure 2: Replacement Point System

| Factor | Points |
|-----------------------------------|---|
| Age | 1 point for each 10% (year of chronological age, based on in-service date) of estimated useful life |
| KM/Hours | 1 point for each 15,000 kilometer or 750 hours of use |
| Type of Service | 1 to 5 points are assigned based on the type of service that the vehicle or equipment had during most of its life. The more severe the type of service performed the higher the number assigned. (included snow corrosion) |
| Reliability | 1 to 5 points are assigned depending on the frequency that a vehicle or equipment piece is in the shop for repair. The more the frequency of shop visits the higher the number. |
| Maintenance | 1 to 5 points are assigned based on total life maintenance and repair costs (not including repair of accident damage). A 5 is assigned to a vehicle with life repair costs equal or greater to the vehicle's original purchase price and a 1 is given to a vehicle with life repair costs equal to 20% or less of its original purchase cost. |
| Condition | This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. a scale of 1 to 10 points is used with the higher the number the worse the condition. |
| Criticality & ease of replacement | 1 to 5 points is allocated to the critical elements of reliance on this equipment and the ease of replacement. If the equipment is absolutely necessary and cannot function otherwise, the score is 5. If the equipment can easily be replaced or rented out the lower the score. |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

Appendix A

| Factor | F550 Truck Year: 2019 (1 Ton) |
|------------------------|---|
| Age | 5/10 = 50% 5 |
| KM/Hours | 1 (15,137 KM) |
| Type of Service | 5 |
| Reliability | 3 |
| Maintenance | 4 |
| Condition | 8 |
| Criticality | 5 |
| Total | 31 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

| Factor | 2020 Chev (1/2 ton) |
|------------------------|---|
| Age | 4/10 = 40% 4 |
| KM/Hours | 1.4 (21,035 KM) |
| Type of Service | 4 |
| Reliability | 0 |
| Maintenance | 0 |
| Condition | 1 |
| Criticality | 3 |
| Total | 13.4 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

Appendix A (continued)

| Factor | 2012 GMC Sierra (1/2 ton) |
|------------------------|--|
| Age | 12/10 = 120% 12 |
| KM/Hours | 4.73 (71,082 KM) |
| Type of Service | 2 |
| Reliability | 4 |
| Maintenance | 4 |
| Condition | 8 |
| Criticality | 5 |
| Total | 39.73 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

| Factor | 2015 Kubota |
|------------------------|---|
| Age | 8/10 = 80% 8 |
| KM/Hours | 1.6 1200 hours |
| Type of Service | 3 |
| Reliability | 4 |
| Maintenance | 4 |
| Condition | 7 |
| Criticality | 5 |
| Total | 32.6 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

Appendix A (continued)

| Factor | 2011 B3000 Kubota |
|------------------------|--|
| Age | $12/10=120\%$ 12 |
| KM/Hours | .7 522.4 hours |
| Type of Service | 4 |
| Reliability | 5 |
| Maintenance | 4 |
| Condition | 8 |
| Criticality | 4 |
| Total | 37.7 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

| Factor | 2019 Case Backhoe |
|------------------------|---|
| Age | $5/12=.42\%$ 4.2 |
| KM/Hours | .72 544 hours |
| Type of Service | 5 |
| Reliability | 1 |
| Maintenance | 2 |
| Condition | 2 |
| Criticality | 5 |
| Total | 19.92 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

Appendix A (continued)

| Factor | 2015 Kubota Zero Turn Mower |
|------------------------|---|
| Age | $8/7 = 114\%$ 11.4 |
| KM/Hours | .465 (349 hours) used 2022 November numbers |
| Type of Service | 5 |
| Reliability | 4 |
| Maintenance | 4 |
| Condition | 4 |
| Criticality | 3 |
| Total | 31.865 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

| Factor | 2022 Kubota Zero Turn Mower |
|------------------------|--|
| Age | $2/8 = 25\%$ 2.5 |
| KM/Hours | .0106 (7.9 hours) used 2022 November numbers |
| Type of Service | 5 |
| Reliability | 1 |
| Maintenance | 1 |
| Condition | 2 |
| Criticality | 4 |
| Total | 15.51 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

Appendix A (continued)

| Factor | 2018 Charger |
|------------------------|---|
| Age | 5/5=100% 10 |
| KM/Hours | 3.3 (50,000KM) |
| Type of Service | 5 |
| Reliability | 5 |
| Maintenance | 3 |
| Condition | 3 |
| Criticality | 5 |
| Total | 34.3 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

| Factor | 2019 Durango |
|------------------------|---|
| Age | 2/5=40% 4 |
| KM/Hours | 4.3 (64,000 KM) |
| Type of Service | 5 |
| Reliability | 3 |
| Maintenance | 3 |
| Condition | 2 |
| Criticality | 5 |
| Total | 26.3 |
| Point ranges | |
| Under 25 points | Condition I: Excellent |
| 26 to 30 points | Condition II: Good |
| 31 to 35 points | Condition III: Qualifies for replacement |
| 36 or more points | Condition IV: Needs immediate consideration |

Appendix B

Town of Annapolis Royal Vehicle and Equipment Replacement Year

| Equipment | Life/Useful | Dollar Value | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 |
|---------------------|-----------------------|--------------|---------|---------|--------|--------|---------|--------|
| Ride on | 2/6 | \$9K | \$1.5 | \$1.5 | \$1.5 | \$1.5* | \$1.5 | \$1.5 |
| 1 Ton F550 | 5/10 | \$125K | \$12.5 | \$12.5 | \$12.5 | \$12.5 | \$12.5* | \$12.5 |
| Durango Car | 2/5 | \$85K | \$17 | \$17 | \$17* | \$17 | \$17 | \$17 |
| Police Car | 5/5 | \$72K | \$14.4* | \$14.4 | \$14.4 | \$14.4 | \$14.4 | \$14.4 |
| 2019 Case Backhoe | 5/12 | \$75 | \$6.25 | \$6.25 | \$6.25 | \$6.25 | \$6.25 | \$6.25 |
| 2011 B3000 Kubota | 12/10 | \$40K | \$4* | \$4 | \$4 | \$4 | \$4 | \$4 |
| 2015 Kubota | 8/10 | \$60K | \$6 | \$6* | \$6 | \$6 | \$6 | \$6 |
| 2020 Chev (1/2 ton) | 4/10 Water capital | \$50K | \$5 | \$5 | \$5 | \$5 | \$5 | \$5* |
| 2012 GMC (1/2 ton) | 12/10 | \$43K | \$4.3* | \$4.3 | \$4.3 | \$4.3 | \$4.3 | \$4.3 |
| | | TOTALS | \$71K | \$71K20 | \$71K | \$71K | \$71K | \$71K |

(*) Year of Anticipated Replacement

December 11, 2023

The attached Municipal Profile Report provides an overview of property attributes, assessment data, and market and Capped Assessment Program (CAP) impacts within your municipality.

If you have any questions or would like to discuss this report, please contact us at 1-800-380-7775.

