

**Town of Annapolis Royal
 Council Meeting
 Approved Minutes
 April 17, 2024 at 6:30 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:30 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 Paul Wear, CAO Sandi Millett-Campbell, Director of Finance (DoF) Melony Robinson (left at 7:41 pm), Director of Municipal Operations and Development (DMO/D) Ken Knox (left at 7:12 pm), and Recording Secretary Kim Dunning Planner Chris Millier and Anya Chin (left at 6:40 pm) Babatunde Awoyiga joined at 6:40 pm (left at 7:05 pm) Azad Haider joined at 6:40 pm (left at 7:05 pm)
3. Regrets	Councillor Holly Sanford
4. Additions to Agenda	Additions: New Business vii. Visitor Information Centre 14. In camera iii. Labour relations and contract negotiations 14. In camera iv. Personnel matters
5. Approval of Agenda	MOTION #C2024-04-17-01 The agenda was approved by unanimous consent with the above additions. Motion carried
Edits to the Minutes	
6. Approval of Minutes	MOTION #C2024-04-17-02 The Council Meeting Minutes of March 20, 2024 were approved by unanimous consent. Motion carried

7. Presentations

- i. Development Agreement – King’s Theatre Society - Chris Millier/Anya Chin
 Chris Millier reviewed the application for renovations and small addition to the King’s Theatre building. PHAC has reviewed the application. Chris Millier reviewed the Development Agreement with Council. At the end of the presentation, Councillor Hafting asked if the alcove in the front of the building is going to be pushed out or will be flush. DMO/D Knox responded that this would become internal space. Deputy Mayor Tompkins asked about the previous concerns around lighting and Councillor Hafting advised that this was addressed, and DMO/D Knox added that the lights are on timers and will be pointing downwards.

MOTION #C2024-04-17-03

It was regularly moved and seconded that Council approve the second and final reading of the Development Agreement between the Town of Annapolis Royal and King’s Theatre Society for improvements at 209 St George Street (PIDs 05003777,

05311634, and 05004221) as detailed in the Development Agreement. **Motion carried.**

- ii. Municipal Housing Needs Report – Babatunde Awoyiga/Azad Haider (Department of Municipal Affairs)

Babatunde Awoyiga and Azad Haider provided an overview of the Municipal Housing Needs Report which was released in October 2023. Next steps will be to engage with municipalities, plan information sessions and provide input on the data collection process.

At the end of the presentation, Councillor Hafting asked how they came up with the figure of 10% for the increase of households and Babatunde Awoyiga responded that these figures were based on projections by the Department of Finance and census numbers. Councillor Hafting also asked if there is really a current shortage of 60 units and if the Town really will need to have 120 new units by 2027. Babatunde Awoyiga advised that the expectation of growth is based on point in time data, and hopefully there will be additional units built during this time. Councillor Wear appreciated the report, stating that it was good information, and asked if there is an indication of the type of housing units they are looking for (single family dwellings, rentals, etc.). Babatunde Awoyiga responded that the plan going forward is to get information from the municipalities so that they can establish what is required for each location. Mayor Boyer added that the Town of Annapolis Royal is an area of two square kilometres that includes marshland. Is the Town not a statistical outlier with respect to the data? Babatunde Awoyiga appreciated being advised of this information.

- 8. Public Input
None

- 9. New Business

- i. Public Works – Side-By-Side Vehicle
DMO/D Knox advised that at the last Council meeting there were discussions on the two different types of vehicles available and the request was to get additional quotes/information on the vehicles and plows. DMO/D explained the two quotes and it was agreed to purchase the side-by-side vehicle plow and salt spreader.

MOTION #C2024-04-17-04

It was regularly moved and seconded that Council pre-approve the purchase of side-by-side by-side vehicle with plow and salt spreader for a cost of \$48,581.41 + HST from the general capital budget 2024-2025. **Motion carried.**

- ii. 2024 NSFAM Spring Conference
CAO Millett-Campbell advised that an email was sent out earlier as there was an early bird opportunity, and asked if there was any interest from anyone else in attending and if yes, to let them know.
- iv. Bill 419 – Financial Measures Act (2024)

CAO Millett-Campbell has reached out to the Department of Municipal Affairs regarding a couple of questions on planning and will report back once they have received an answer. CAO Millett-Campbell and DMO/D Knox will be having a virtual meeting with them to answer the Town's questions.

