

**Town of Annapolis Royal  
 Council Meeting  
 Approved Minutes  
 July 17, 2024 at 6:00 pm**

<b>1. Call to Order</b>	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
<b>2. Present</b>	Mayor Amery Boyer, Councillor Paul Wear, Councillor Paula Hafting, Councillor Holly Sanford, CAO Sandi Millett-Campbell, Director of Finance (DoF) Robinson (left at 6:15 pm) and Recording Secretary Kim Dunning
<b>3. Regrets</b>	Deputy Mayor Michael Tompkins
<b>4. Additions to Agenda</b>	New Business ii. Unsightly Premises New Business iii. Low Carbon Communities Program Grant New Business iv. Home Hardware Lift Station New Business v. Local Leadership for Climate Adaptation Grant
<b>5. Approval of Agenda</b>	<b>MOTION #C2024-07-17-01</b> The agenda was approved with the above additions by unanimous consent
<b>Edits to the Minutes</b>	None
<b>6. Approval of Minutes</b>	<b>MOTION #C2024-07-17-02</b> The Council Meeting Minutes of June 19, 2024 were approved by unanimous consent. <b>MOTION #C2024-07-17-03</b> The Special Council Meeting Minutes of July 4, 2024 were approved by unanimous consent

**7. Presentations**

- i. Pension #82 By-law – Second Reading and Passing  
 CAO Millett-Campbell advised that they haven't received any comments regarding this By-law.

**MOTION #C2024-07-17-04**

It was regularly moved and seconded that Council approve the second reading and passing of the Pension By-law #82 dated June 2024 as presented. **Motion carried.**

**8. Public Input**  
 None

**9. Unfinished Business**

- i. Snow and Ice Policy #2024-05

Councillor Hafting was away for the last meeting, and wanted to confirm that the amended policy would make the Town responsible for clearing the sidewalks outside of businesses.

**MOTION**

It was regularly moved and seconded that Council approve the Snow and Ice Policy #2024-05 dated June 2024 as presented. **Motion defeated.** 2 nay votes.

ii. Streets and Sidewalks #201 By-law

**MOTION**

It was regularly moved and seconded that Council approve the first reading of the Streets and Sidewalks #201 By-law dated June 2024 as presented. **Motion defeated.** 2 nay votes.

- iii. Lawrencetown Community Development Co-operative (LCDC) – Internet Services  
CAO Millett-Campbell had previously discussed during budget time that the internet wasn't working sufficiently well in the various Town locations and was asked to see where the Town can cut costs. LCDC is currently working on a package for the Town. They added that there will be some setup costs \$14-15,000 and LCDC has stated that it will install now and invoice the Town on April 1, 2025. The Town will be able to use the Gas Tax Fund 2025/2026 for this purpose, and DoF Robinson is investigating through the Province to see if the Town can use this year's funds instead. CAO Millett-Campbell added that the internet services will cost \$47 a month and the phone costs will be approximately \$50 (\$25 and \$3 each per phone line). When LCDC was at Town Hall, it noted that the reason the phone lines are not working all the time is because the Town is using the same internet line, not separate ones. The total costs will be \$1,710 a year for the internet, compared to \$6,000 a year. The Town is currently paying \$300 a month for the phones and will now be paying \$60 a month instead. Once everything has been switched over, as this is a co-op, there is the option for residents/businesses having internet at a cost of \$100 for membership and then \$47 a month.

Councillor Wear asked what the quality of service would be, and CAO Millett-Campbell responded that LCDC is installing fibre and has been providing reliable service to Lawrencetown for 15 years. Councillor Wear asked about the hardwire setup and CAO Millett-Campbell responded that there will be three antennas placed throughout the Town. Councillor Wear asked if LCDC has been working with other locations and CAO Millett-Campbell responded yes and added that this is an operational matter, and this update was to let Council know what was happening. Councillor Hafting added that the system will pay for itself after two and a half years, so that's good.

**MOTION #C2024-07-17-05**

It was regularly moved and seconded that Council approve the transfer of internet services to the Lawrencetown Community Development Co-operative (LCDC) and that the cost of the changeover be covered through funds from the 2025/2026 Gas Tax Fund. **Motion carried.**

**10. New Business**

i. Quarterly Financials Update

a. General Operating Budget

DoF Robinson provided a review of the Town Operating First Quarter, and Water Utility first quarter.