Regards,



Dave Penny, Director of Assessment
Property Valuation Services Corporation

Property Assessment & Market Overview

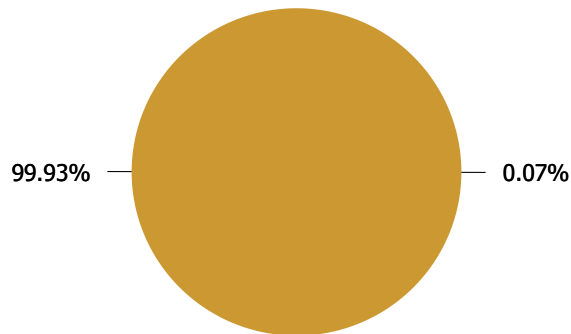
Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

Provincial Assessment Values

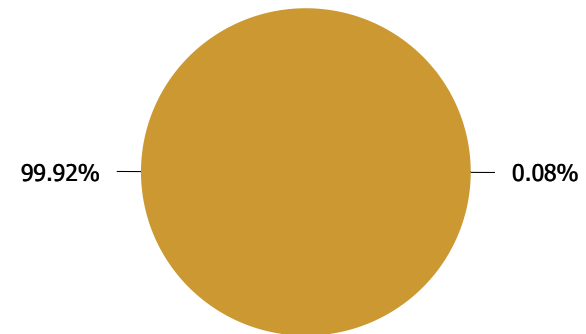
| | Filed Year: 2024 | Filed Year: 2023 | Change \$ | Change % |
|---------------------------------------|-------------------|-------------------|------------------|----------|
| Total Assessment | \$173,620,358,500 | \$147,422,438,500 | \$26,197,920,000 | 17.77% |
| Residential Assessment | \$144,239,204,300 | \$120,584,151,100 | \$23,655,053,200 | 19.62% |
| Residential with CAP (taxable) | \$109,015,701,400 | \$100,076,444,300 | \$8,939,257,100 | 8.93% |
| Commercial Assessment | \$29,381,154,200 | \$26,838,287,400 | \$2,542,866,800 | 9.47% |

Number of Accounts in NS



■ TOWN OF ANNAPOLIS ROYAL ■ REMAINING NS MUNICIPALITIES

Total Assessment in NS



■ TOWN OF ANNAPOLIS ROYAL ■ REMAINING NS MUNICIPALITIES

Property Assessment & Market Overview

TOWN OF ANNAPOLIS ROYAL

Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

Properties and Assessment Overview:

| | Filed Year: 2024 | Filed Year: 2023 | Change \$ | Change % |
|--|------------------|------------------|--------------|----------|
| All Residential Assessed Value | \$82,869,500 | \$67,910,900 | \$14,958,600 | 22.03% |
| Total Residential Taxable Assessed Value | \$66,467,800 | \$59,521,400 | \$6,946,400 | 11.67% |
| Total Residential Taxable Assessed Value not eligible for the CAP | \$23,582,000 | \$22,553,400 | \$1,028,600 | 4.56% |
| Total Residential Taxable Assessed Value eligible for the CAP | \$42,885,800 | \$36,968,000 | \$5,917,800 | 16.01% |
| Total Resource Taxable Assessed Value | \$267,800 | \$280,100 | (\$12,300) | -4.39% |
| Total Residential Exempt Assessed Value | \$203,500 | \$193,500 | \$10,000 | 5.17% |
| | | | | |
| All Commercial Assessed Value | \$51,359,100 | \$50,156,900 | \$1,202,200 | 2.40% |
| Total Commercial Taxable Assessed Value | \$13,169,400 | \$12,251,500 | \$917,900 | 7.49% |
| Total Commercial Exempt Assessed Value | \$38,189,700 | \$37,905,400 | \$284,300 | 0.75% |

Assessed Value reflects market value as of a specific point in time (base date).

Taxable Assessed Value is used to calculate property taxes and includes eligible **Capped Assessments**.

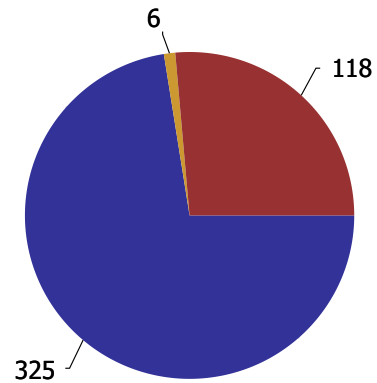
Property Assessment & Market Overview

TOWN OF ANNAPOLIS ROYAL

Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

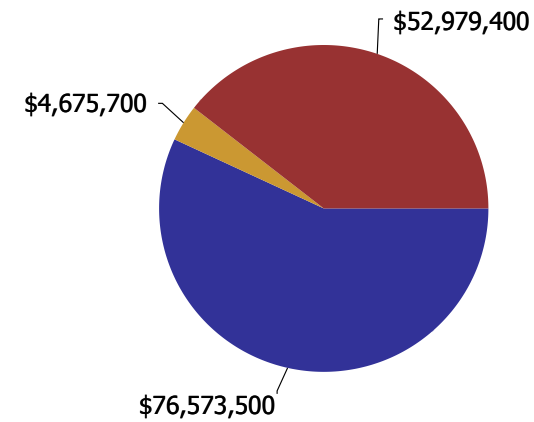
Number of Accounts by Property Type



PROPERTY TYPE

■ Residential ■ Apartment * ■ Commercial

Assessed Value by Property Type



PROPERTY TYPE

■ Residential ■ Apartment * ■ Commercial

* Properties with more than three self contained living units

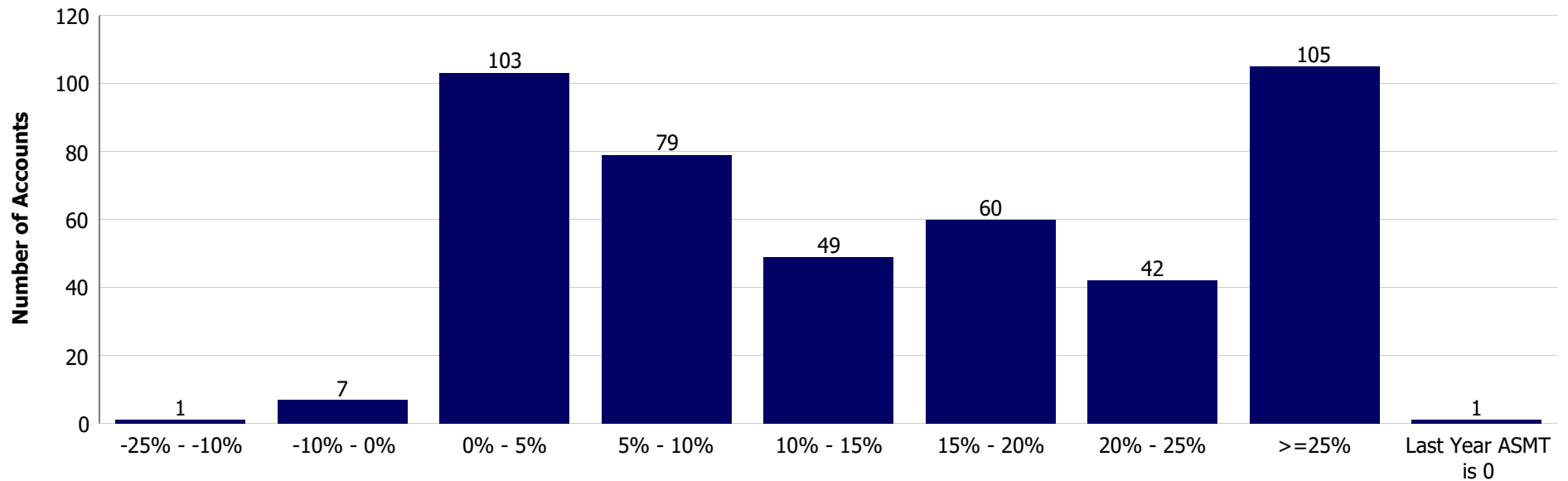
Property Assessment & Market Overview

TOWN OF ANNAPOLIS ROYAL

Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

Total number of accounts that experienced a change in assessed value, between the current assessment year and the previous assessment year, shown by percentage range.