- v. Staff Recognition
The Canadian Association of Municipal Administrators has a long service recognition award program, and this year, it is acknowledging CAO Millett-Campbell. Mayor Boyer recognized their achievements and provided a summary of their municipal career.
- vi. Request for Decision: 2024 Provincial Volunteer Nominations
Mayor Boyer advised that there were a couple of volunteer roles missed for one of the nominations. CAO Millett-Campbell added that the Town does its own volunteer acknowledgement and asked for Council to write their first and second recommendation via a ballot, and the scoring will be shared with Noah Scanlan.
- vii. Visitor Information Centre (VIC)
Councillor Hafting stated that there had a recent discussion during a Marketing and Economic Development (MEDC) meeting about there being no VIC this year. CAO Millett-Campbell added that that there isn't any funding arranged for the operation of a VIC. Councillor Hafting asked about using the Comfort Station as this is open 8:00 am to 8:00 pm and the shelving for brochures/leaflets which would not having to be staffed. CAO Millett-Campbell responded that there have been issues of vandalism there. Deputy Mayor Tompkins advised that the VIC had its place in time and recommended leaving brochures/leaflets at businesses for visitors to take. The Explorer Guide is a good example of this. Recommendation for this to go to MEDC for discussion and Councillor Hafting would like to attend.

ACTION: Add to next MEDC agenda and invite Councillor Hafting

NAME: Recording Secretary Dunning

DUE: May 14, 2024

10. Unfinished Business

- i. Approval of 2024-2025 Town Operating Budget
DoF Robinson reviewed the 2024-2025 Town Operating Budget with Council. Deputy Mayor Tompkins asked about the Capital Transfer Reserve and was concerned about the amounts of money being transferred to operating and capital reserves. After further discussion, they were supportive of the recommendation to approve the Town Operating Budget for 2024-2025.

MOTION #C2024-04-17-05

It was regularly moved and seconded that Council approve the \$2,816,083 Town Operating Budget for 2024-2025 with tax rates remaining unchanged at \$1.70 and \$3.20 respectively for Residential and Commercial. **Motion carried.**

- ii. Approval of Capital Budget 2024-2025 (TAB 9)

DoF Robinson reviewed the 2024-2025 Capital Budget with Council and reported on changes.

MOTION #C2024-04-17-06

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

- ii. Change Start Time for Committee of the Whole and Council Meetings
Councillor Hafting asked for this to be added to the agenda as they feel that getting home after 9:00 pm is a little too late. Recommendation was to return to 6:00 pm and everyone agreed. Mayor Boyer asked everyone to agree to send reports for the package on time, and to ask any questions before meetings (ensuring that everyone is included on the email) as this will hopefully ensure that meetings finish on time. Discussion for the next Committee of the Whole meeting to review this.

ACTION: Update website and notice of time change

NAME: Recording Secretary Dunning

DUE: May 3, 2024

ACTION: Review measures to ensure that meeting stay within acceptable timeframes

NAME: Council

DUE: June Committee of the Whole meeting

MOTION #C2024-04-17-07

It was regularly moved and seconded that Council approve the change of starting with immediate effect that the Committee of the Whole, and Council start at 6:00 pm.

Motion carried.

11. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2024-04-17-08

It was regularly moved and seconded that Council pre-approve the purchase of the TouchRead and Archer System for tracking water usage at a cost of \$17,430 + HST from the water capital budget 2024-2025. **Motion carried.**

MOTION #C2024-04-17-09

It was regularly moved and seconded that Council pre-approve the cost of a new Chain of Office to a maximum amount of \$3,400. **Motion carried.**

Councillor Wear advised that they have investigated the original purchase of the Chain of Office. It was purchased in the 1950s and the Town paid approximately \$130.

Discussion regarding options for where the existing chain of office should be placed for a display for residents to be able to view; and it was agreed to review this later.

Planning & Heritage Advisory Committee

MOTION #C2024-04-17-10

It was regularly moved and seconded that Council give the applicant at 644 St. George Street heritage approval to install fencing as detailed in application 24-09-HER, providing that the requirements of the Land Use By-law are met. **Motion carried.**

Councillor Wear had concerns regarding the fence at the front being 6ft tall and so close to the sidewalk, and Councillor Hafting responded that the fence was placed back further and would not be against the sidewalk.

MOTION #C2024-04-17-11

It was regularly moved and seconded that Council give the applicant at 285 St George Street heritage approval to remove the existing vent dormers on the roof, restoring it to its original state, which will reduce the potential for structural damage as detailed in application 24-10-HER, providing the requirements of the Land Use By-law are met.

Motion tabled.