Councillor Wear asked about the General Office Admin Budget line for the Water Operating costs, and DoF Robinson advised that there is a timing difference at this point and that this is a function of the Town Operating Budget. Councillor Hafting asked about the Share Operating Maintenance Costs (Well Field) line and DoF Robinson responded that this is the cost to the County for their water.

b. Capital Budget

DoF Robinson provided a review of the Capital Budget First Quarter and explained that the General Capital is at the beginning and Water Capital is at the end of the report.

Councillor Sanford asked when Public Works were going to continue with the water saddles program, and CAO Millett-Campbell advised that this should resume in the Fall.

DoF Robinson advised that they do have a 12-page document with more information and if anyone requires a copy to let them know.

ii. Unsightly Premises

CAO Millett-Campbell advised they have received complaints regarding the lawn on 98 Victoria Street. They added that a registered letter was sent out on June 16, 2024, and was not collected. A follow up letter was hand delivered to the owner on July 2, 2024, to give them 30 days' notice. At that time, the owner advised that this would be completed within a week, and it still hasn't been dealt with. CAO Millett-Campbell had reached out to the solicitor to establish what the next step would be for Council to give the Order to Remedy, so that by the end of July it hasn't been done, the Town can hire a contractor to mow the lawn and the cost for this service would be added to the owner's taxes.

Councillor Wear asked how this process begins, and CAO Millett-Campbell responded that they need to receive complaints from residents first, as this would be the first step, and added that dealing with unsightly premises is a very long process.

**MOTION #C2024-07-07-06**

It was regularly moved and seconded that Council issue an Order to Remedy the condition of the lands located at 98 Victoria Street in the Town of Annapolis Royal on or before the 31<sup>st</sup> day of July 2024, by mowing the lawn on the property to a reasonable level, acceptable to the Town, such that the lawn is no longer unsightly. **Motion carried.**

iii. Low Carbon Communities Grant

CAO Millett-Campbell advised that the Town had applied for the pre-application, was approved for the pre-application, and now needs to submit the application in by Monday, June 22, 2024. They added that earlier today, they received an email advising that this deadline has now been extended to the end of July. This grant is for the feasibility study for the small-scale community tidal project. CAO Millett-Campbell added that they do require Council support and that is why there are two motions. The first motion can be submitted without the second motion being approved, and there is a check button to advise if the balance of funding has been confirmed or not.

**MOTION #C2024-07-07-07**

It was regularly moved and seconded that Council agree to write a letter of support for the application under the Low Carbon Communities Program to be signed by the Mayor. **Motion carried.**

Councillor Wear was concerned with the amount needed to guarantee the balance of funding and stated that this money could be used elsewhere.

Councillor Sanford asked where this would be taken out and CAO Millett-Campbell advised that this would be taken out of the operations budget. Mayor Boyer added that the Town has applied for other applications (more than the \$33,000 balance of funding) and, if approved, this would reduce the Town's ask. They also added that this was a requirement from FCM for funding.

Councillor Hafting asked the following question "in a research and development capacity, is it normal for a Municipality to foot the bill for new technology to be proven". Mayor Boyer responded that the Town of Digby has previously done this for tidal projects. Their second question was do we have an idea of what it will cost to maintain this, and Mayor Boyer responded that yes, that a budget for a pilot project has been developed with estimated costs at \$400,000, but this number would need to be adjusted for inflation to approximately \$500,000.

CAO Millett-Campbell added that the feasibility study should provide the information about whether the Town should continue with this project or not.

CAO Millett-Campbell reiterated that that the letter can be sent with the box checked that funding isn't being provided by the Town, and if we receive their approval, this can be brought back to Council for further review.

**MOTION**

It was regularly moved and seconded that Council agree to guarantee of the balance of funding to a maximum of \$33,065 in the event of a successful application for funding from the Low Carbon Communities Program on the understanding that staff will endeavor to cover any shortfall in funds through both current and future grant applications. **Motion defeated.** 3 nay votes.

iv. Home Hardware Lift Station

CAO Millett-Campbell advised that the Town has been working on the Home Hardware Lift Station for the last couple of years, as this hasn't been working properly. Staff and Public Works have been working with the engineers to try and resolve this. They added that with extreme weather events, the lift station can't handle the flow of water that is being dumped in a short period of time. Pump trucks had to be called in on July 6, 2024, and they ran all day. Staff were in from 8:00 am to 8:00 pm. This cost the town \$4,000 for the trucks plus overtime for Public Works. CAO Millett-Campbell advised that if we have another heavy rainstorm, we may need to get the pump trucks back. They also added that they have been talking to the engineers, and one report recommends putting a new lift station in with a tank for the overflow. Director of Municipal Operations and Development Knox has been talking to engineers about this, whether it is feasible or not, and if there is also the possibility of receiving a grant through the Provincial Capital Assistance Program (PCAP).