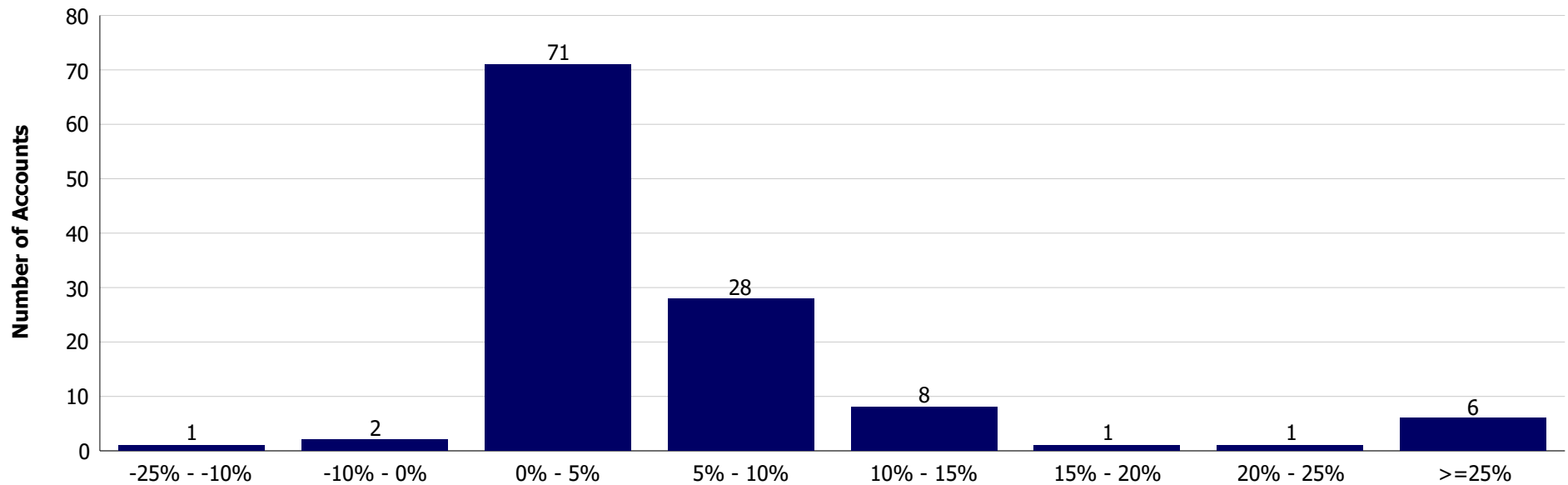
Property Assessment & Market Overview

TOWN OF ANNAPOLIS ROYAL

Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

Total number of commercial accounts that experienced a change in assessed value, between the current assessment year and the previous assessment year, shown by percentage range.



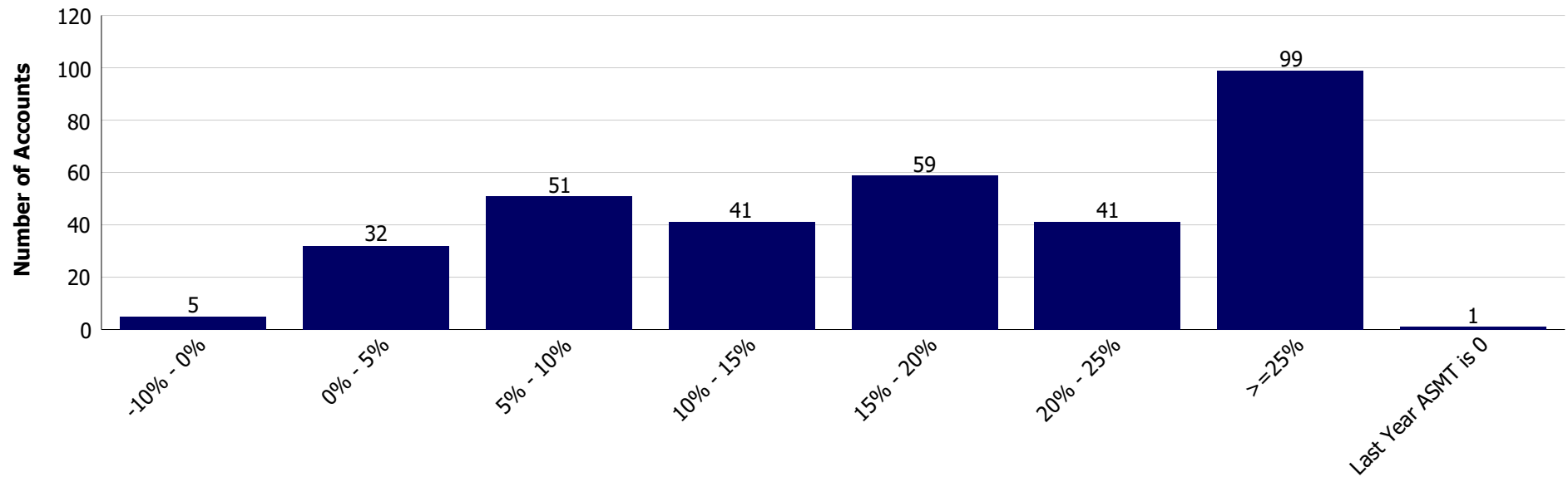
Property Assessment & Market Overview

TOWN OF ANNAPOLIS ROYAL

Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

Total number of residential accounts that experienced a change in assessed value, between the current assessment year and the previous assessment year, shown by percentage range.



Property Assessment & Market Overview

TOWN OF ANNAPOLIS ROYAL

Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

Market Activity Overview:

This section includes all sales for the current assessment year, excluding \$0, \$1 and unqualified sales.

Sales overview

| | Number of Sales |
|-------------------------------|-----------------|
| COMMERCIAL SALES | 3 |
| RESIDENTIAL SALES | 20 |
| APARTMENT (BUILDINGS) | 0 |
| CONDO (UNIT) | 8 |
| RESIDENTIAL VACANT LAND SALES | 11 |
| COMMERCIAL VACANT LAND SALES | 0 |

Unqualified sales: sales that are non-arms length transactions, which may include bankruptcy, tax sales, etc.

Property Assessment & Market Overview

TOWN OF ANNAPOLIS ROYAL

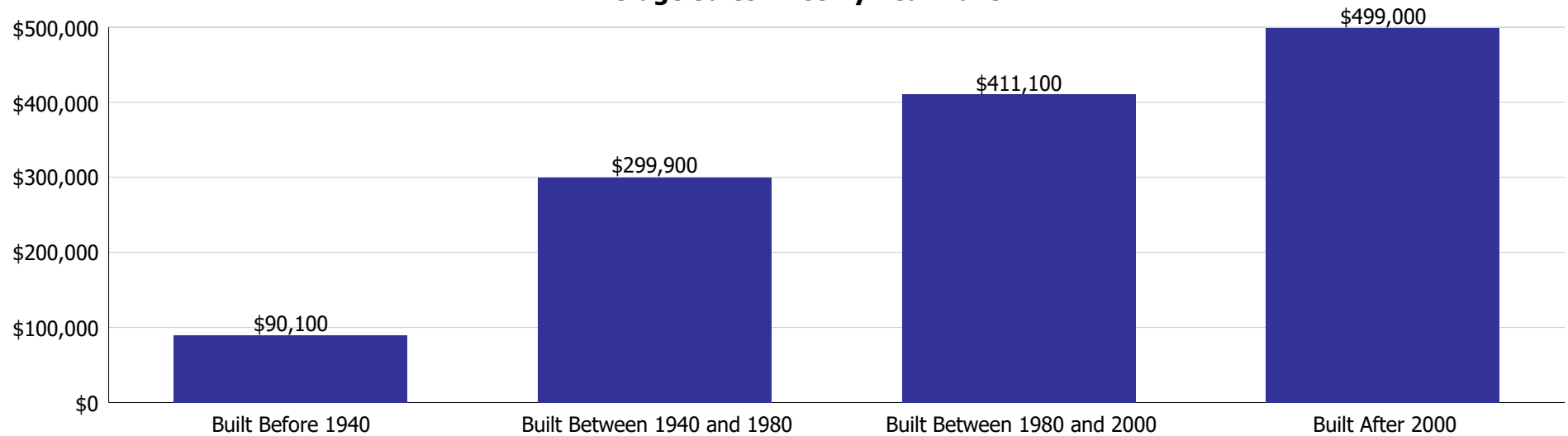
Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

Residential dwelling sales by year built:

| | Number of Sales | Average Sales Price |
|-----------------------------|-----------------|---------------------|
| Built Before 1940 | 2 | \$90,100 |
| Built Between 1940 and 1980 | 1 | \$299,900 |
| Built Between 1980 and 2000 | 10 | \$411,100 |
| Built After 2000 | 4 | \$499,000 |

Average Sales Price By Year Built



Property Assessment & Market Overview

TOWN OF ANNAPOLIS ROYAL

Assessment Year: 2024

Report Run Date: Dec 2, 2023 8:49:15 AM
Data Current To: Dec 2, 2023 8:46:11 AM

Residential Dwelling Assessment and CAP Overview:

| | Average Assessed Value | Average Taxable Assessed Value | # of Properties | # of Properties Eligible for CAP | % of Accounts Capped |
|----------------------|------------------------|--------------------------------|-----------------|----------------------------------|----------------------|
| Residential Dwelling | \$291,703 | \$224,465 | 214 | 180 | 84% |
| Condo (Unit) | \$254,895 | \$225,603 | 38 | 22 | 58% |

Assessed Value reflects market value as of a specific point in time (base date).