Councillor Wear advised that the dormers were not on the original building and were added roughly 80 years ago. There are concerns that we have many heritage buildings in the town that aren't original and that this could cause issues. They also added that the dormers are part of the heritage of the building and that residents of the Town may not understand. CAO Millett-Campbell responded that previously, there was a building in a similar situation, that there were changes added after the property had been built which the owner wanted to remove, and this was approved by Council. DMO/D Knox had messaged to say that the Town has had two contractors advise removing the dormers as they are causing water damage to the building. Recommendation to table this motion and for DMO/D Knox to request an additional professional opinion for discussion at the next CoW meeting.

ACTION: Contact another contractor for their opinion

NAME: DMO/D Knox

DUE: May 3, 2024

12. Reports from Committees, Boards and Commissions

- i. Mayor's Report
As presented. See attached Appendix.
- ii. Chief Administrative Officer's Report
Reviewed by all. CAO Millett-Campbell added that they had a meeting with Minister Lohr and that an additional meeting was requested on Sunday, April 15 at 6:00 pm to discuss the Nova Scotia Guards. During the first meeting, there were over 100 search and rescue members in attendance and at the second meeting, there were over 120 firefighters and CAOs present. They are very happy that the 2024-2025 budgets have

been approved and would like to thank staff who have spent time working on these. Also working on the May 13, 2024, public meeting for residents to attend; there will be presentations on the Five-Year Infrastructure Plan, Seawall and Wharf.

- iii. Planning Services Report
As presented.
- iv. Water Report
As presented.
- v. Marketing and Economic Development Committee
Absent.
- vi. Board of Police Report
Absent.
- vii. Planning & Heritage Advisory Committee
Absent.
- viii. Twinning Committee
Included in Mayor's report.
- ix. Library Report
Councillor Wear advised there hasn't been a meeting since February and the next one is on Thursday, April 18, 2024.
- x. Traffic Flow Advisory Committee
Councillor Wear advised that there was a meeting last Thursday and the items discussed included Town parking lot issues with illegal dumping and non-registered vehicles being left there. Also, there was discussion on traffic calming measures and the changes to the parade route for Natal Day.
- xi. IMSA Interim Board
Included in Mayor's report.
- xii. Environment Advisory Committee
Mayor Boyer advised that this Committee is currently working on arranging a task team for the Nova Scotia Coastal Plan, as this will affect the Town. They also added that terms of reference will be shared with Council for their review/approval.
- xiii. Academy Condo Board
Councillor Hafting advised that the regular meeting was held yesterday, and work continues for minor upkeep and maintenance throughout the building which is being overseen by the Property Manager. Quotes are coming in for the larger budget maintenance projects, such as the exterior painting, repointing brickwork, etc. There is a proposal to increase the condo fees by 10% and a budget has been circulated. The Annual General Meeting (AGM) will be held on April 26, 2024, at 6:00 pm.

- xiii. Friends of the Annapolis Pool Society
Councillor Hafting advised that fundraising initiatives are ongoing. The recent pancake breakfast was a success and there will be a Bottle Drive on April 20, 2024 at the Fire Hall. Friday, April 19, 2024 will see the launch of the new coffee called 'The Deep End' at Sissaboo's and part of the proceeds will be donated to the Save the Pool Campaign. There are more fundraising events being organized over the coming months. There was a facility team meeting yesterday to discuss the final contract details with the Ontario Liner Company.
- xiv. Accessibility Committee
No meeting and CAO Millett-Campbell advised that they are trying to find a couple of members. The next meeting will be held in June, as these meetings are held quarterly. Please let them know if you can think of anyone who would be interested in joining.

13. Correspondence

- i. Letter from Honourable John Lohr – Service Exchange
For information only.
- ii. Letter from Minister Allan MacMaster – Annapolis Valley Regional Library
For information only

MOTION #C2024-04-17-12

It was regularly moved and seconded that Council move into camera at 5:45 pm.

Motion carried.

MOTION #C2024-04-17-14

It was regularly moved and seconded that Council move out of camera at 6:10 pm.

Motion carried.

MOTION # C2024-04-17-15

It was regularly moved and seconded that Council award the contract for the healthcare professional video to Andrew Tolson Photography in the amount of \$8,000 + HST subject a successful application for additional funding from the Health Foundation. **Motion carried.**

14. Next Meeting

May 15, 2024

15. Adjournment

The meeting was adjourned at 8:42 pm.



Amery Boyer, Mayor



Kim Dunning, Recording Secretary

Mayor’s Report, April 11, 2024

March 26, 2024

Review of Town of Annapolis Royal documents relating to coastal protection for Environment Advisory Committee.

April 2, 2024 Sat in on virtual health professionals recruitment webinar with CAO.

April 5, 2024 With CAO, met virtually with Matt Delorme and Ian Tenhaaf of AIMN to review changes to five year capital plan and discuss upcoming public meetings and their presentation.