Councillor Wear asked if this was a recent issue, and CAO Millett-Campbell responded that no, this has been happening for a while. They also added that there are concerns about the new properties being built in that area.

Councillor Hafting asked if the properties at the Royal Estates are experiencing sewer backups and CAO Millett-Campbell responded that they have received complaints from Home Hardware, and the Town is investigating the issues. CAO added that the Town isn't ignoring the situation, but staff don't know how to solve it yet and are continuing to work to find a solution.

**MOTION #C2024-07-07-08**

It was regularly moved and seconded that Council approve the overage of \$4,000.00 for the pumping of the Home Hardware lift station by Connell's Septic and Loomer's Pumping Services from the extreme weather event of July 6, 2024. **Motion carried.**

v. Local Leadership for Climate Adaption Grant

CAO Millett-Campbell advised that this grant is for the shoreline restoration project and the funding starts at 60% with 10% increments for a possible 90% in funding. They added that this is a pre-application that is being submitted and needs Council support before proceeding. Mayor Boyer added that this is for the marsh restoration project along the boardwalk.

Councillor Wear asked if anyone had investigated the currents as they weren't sure this would work, and Mayor Boyer responded that yes, Atlantic Infrastructure Management (AIM) have reviewed this, and Ducks Unlimited said this was a good idea but will not fund it.

Councillor Hafting added that there was a previous presentation to the Environment and Advisory Committee from the Ecology Centre in Halifax, and talked about the seagrass project at Mahone Bay, which is very different to the Town of Annapolis, and added that the presenter felt very strongly that a shore restoration program project would work here.

**MOTION #C2024-07-07-09**

It was regularly moved and seconded that Council agree to write a letter of support for the application under the Local Leadership for Climate Adaptation Grant to be signed by the Mayor. **Motion carried.**

**11. Recommendations from Committees, Boards and Commissions**

**Committee of the Whole**

Councillor Hafting asked for what the procedure was for any flags that were to fly for more than a few days (e.g. Victoria Day). CAO Millett-Campbell responded that they are normally placed on the streets. They also added that for a weekend event, they would be put up on the Friday and taken down on the Sunday.

**MOTION #C2024-07-17-10**

It was regularly moved and seconded that Council approve the Flag Flying Policy #2024-10 dated June 18, 2024 as presented. **Motion carried.**

Councillor Wear has already voiced their opinion at the previous Committee of the Whole (CoW).

Councillor Hafting asked if the Town knows how much it will cost to repair the Town Hall dormers, and CAO Millett-Campbell responded that they are in such bad shape they will need to be replaced at a cost of \$2,800 each, and the Town only has \$35,000 in the budget for roof replacement.

Councillor Wear stated that they didn't think the contractors had inspected the dormers, and CAO Millett-Campbell responded that they were offended by this remark as staff and contractors have previously been in the attic to look at these.

Councillor Hafting asked about the smaller dormers on the clock tower, and CAO Millett-Campbell responded that these were not being replaced as this was regarding the roof only. They added that this is part of the building and should stay.

Councillor Sanford added that if this question was being asked regarding another building, PHAC would support this type of request.

**MOTION**

It was regularly moved and seconded that Council give the applicant at 285 St George St. 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 defeated.** 2 nay votes.

**MOTION #C2024-07-17-11**

It was regularly moved and seconded that Council approve the Human Resource Policy dated June 2024 as presented. **Motion carried.**

Councillor Hafting advised that it is a good idea for Council members to have the option of joining the benefits plan and this could be a good incentive for them. Councillor Wear responded that this is a large expense for the town.

**MOTION**

It was regularly moved and seconded that Council approve to remove the option for Council members to join the benefits plan as of November 2024. **Motion defeated.** 2 nay votes.