Taxable Assessed Value is used to calculate property taxes and includes eligible **Capped Assessments**.



REQUEST FOR DECISION

TOPIC: Twinning Update 2023

DATE: January 15, 2024

PROPOSED BY: Sandi Millett-Campbell

| | |
|--------------------------------------|---|
| TAB # & REFERENCES | Invoice for Battle Street removal and Quote of clean up |
| BACKGROUND | Due to the storm winds and the excess amount of tree removal this fiscal year Angelika has gone over budget for two current projects. The project on Battle Street was completed in the summer but just received the invoice recently and is now over budget. Another tree clean up is currently in the works and needs to have Council approval to include in this current fiscal year budget. |
| PROPOSAL | Council approves the two invoices and make a motion for the change to the budget line for tree removal, GL # 01-22522Z |
| BENEFITS | |
| DISADVANTAGES | |
| COSTS & SOURCE OF FUNDING | \$ |
| STAFF COMMENTS | Waiting for the second invoice to be sent to Town, so unable to add the amount for this invoice to the RFD. |
| CAO REVIEW/ COMMENTS | That Council agree to the budget overage and approve the draft motion for the extra tree removal costs. |
| DRAFT MOTION/ RECOMMENDATION | ...that Council approve the two invoices for tree removal, GL # 01-22522Z, in the amount of \$350 from the 2023-2024 general operating budget. |

CAO'S INITIALS: smc

TARGET DECISION DATE:

To: Planning Heritage Advisory Council

From: Ken Knox, DMOD

Date: 5JAN24

RE: Request for Alteration to a Registered Heritage Building

Applicant:RBC

Location: 248 St George Street

Requested Action: That PHAC consider the request and make a recommendation to Council.

Background: The applicant is requesting permission to add an exterior vent (as indicated in drawings) and alter the grading at the front to prevent water damage

Description of Property: Historic Value:

The Royal Bank of Canada Building, as recognized by its municipal designation, is valued for its distinctive architecture and the property's association with historic personalities. The property was owned in the seventeenth century by the Acadian Peitipas family who sold it in 1700 to Christophe Cahouet, an innkeeper and merchant newly arrived from France. In 1704 Cahouet married Marie-Anne Maisonnat, daughter of French privateer Captain Pierre Maisonnat dit Baptiste. Following the British capture of the town in 1710, the Cahouet property was the subject of competing claims, including that of William Winniett, a British officer with the garrison who had become Cahouet's brother-in-law in 1711 with his marriage to the Acadian Marie-Madeleine Maisonnat.

The Williams family who owned the property in the late 18th century was descended from the Winnietts. Ann Amhurst, wife of Thomas Williams senior was a granddaughter of William and Marie-Madeleine. The Williams house, dating from the first half of the 18th century, is notable as the home of Thomas Williams senior and junior, both of whom served as commissary of provisions for the Annapolis Royal garrison. The house was also the birthplace of General Sir William Fenwick Williams in December 1799, son of Thomas Williams junior and his wife, Maria Walker. Decorated for his actions during the Crimean War, General Williams was commander-in-chief of forces in British North America from 1860 until 1865. He was Nova Scotia's first native-born Lieutenant-Governor from 1865 until 1867 and served as Governor of Gibraltar from 1870 until 1876.

In 1846 the heirs of the Williams family sold the house to Joseph Norman, the last ordinance storekeeper at Fort Anne. He lived here with his colourful wife, the Spanish-born Gregoria Ramona Antonia Reiez, who had reportedly been a vivandière with the British expeditionary forces in Europe during the Napoleonic Wars and, by her own account, a favourite of the Duke of Wellington.

The Williams house was removed from this site in 1874 to make way for the construction of the Union Bank of Halifax building. The main part of the Williams house is now located at 167 St Anthony Street and the ell has become the ell of the building located at 62 Chapel Street. The Union Bank had operated in rented offices in the town since 1870 under local agent (manager) Thomas Spurr Whitman. The bank was built in 1875 of clay brick manufactured by John Buckler at his brickyard in Moschelle, Annapolis County. During the 1920s, the second



floor of the building was used as a dentist office by Dr. Charles MacLaughlin and Dr A. Boyd Crowe. Extensive renovations by the Royal Bank of Canada in the late 1970s modernized the building while preserving the essential character. The original front entrance was replaced with a new foyer added to the side of the structure. Six arched dormer windows along the mansard roofline of the front and back sides were removed at this time and a metal roof was put in place.

Architectural Value:

The Royal Bank of Canada building is an impressive brick building built in the Second Empire style. The bricks for this building were made in Moschelle, Annapolis County. The building originally had a square footprint with a cut stone foundation but a modern foyer has been added to the northeast side of the structure. Due to the addition of this foyer, the original location of the front doors has been changed. The original door locations are now the end windows on the front side. The front and rear sides of the building feature a metal mansard roof. Below the roofline is a cornice frieze decorated with dental brackets. The window openings are topped by a brick arch radiating voussoirs with keystones.

Analysis: Staff recommends that the change would not compromise the heritage value of the building,

Draft Recommendation: *"...that PHAC recommends to Council that the applicant at 248 St George Street be given heritage approval for addition on the vent and the grading changes, as detailed in the application 23-30-HER, providing the requirements of the Land Use By-Law are met."*

Town of Annapolis Royal
Application for Changes to Heritage Property

Note: No development may occur prior to issuance of heritage approval, development and/or building permits

| | |
|--|--|
| Applicant/Owner: | WZMH ARCHITECTS |
| Address: | 95 St. Clair Avenue West, Suite 1500, Toronto, Ontario M4V 1N6, CA |
| Phone Number: | 416.961.4111 |
| General description of work: SCOPE IS TO APPLY CONTINUOUS SPRAY FOAM INSULATION THROUGHOUT 3rd FLOOR ON EXTERIOR WALLS AND ROOF. SMALL PATCH AND REPAIR WORK OF DAMAGED WALLS REQUIRING WOOD STUDS, DRYWALL, PAINT AND MISC. ROUGH CARPENTRY. BRICK REPAIR AS NEEDED. | |
| Reason for proposed work: ADDING A FIRE SEPRATION ON EXISTING 3rd FLOOR STAIRS AND TO REPAIR INTERIOR SPACE TO MEET BUILDING CODE REQUIREMENTS | |

| Exterior Changes | Yes | No | Explanation of changes—please include colour references and material to be used |
|---|------------|-----------|---|
| Siding (Please specify material and colour) | | X | |
| Windows (Please specify material e.g., wood, vinyl, etc) | | X | |
| Doors, Storm Doors, etc. (Please specify material e.g., metal, aluminum or wood and colour) | | X | |
| Roof (Please specify material e.g., asphalt, metal, etc and colour) | | X | |
| Other (Please describe) | X | | RE-GRADING IS REQUIRED TO ENSURE WATER RUNS AWAY FROM BUILDING AND NEW PORTION OF A DOWNSPOUT IS TO BE INSTALLED. NEW MECHANICAL INTAKE WALL LOUVERS ADDED TO SIDE FACADE AND NEW ROOF MOUNTED EXHAUST FAN TO BE INSTALLED. |


| | |
|---|--------------------------------|
| Signs | |
| ___ free standing ___ hanging <u>X</u> attached to a building ___ other, please specify _____ | |
| Approximate size: existing to remain _____ | Proposed colours: _____ |
| Please include a picture, diagram or sketch with your application | |

| |
|--|
| For planned alterations or repairs that are not specifically indicated on this application, please describe: |
| |

| |
|--|
| Please include any other information you feel is relevant to this application: |
| |

Date: December 19th 2023

Signature: _____



| |
|---|
| Please note: |
| Your application will be reviewed by the Planning and Heritage Advisory Committee at its next monthly meeting. Any approvals received will be valid for work as indicated on this application. If you begin a project and additional work is necessary or planned you must submit another application indicating the additional work. If you have any questions about this application form or its approval please call 532-2043. |

To: Planning Heritage Advisory Council

From: Ken Knox, DMOD

Date: 5JAN24

RE: Request for Alteration to a Registered Heritage Building

Applicant: Sefton Squires

Location: 246 St George Street

Requested Action: That PHAC consider the request and make a recommendation to Council.