April 8, 2024 Review of Town Website for French/Acadian Content/Links.

April 9, 2024 Attended MEDEC meeting.

April 12, 2024 Plan to attend virtual meeting of Dept of Emergency Management and the Nova Scotia Guard.

April 19, 2024 Plan to meet virtually with Anya Waite, CEO of Dalhousie Ocean Frontier Institute, Greg Trowse of Sustainable Applied Research (SOAR), CAO and Bill Crossman re tidal project.

April 24, 2024 – 10 am – 11 am (AST) through zoom

Amplifying Climate Awareness, NSFM

Free webinar for NSFM and AMANS members from the Canadian Centre for Climate Services and CLIMAtlantic about:

- Climate trends and projections for Nova Scotia
 - A few of the many tools, resources, and services available to apply climate data in your own work
 - Examples of what others are doing to adapt to climate change
- Webinar attendees will have the opportunity to actively participate through interactive polling and a question period.

April 22 to 25, 2024

Mayor will be out of the Province but back in time for the ACIMWG meeting.

Status of grant applications:

Project	Potential Funding Source	Status
Tidal Pilot Project Feasibility Study ¹	Sustainable Communities Challenge Fund (Province of NS)	Application for \$105,808 filed Nov 29, 2023/ decision expected March/April 2024
	Building Capacity with the Smart Renewables and Electrification	Application filed on Jan 31, 2024 for \$34,955 including HST for the

¹ Note: all applications in progress for this project are based on previous applications to FCM and Sustainable Communities Challenge Fund. It is largely a cut and paste job to complete subsequent applications.

	Pathways Program (canada.ca) Smart Renewables and Electrification Pathways Program (SREPs) NR Canada	entire project/this application combined with the one above would fund 100% of the feasibility study - decision expected May 2024
	FCM Green Funds (Federation of Canadian Municipalities)	Pre-application for \$66,130 submitted April 9, 2024
	IRAP: NRC Industrial Research Assistance Program - National Research Council Canada	Information requested Jan 21 & sent on Feb 12, 2024/Town not eligible to apply/on March 27, 2024, Hysovent stated that it may be eligible to apply for: <ul style="list-style-type: none"> • Risk assessment and Mitigation planning • Technical analysis and design considerations • Hydrogen production analysis on behalf of the project.
	Clean Energy for Rural and Remote Communities Program (canada.ca)	holding for Program Officer as at March 12, 2024 before proceeding with any application
	oceansupercluster.ca	Met with MaFe Navarro and Jennifer Laplante online on Mar 22, 2024. They do not fund feasibility studies but could assist with commercialization down the road.
	Clean Growth Hub (Canada.ca)	Contact form completed Mar 12, 2024/ resent at their request on Apr 8, 2024/meeting scheduled for April 19, 2024
	Dalhousie Ocean Frontier Institute (Anya Waite, CEO)	On April 6, 2024, they indicated that are very interested in a conversation with us and will provide an introduction to non-profit partner Sustainable Applied Research (SOAR).
	Sustainable Applied Research (SOAR)	Our project aligns with the Transformation Climate Action research program, a 7-yr program launched in March 2023, under Cluster 2.3, The sustainable development of tidal energy infrastructure. Holding for meeting dates and times as at April 6, 2024.

IMSA Report

March 27, 2024 Regular meeting of the Interim Intermunicipal Services Agreement (IMSA) Board. It was a very productive meeting.

- There was a presentation by Mark Peck on the Regional Transportation for Halifax and larger area. The ultimate purpose will be to determine a hierarchy of transportation modes for the region with public input. For example, the City of Vancouver Transportation 2040 Plan rates these as follows: priority 1 is walking, priority 2 cycling, 3 is public transit, 4 is taxis and shared vehicles and 4 is the car. Kings Transit presented its first draft strategic plan which was very well done. Page 4 of the report mentioned a compliment that was received on an inspection of the KTA offices and maintenance garage located in New Minas.
- The new cost model for the various waste streams was presented at the cost centre, stream level, user level, and municipal level. The model was deemed to be complete, ie. “it works” and will next be handed over to VW staff to begin to use. It is said to be user friendly with 40 to 50 tabs that can be used to manipulate variables for “what if” scenarios. Capital costs, reserves and financing are not included in the model.
- New request for Decision and Request for Direction forms were presented which were well received. Perhaps the Town should consider such a format for it’s request for direction.

The next meeting will be on April 17, 2024 at 10:00 am.

April 10, 2024 Attended special meeting of the IMSA Board to discuss award of contract for curbside collection services.

Twinning Report

April 9, 2024 drafting of terms and signing of contracts for two Royan Tourism students