Background: The applicant is requesting permission to change a window and door at the rear of the property to a sliding patio door, and to change siding materials at the rear from wood to metal (due to deterioration)

Description of Property: Historic Value:

This structure is an example of Maritime Vernacular Style. It is believed to have been built in 1840. The present building has the "square solid look of the classic period. This assessment is further enhanced by the return cornices on the gable ends and the wide end boards. It is believed to be the oldest barbershop in the province and much of its heritage status is due to its significance as a gathering place.

There are no Character Defining Elements identified for this property.



Analysis: Staff recommends that the changes would not compromise the heritage value of the building,

Draft Recommendation: *"...that PHAC recommends to Council that the applicant at 246 St George Street be given heritage approval structural addition of a patio door and for the changes of materials regarding the siding, as detailed in the application 23-31-HER, providing the requirements of the Land Use By-Law are met."*

Town of Annapolis Royal
Application for Changes to Heritage Property

Note: No development may occur prior to issuance of heritage approval, development and/or building permits

| | |
|------------------------------|---|
| Applicant/Owner: | SEFTAN SQUIRES |
| Address: | 244/246 ST. GEORGE ST. |
| Phone Number: | 902-532-874 |
| General description of work: | GENERAL UPGRADE OF EXISTING APARTMENT ADD METAL SIDING - ADD DOOR TO ELECTRICAL PANEL (EXTERIOR) |
| Reason for proposed work: | SIDING ON ADDITION IN POOR CONDITION TO ISOLATE ELECTRICAL PANEL (MAIN) PER NSPC EXISTING PERMIT |

| Exterior Changes | Yes | No | Explanation of changes—please include colour references and material to be used |
|---|-------------------------------------|-------------------------------------|---|
| Siding (Please specify material and colour) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | METAL SIDING - BLACK |
| Windows (Please specify material e.g., wood, vinyl, etc) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Doors, Storm Doors, etc. (Please specify material e.g., metal, aluminum or wood and colour) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | PATIO DOOR TO REPLACE ROTTED WINDOW & DOOR @ BACK OF BUILDING. |
| Roof (Please specify material e.g., asphalt, metal, etc and colour) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Other (Please describe) | <input type="checkbox"/> | <input type="checkbox"/> | |

| |
|--|
| Signs |
| __ free standing __ hanging __ attached to a building __ other, please specify _____ |
| Approximate size: _____ Proposed colours: _____ |
| Please include a picture, diagram or sketch with your application |

| |
|--|
| For planned alterations or repairs that are not specifically indicated on this application, please describe: ELECTRICAL UPGRADE, INSULATION UPGRADE TO EXISTING APPT. |
|--|

| |
|--|
| Please include any other information you feel is relevant to this application: |
|--|

Date: 5 JAN 2024 Signature: 

| |
|--|
| <p style="text-align: center;">Please note:</p> <p>Your application will be reviewed by the Planning and Heritage Advisory Committee at its next monthly meeting. Any approvals received will be valid for work as indicated on this application. If you begin a project and additional work is necessary or planned you must submit another application indicating the additional work. If you have any questions about this application form or its approval please call 532-2043.</p> |
|--|

Town of Annapolis Royal



21 December, 2023

Mr. Andrew Murphy
Executive Director, Sustainability and Applied Science

Thank you for your letter of April 21, 2023. The letter was received at a subsequent Council meeting and referred to the Town's Environmental Advisory Committee on June 28, 2023.

Our committee is gravely concerned about the effects of glyphosate in our community. Before Nova Scotia sanctions the use of glyphosate anywhere in the Province, we strongly urge a review of the health and environmental effects, risk factors, and valid peer-reviewed research regarding the carcinogenicity neurotoxicity and endocrine dysfunction caused by glyphosate. The Province has a responsibility to its citizens and the land to ensure the safety of its agricultural and environmental policies.

Despite anti-drift regulations, this chemical is potentially exposing everyone in rural Nova Scotia, including residents, visitors and tourists to this cancer causing chemical.

There are numerous studies revealing the impact of glyphosate on mammals, reptiles and nematodes. The United States Supreme Court has ruled it a carcinogen.

While legal proceedings in the U.S. to date have focused on adverse effects to human populations, our concerns extend to flora and fauna in our province as well. A multitude of studies confirm untoward effects in other animals. Please review the references attached.

We are concerned that glyphosate may particularly impact animals that use cutaneous respiration (breathing through their skin) such as toads, frogs and earthworms. There is a risk that glyphosate that has drifted from aerial spraying or been washed into local waters may affect our fishing industry. Some products containing glyphosate may be toxic due to other toxins in them.

Attached is a summary of one of the legal challenges to Monsanto's glyphosate. On June 21, 2022, the U.S. Supreme Court declined to hear an appeal by Bayer which now owns Monsanto. AS a result, lawsuits claiming glyphosate (the main active ingredient in the herbicide Roundup) causes cancer can move forward. It has been proven in the U.S. Supreme Court that spraying of this chemical into the air by hand has caused cancer. While this ruling was with respect to spraying by hand, we now have evidence that the chemical remains in soil and water for

lengthy periods. This makes it difficult to assess the cumulative dose to which an organism may be exposed.

Also attached is a list of references, each of which presents evidence of harm done by glyphosate in different domains.

Federal regulators are at odds with the balanced opinion of the best legal minds in the U.S. The U.S. regulators could not prove to the satisfaction of the U.S. Supreme Court, that glyphosate did not cause cancer. The International Agency for Research on Cancer (IARC), a well-respected and independent agency, has also concluded that glyphosate is “probably carcinogenic to humans”. Bayer (the company that purchased Monsanto) has put aside \$16 billion dollars to cover lawsuits.

Can the Province of Nova Scotia or Canada Health regulators assure the members of this committee and citizens of the Province that glyphosate does not represent a health risk? We look forward to your early response.

Sincerely,

Mayor Amery Boyer
On behalf of the Environment Committee

cc. Honourable Michelle Thompson, Minister of Health and Wellness
Warden Alex Morrison, Municipality of the County of Annapolis
Members of the Town of Annapolis Royal Environment Advisory Committee

References

1. New Jersey Department of Health Hazardous Substances Fact Sheet

<https://nj.gov/health/eoh/rtkweb/documents/fs/3139.pdf>

2. Bayer ordered to pay 156 billion dollars US

<https://www.reuters.com/legal/bayer-ordered-pay-156-billion-latest-us-trial-loss-over-roundup-weedkiller-2023-11-19/>

3. Glyphosate Link to Cytochrome P450 Dysfunction

<https://www.reuters.com/legal/bayer-ordered-pay-156-billion-latest-us-trial-loss-over-roundup-weedkiller-2023-11-19/>

4. [Journal of Immunotoxicology](#)

Volume 17, 2020 - Issue 1

The impact and toxicity of glyphosate and glyphosate-based herbicides on health and immunity

<https://www.tandfonline.com/doi/full/10.1080/1547691X.2020.1804492>

Johnson v. Monsanto Co.

From Wikipedia, the free encyclopedia

"Dwayne Johnson" redirects here. For the U.S. actor and pro-wrestler, see [Dwayne Johnson](#). For the U.S. basketball player, see [Duane Johnson](#). For not to be confused with, see [Wayne Johnson](#).

Johnson v. Monsanto Co. was the first lawsuit to proceed to trial over [Monsanto's Roundup](#) herbicide product causing cancer. The lawsuit alleged that the exposure of [glyphosate](#), an active ingredient in the [Roundup](#) product, caused Dwayne "Lee" Johnson's [non-Hodgkin lymphoma](#). In a landmark verdict, Monsanto was ordered by a San Francisco jury to pay \$289m in [punitive damages](#) and [compensatory damages](#).^{[1][2][3][4][5][6]} Monsanto, and after June 2018 [Bayer](#), appealed the verdict several times, but lost.^[7] The award was cut to \$78 million,^[8] then reduced to \$21 million after appeal.^[9]

Background

Dwayne "Lee" Johnson, the plaintiff in this case, sprayed hundreds of gallons of RoundUp over the course of his career as a school groundskeeper in [Benicia, California](#).^[10] On one occasion, one of the sprayers he was using broke and he was drenched in RoundUp.^[11] In 2014 at age 42, Johnson was diagnosed with non-Hodgkin lymphoma, which he alleged at trial was caused by the pesticide exposure.^{[10][12]} In 2017, he was given a terminal diagnosis and was told that he would only live another 6 months.^[10] Due to this diagnosis, his trial was expedited.^[10]

Cancer risk assessments of glyphosate

There is limited evidence that human cancer risk might increase as a result of occupational exposure to large amounts of glyphosate, such as agricultural work, but no good evidence of such a risk from home use, such as in domestic gardening.^[13] The consensus among national pesticide regulatory agencies and scientific organizations is that labeled uses of glyphosate have demonstrated no evidence of human [carcinogenicity](#).^[14] Organizations such as the Joint [FAO/WHO](#) Meeting on Pesticide Residues and the [European Commission](#), Canadian [Pest Management Regulatory Agency](#), and the German [Federal Institute for Risk Assessment](#)^[15] have concluded that there is no evidence that glyphosate poses a carcinogenic or [genotoxic](#) risk to humans. The final assessment of the [Australian Pesticides and Veterinary Medicines Authority](#) in 2017 was that "glyphosate does not pose a carcinogenic risk to humans".^[16] The EPA has evaluated the carcinogenic potential of glyphosate multiple times since 1986. In 1986, glyphosate was initially classified as Group C: "Possible Human Carcinogen", but later recommended as Group D: "Not Classifiable as to Human Carcinogenicity" due to lack of [statistical significance](#) in previously examined rat tumor studies. In 1991, it was classified as Group E: "Evidence of Non-Carcinogenicity for Humans", and in 2015 and 2017, "Not Likely to be Carcinogenic to Humans".^{[17][18]}

**TOWN OF ANNAPOLIS ROYAL
POLICY**

| | |
|--|--|
| Title: Environment Advisory Committee Policy | |
| Policy No: 2024-02 | Supersedes: 2018-01 December 16, 2019 Motion No.: #C2019-Dec-16-32 |
| Effective Date: | Date Approved by Council Resolution: |

1. Council hereby establishes the Environment Advisory Committee as a standing committee and follow the Meetings, Procedures and Presentation Policy 2023-02.
2. The mandate of the Environment Advisory Committee is to recommend proactive measures, educate, promote and provide feedback on environmental issues related to sustainability, advocacy and stewardship within the Town of Annapolis Royal. The Committee's mandate:
 - (a) to review and update the Climate Protection Milestone 5 plan initially and annually;
 - (b) to implement the Climate Protection Milestone 5 plan and measure successes from the current plan;
 - (c) to work with The Federation of Canadian Municipalities and the Partners for Climate Protection program;
 - (d) to identify opportunities and initiatives to Council;
 - (e) engage the community and seek funding opportunities, as approved by Council, relating to environmental issues and or projects;
 - (f) to take such other steps consistent with the Policy that the Committee reasonably deems necessary to carry out its mandate, as approved by Council;
 - (g) to bring forward to Council any budget requests relevant to carrying out its mandate by January of every year;
 - (h) to advise and make recommendations to Council and to report to Council;
3. The Committee is authorized by Council to form sub-committees or task forces to deal with a particular issue within the Committee's mandate and that any sub-committee or task force be chaired by a member of the Environment Advisory Committee.
4. The Committee will meet a minimum of 4 times a year as decided by the Committee and Chair availability.
5. The Environment Advisory Committee shall have a maximum of seven (7) members. Members shall consist of one (1) Council Member, one (1) member from the Clean Annapolis River Project

with the remaining members being residents of Annapolis Royal and/or area who demonstrate a vested interest in the Town. Members will be appointed by Council for a two year term and will be appointed in December.

THIS IT TO CERTIFY that this policy was duly passed
by a majority vote of the whole council at a duly called
Council meeting held on the ____ day of _____ 2024.

GIVEN under the hand of the CAO and under the
Seal of the Town of Annapolis Royal the ____ day of _____ 2024.

Sandi Millett-Campbell
Chief Administrative Officer

BE IT RESOLVED that the following Bylaw be adopted as amended and enacted as a Bylaw of the Town of Annapolis Royal pursuant to the authority of the *Police Act, SNS. 100-1,c.31*, as amended and that the said Bylaw be forwarded to the Minister of Justice along with a request for approval.

TOWN OF ANNAPOLIS ROYAL

ANNAPOLIS ROYAL BOARD OF POLICE COMMISSIONERS BYLAW

This Bylaw may be cited as the "Annapolis Royal Board of Police Commissioners Bylaw."

This Bylaw is made under the *Police Act*, and the *Police Act* should be referenced for questions concerning the terminology, clarification, and full administration of the Annapolis Royal Board of Police Commissioners Bylaw.

DEFINITIONS

1. In this Bylaw:
 - (a) "Board" means the Board of Police of Commissioners for the Town of Annapolis Royal.
 - (b) "Chief" means the Chief of the Annapolis Royal Police Service.
 - (c) "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Annapolis Royal.
 - (d) "Council" means the Town Council of the Town of Annapolis Royal.
 - (e) "Police Act" means the *Police Act, 2004 c.31* as amended, and the Regulations made thereunder.
 - (f) "Town" means the Town of Annapolis Royal.

BOARD FUNCTION

2. The function of the Board is to provide:
 - (a) Civilian governance on behalf of the Town in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Town; and
 - (b) The administrative direction, organization and policy required to maintain an efficient and adequate police service, but shall not exercise jurisdiction relating to:
 - (i) complaints, discipline, or personnel conduct except in respect to the Chief.
 - (ii) a specific prosecution or investigation; or
 - (iii) the actual day-to-day direction of the police service.

3. On behalf of the Board, the Board Chair or the Chair's delegate, may give advice or direction, in writing, to the Chief on any matter within the jurisdiction of the Board under the *Police Act*, but not to other members of the police service and, for greater certainty, no other member of the Board shall give advice or direction to a member of the police service. [sec. 52 of the *Police Act*]

COMPOSITION OF THE BOARD

4. (a) The Board shall consist of five (5) members.
- (b) The members shall be appointed as follows:
 - (i) Two (2) members of Council are appointed by resolution of Council. The Council appointments shall be made and take effect at the first Council meeting in November of each calendar year.
 - (ii) Two (2) residents appointed by resolution of Council, who are neither members of council nor employees of the Town of Annapolis Royal. The Resident Appointments shall be made and take effect at the first Council meeting in November of each calendar year.
 - (iii) One (1) member appointed by the Minister of Justice of the Province of Nova Scotia.
- (c) All subsequent appointments of resident members shall be appointed for a term of three (3) years, and members are eligible for reappointment for maximum of three (3) consecutive three (3) year terms.
- (d) Where a member of the Board is unable to carry out the member's duties by reason of illness, absence or any other reason, the person or the body that made the initial appointment may appoint some other person to act as or be a member of the Board in place or stead of the absent member [sec.45 (3) of the *Police Act*].

CHAIR AND VICE-CHAIR

5. The Board shall at its first meeting in November, following the November Regular Council Meeting, choose from amongst its members a Chair and Vice-Chair.

MEETINGS

6. (a) The Board holds meetings every quarterly (March, June, September, and December). These meetings are open to the public and will be held in Council Chambers at Town Hall on the second Wednesday of the relevant month at a time agreed with the Board, provided that the date, time, and location of such public meetings shall be advertised with forty-eight (48) hours' notice.
- (b) Three (3) members constitutes a quorum.

- (c) The Board may meet *in-camera* at any time on 24 hours' notice by the Chair or any two (2) members or at any time with unanimous consent of all members, concerning urgent matters relating to issues, which fall under the authority and function of the Board. A member of the Board or any person in attendance at an *in-camera* meeting shall not disclose any item or information of a confidential nature that is discussed at the meeting.
- (d) The Chief or designate shall, whenever requested by the Chair of the Board, attend meetings of the Board, whether public or *in-camera*.
- (e) The Chief Administrative Officer or designate shall be the Secretary to the Board and shall have charge of all minutes and records to be followed and maintained by the Board.

FISCAL MATTERS

- 7. (a) The Board shall submit to Council its recommendations with respect to all financial and budgeting matters related to the administration of the policing service on or before the end of February each year.
- (b) The Board shall submit to Council all proposed employment agreements or contract negotiations for Council's approval of all financial matters contained therein, prior to the execution thereof, by the Board.
- 8. All capital equipment proposed to be purchased by the Board, not provided for in its budget as approved by Council, shall be submitted to the Council, together with the written recommendation of the Board for purchase consideration.
- 9. (a) Board members are not remunerated.
- (b) Board members are entitled to reimbursement of reasonable expenses incurred in conducting the business of the Board. This may include annual membership fees associated with the Nova Scotia Association of Police Governance (NSAPG) and training. Expenses shall be reimbursed in accordance with the Town Travel Policy.

OTHER MATTERS

- 10. The Board shall have all the powers, duties and responsibilities as designated under the *Police Act* 2004 c.31.

REPEAL

- 11. A Bylaw, known as the *Annapolis Royal Board of Police Commissioners Bylaw No.116* as adopted by Town Council on the 10th day of May 1993, is hereby repealed.

ENFORCEMENT

- 12. This Bylaw shall come into force and legal effect upon receiving the approval of the Minister of Justice of Nova Scotia as per sec. 55(2) of the *Police Act*.

EFFECTIVE DATE

13. This Bylaw shall be effective

THJS JS TO CERTIFY that the foregoing is a true copy of a Bylaw duly pass d a a duly called meeting of the Town Council of the Town of Annapolis Royal held on the ____day of _____, 2024.

GIVEN under the hand of the Town CAO and under the seal of the Town of Annapolis Royal this ____ day of _____, 2024.

MAYOR

CAO

| Bylaw Adoption | Date |
|---------------------------------|------|
| First Reading | |
| Notice of Intent of Publication | |
| Second Reading | |
| Ministerial Approval | |
| Date of Publishing | |

Certificate of Approval

"Annapolis Royal Board of Police Commissioners Bylaw"

Town of Annapolis Royal

This is to certify that, pursuant to section 450 of the *Municipal Government Act*, "Annapolis Royal Board of Police Commissioners Bylaw" passed at a duly convened meeting of the Council of the Annapolis Royal Board of Police Commissioners on the ____ day of _____, 2024, is hereby approved, and the said Bylaw has the force of law upon publication pursuant to subsection 169(1) of the *Municipal Government Act*.

DATED this ____ day of _____, 2024

Honorable Brad (BJ) Jones
Attorney General and Minister of Justice
Province of Nova Scotia

Mayor's Report Jan 17, 2024

Jan 5, 2024

Met Jason Malloy of Saltwire for a picture to go with a piece he was working on regarding the AIMN seawall report. He subsequently reviewed the report in the CoW package and picked up on the discussion about the Chain of Office and expressed an interest in doing an article on that. Staff provided him with some background and a picture of the Chain.

Jan 8, 2024

Attended a virtual meeting with the CAO and Carly Steben of FCM, our latest contact for grant opportunities to complete the feasibility study for the community tidal power project. A new offer will be launched at the end of the month/early February. Through this new offer, applications from communities under 10K in population may request a grant amount of up to 80% of total eligible projects costs for feasibility studies.

Jan 12, 2024

Meeting with Sandi re draft letter to AVRL. Subsequent consultation with remaining member of the NSPI Task Team on the draft. It was also suggested that consideration be given to a CEDIF for the tidal power project.

Jan 17, 2023

Reviewed Flood Risk and Adaptations Report and sent comments to CAO and members of Council.

Week of January 22

To meet with staff & rep from AIMN re AIMN infrastructure report (date to be determined)

January 25, 2023

To attend Annapolis County Inter-Municipal Working Group Meeting at 7:00 pm in Middleton

January 26 to Feb 3, 2024

On vacation

Feb 8, 2024

Public meeting on the pool

Feb 15, 2023

Public meeting on Annapolis County Outdoor Sports facility to be presented by ACOSS (the Society) at Bridgetown Legion at 630 pm. Everyone is welcome (details are available).

Change in REMO dates for the year:

- Instead of March 25th - NOW March 11th in Middleton
 - Instead of September 30th - NOW September 23rd at Town Hall - Annapolis Royal
- Calendar invites for these meetings will be out and the old/original dates deleted.
- Other scheduled 2024 meeting dates that will remain the same:
- June 24th - County

Continuing to assist the CAO with grant applications:

| Project | Potential Funding Source | Status |
|--|---|---|
| Tidal Pilot Project Feasibility Study | Sustainable Communities Challenge Fund (Province of NS) | Application for \$105,808 filed Nov 29, 2023/ decision expected March/April 2024 |
| | FCM Green Funds (Federation of Canadian Municipalities) | Waiting for new offer to be launched at end of Jan/early Feb 2024 |
| Regional infrastructure capacity study | Capacity Building Stream and Indigenous Engagement Grant | Inter Municipal Working Group has been advised to go through existing funding programs. The 3 CAOs will review this in January 2024 and get back to us with recommendation. |
| Sea Wall | <p>To begin looking for existing and future funding sources: in progress: Climate-Resilient Coastal Communities Program (NRCan)</p> <p>National Adaptation Strategy Climate Adaptation Green Municipal Funds 2024 Natural Infrastructure Fund Disaster Mitigation & Adaptation Fund</p> <p>Private capital (sponsors for wall itself) such as:</p> <ul style="list-style-type: none"> • Acadian Seaplants • Bell • Rogers • Irving Oil <p>Other orgs:</p> <ul style="list-style-type: none"> • Ducks Unlimited | <p>Jan 2024: in progress</p> <p>Find out if program to be reoffered in 2024</p> <p>Holding for ballpark estimate of costs from AIMN for 2 additional salt marsh restoration areas</p> |
| Regional Climate Change Plan | Community Climate Capacity Program | Awaiting results |
| Second water source | Municipal Capital Growth Program | Waiting for new round |

IMSA Report

Jan 17, 2023

Attended IMSA meeting and reviewed both the Valley Waste and Kings Transit draft budgets. Kings Transit is also required to submit a Workplace Violence Policy to meet requirements for insurance.

Meetings are the 3rd Wednesday of every month, so the next meeting will be on Wednesday, February 21 at 10:00 am.

Twinning Report

I was advised by the former Chair of the Twinning Committee that Mayor Marengo will be calling me in the next few days. Apparently, there is some concern in Royan around the resignation of the Twinning Committee although Christine did her best to explain the rationale to her counterpart Twinning representative there. There is a difference of opinion about whether or not the Mayor is the remaining Committee member since the Committee report stated that all members had resigned. We were only able to find a single reference to the appointment of the Mayor to the Twinning Committee by Council in 2021:

“v. Twinning Representative MOTION #C2021-09-20-05 It was moved by Deputy Mayor Power, seconded by Councillor Sanford to appoint Mayor Boyer as the Twinning Committee representative until December 2021.”

That appointment was not renewed annually as all other appointments were (through oversight presumably), although Twinning Reports have been made at Council meetings since then. Since twinning is on the agenda for MEDC and Council on February 23, I would suggest that Council consider how it wishes to manage the communications and the relationship between our sister cities in the meantime until decisions can be made to ensure continuity for communications at least.

TOWN OF ANNAPOLIS ROYAL

PLANNING SERVICES



JANUARY 2023

TABLE OF CONTENTS

1. Planning and Development Activity Report
2. Building Permit Activity Report
3. Fire Inspection Activity Report

December Activity for January Report

| Permit # | Address | Type/Activity |
|-------------------------------|---------|---------------|
| No Permits Issued in December | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Permit Activity Summary, January 2024 Report

| | Current Month | Fiscal YTD | Previous Yr. Month | Previous Fiscal YTD |
|--------------------------------|------------------|---------------|-----------------------|---------------------------|
| Development Permits | | | | |
| Residential | | | | |
| New Construction | 0 | 1 | 0 | 4 |
| Renovation/Addition | 0 | 2 | 0 | 0 |
| Accessory Structures | 0 | 7 | 0 | 5 |
| Commercial/Industrial | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation/Addition | 0 | 0 | 0 | 1 |
| Accessory Structures | 0 | 0 | 0 | 0 |
| Institutional | | | | |
| New Construction | 0 | 0 | 0 | 0 |
| Renovation / Addition | 0 | 0 | 0 | 1 |
| Accessory Structures | 0 | 0 | 0 | 4 |
| Other (signs, occupancy, etc.) | 0 | 3 | 0 | 9 |
| Final Subdivision Approval | | | | |
| Residential Lots Created | 0 | 0 | 0 | 0 |
| Comm./Industrial Lots Created | 0 | 0 | 0 | 0 |

| |
|--|
| <p align="center">TOWN OF ANNAPOLIS ROYAL BUILDING PERMIT REPORT Figures based on Fiscal Year April to March</p> |
|--|

| Number of Building Permits | | Building Value |
|----------------------------|---|----------------|
| DEC | 0 | \$0.00 |
| YTD 2023-2024: | 4 | \$332,500.00 |

| | |
|--------------------|--|
| Civic Address | |
| Construction | |
| Date Permit Issued | |
| Fee | |
| Est. Value | |

| | |
|--------------------|--|
| Civic Address | |
| Construction | |
| Date Permit Issued | |
| Fee | |
| Est. Value | |

| Development and Renewed Permits | | Fee |
|---------------------------------|---|--------|
| Dev. Permits Only | 0 | \$0.00 |
| Renewed Permits | 0 | \$0.00 |

| 2020 Total Dev/Building Permit Fees | |
|-------------------------------------|-------------------|
| DEC | \$0.00 |
| Total Value YTD | \$1,942.90 |

| 3-Year Comparative Building Data | | | |
|----------------------------------|------|------|------|
| | 2023 | 2022 | 2021 |
| Total permits for NOV: | 0 | 0 | 2 |

| | 2023 | 2022 | 2021 |
|----------------------------|--------|--------|--------|
| Total Estimated Value NOV: | \$0.00 | \$0.00 | \$0.00 |

| | 2023 | 2022 | 2021 |
|--------------------------|------|------|------|
| Total Build Permits YTD: | 0 | 6 | 3 |

| | 2022-2023 | 2021-2022 | 2020-2021 |
|----------------------------|--------------|----------------|--------------|
| Total Estimated Value YTD: | \$332,500.00 | \$2,230,000.00 | \$183,500.00 |

ANNAPOLIS ROYAL FIRE INSPECTION REPORT 2022/23

| Address | | INSP DATE | Type of Letter | DEF REP DATE | STATUS UPDATE | DEF CORR | COMP. LET. DATE |
|---------|-----------|-----------|----------------|--------------|---------------|----------|-----------------|
| DEC | 21 Church | 14-Dec-23 | DEF | 14-Dec-23 | 30 DAY NOTICE | | |
| | | | | | | | |
| | | | | | | | |

Water Tests 2023

| Date Collected | Date Tested | 9094 Hwy 8 Lequille | | 5 St. Anthony | | 144 Victoria Street | | Wastewater |
|----------------|-------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|-------------------|------------|
| | | Water Present/Absence | Chlorine Residual | Water Present/Absence | Chlorine Residual | Water Present/Absence | Chlorine Residual | |
| | | | | | | | | - |
| 12/7/2023 | 12/7/2023 | Absent | 1.02 | Absent | 1.23 | Absent | 1.19 | |
| 12/12/2023 | 12/12/2023 | Absent | 1.08 | Absent | 1.18 | Absent | 1.2 | |
| 12/20/2023 | 12/20/2023 | Absent | 1.02 | Absent | 1.22 | Absent | 1.17 | |
| 12/27/2023 | 12/27/2023 | | | | | Absent | 1.24 | |
| | | | | | | | | |

Water Tests 2024

| Date Collected | Date Tested | 9094 Hwy 8 Lequille | | 5 St. Anthony | | 144 Victoria Street | | Wastewater |
|----------------|-------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|-------------------|------------|
| | | Water Present/Absence | Chlorine Residual | Water Present/Absence | Chlorine Residual | Water Present/Absence | Chlorine Residual | |
| | | | | | | | | - |
| 1/1/2024 | 1/1/2024 | Absent | 1.09 | Absent | 1.15 | Absent | 1.16 | - |
| 1/10/2024 | 1/10/2024 | Absent | 1.09 | Absent | 1.18 | Absent | 1.21 | - |

Councillor Sanford Report – January 2024

MEDC report:

January 9, 6:00pm

No regrets, Teresa Carlisle not present.

Presentation by Chair of Twinning Committee Christine Igot.

She described in details the challenges, successes and recommendations on behalf of the Twinning Committee. All volunteer members from the committee have step down. MEDC and council will be having a separate meeting on Jan. 23rd to discuss the future of the Twinning Committee. MEDC recognizes and appreciates their hard work and effort. A thank you card will be sent out.

Daniela Siggia-Beasant through acclamation will continue to chair the committee.

Anne Crossman through acclamation will also continue to be vice chair of committee.

A series of commercials have been produced to encourage visitors from away to come to Annapolis Royal during our quieter months. These commercials will be shown on social media.

Businesses have not been using our Town crier to advertise as frequent. A new format was suggested. Hoping to make it user friendly and easy for anyone who would like to use this tool for their benefit.

First Lake - Barefoot Park in the process of having a SWOT analysis prepared by Christopher Curtis.

Center for Acadian Families. Mayor Boyer included the letter sent to the Town of Annapolis Royal from Jean J. Gaudet President - Federation des Associations de Familles Acadiennes Inc dated March 20, 2021. She also included a conversation with Parks Canada on January 9, 2023 regarding this.

Board of Police Report:

January 10th

No regrets

New Chair Paul Kellogg - acclamation

Vice Chair Deputy Mayor Michael Tompkins - acclamation

Letter sent to Minister Johns requesting more funds for the Additional Officer Program.

Chief's Report:

- Mitten tree successfully
- "Cram" the cruiser also very successfully
- Our Police Department helped two families with Christmas
- Chief will be taking a conflict of interest course

Our CAO contacted Bridgewater CAO regarding Triton. Bridgewater does set up a separate reserve fund for capital reserves. Council will look at this during budget meetings.

Stats will be put back into our Town Crier Newsletter.