**MOTION #C2024-07-17-12**

It was regularly moved and seconded that Council approve the Fire Area Rate Policy #2024-09 dated June 2024 as presented. **Motion carried.**

**MOTION #C2024-07-17-13**

It was regularly moved and seconded that Council approve the first reading of the Provision of Taxation Information By-law #200 as presented. **Motion carried.**

**MOTION #C2024-07-17-14**

It was regularly moved and seconded that Council approve the public meeting for the Provision of Taxation Information By-law #200 on September 18, 2024 at 6:00 pm. **Motion carried.**

Councillor Hafting asked how the money for the reception would be spent, and Mayor Boyer responded that this would be for light refreshments.

**MOTION #C2024-07-17-15**

It was regularly moved and seconded that Council approve the cost of a small reception at the Acadian Deportation Monument unveiling to a maximum of \$300 from the Marketing General Budget. **Motion carried.**

**MOTION #C2024-07-17-16**

It was regularly moved and seconded that Council approve the appointment of Noah Scanlan, Active Communities and Recreation Coordinator, to the Accessibility Advisory Committee for the term ending December 31, 2024. **Motion carried.**

CAO Millett-Campbell advised that the Municipality of the County of Annapolis voted this month to rejoin Valley Waste. Mayor Boyer added that the Town of Digby has joined Kings Transit.

**MOTION #C2024-07-17-17**

It was regularly moved and seconded that Council approve the borrowing of the aggregate principal amount of \$1,735,000.00 by Valley Region Solid Waste-Resource Management Authority, and that the Town of Annapolis's Council unconditionally guarantee repayment of \$18,390.00. **Motion carried.**

## 12. Reports from Committees, Boards and Commissions

- i. Mayor's Report  
As presented. See attached Appendix. They wanted to add that the community has lost three Legion members and that they have attended two celebrations of life, and the last one is on July 19, 2024.
- ii. Chief Administrative Officer's Report  
As presented.
- iii. Planning Services Report  
As presented.
- iv. Water Report  
As presented.
- v. Marketing and Economic Development Committee (MEDC)  
Councillor Sanford advised that MEDC had a meeting on July 9, 2024, and the two students from Royan have left. They did a fantastic job, and completed four booklets while they were here. A Roundtable has been arranged for Monday, September 23, and will be like the first one held. They have two members for the UNESCO sub-committee. Communications are being included in the Town-Crier newsletter. Natal Day is on track, and they had a meeting a couple of days ago. The Collaborative Marketing Fund will be launched very soon, and this is for businesses to promote activities through a grant.
- vi. Twinning Committee  
Included in Mayor's report. Also wanted to say the students were a delight to have. They also added that they would like to thank the town for providing Anne Crossman and the Mayor tax receipts for their financial contributions.
- vii. Library Report  
Councillor Wear advised that the Annual General Meeting (AGM) was held on June 20, 2024. The auditors and financial advisors stated that there were no issues with the audit, and the only matter of concern was with the receiving and depositing of funds by the same person. The investment report indicated a market return of 17.1% on \$178,500 for this past fiscal year. There has been a 5.25% increase in circulation of materials and a 10% increase for wireless connections.
- viii. Traffic Flow Advisory Committee  
Councillor Wear attended a meeting on July 11, 2024. Items discussed included the traffic speed limit and a request to lower it (this would require a speed study test), parking for police department, graffiti at the skate park. Natal Day parking, and EV chargers as there was discussion about installing parking meters at the current EV locations.
- ix. IMSA Interim Board



Mayor Boyer advised that there was a meeting today, and the audited statements for Valley Waste and Kings Transit were shared. CAO Millett-Campbell added that the Municipality of the County of Annapolis did vote to rejoin Valley Waste as a partner.

- x. Environment Advisory Committee  
Councillor Hafting wasn't here. Mayor Boyer gave the update on their behalf. They are currently working on terms of reference that will be shared with Council in September 2024 for the Coastal Plan, and the idea is to include this as part of the Climate Change Plan.
  
- xiii. Academy Condo Board  
Councillor Hafting advised that there was a meeting on July 16, 2024, and CAO Millett-Campbell had advised about a couple of library windows that needed to be fixed. There were other items brought to the meeting, a mechanism for library door accessibility, and the main exterior hub door. These will be investigated and fixed. The review of the Declaration will be happening soon, and they have requested a copy to be emailed to them to share with Council. Scaffolding is currently in place for repointing of brick work. When the propane tanks were initially installed, the divets never got flattened, and they would like to ask Public Works to smooth the out area and apply grass seed.
  
- xi. Friends of the Annapolis Pool Society  
Councillor Hafting stated that work has started on the pool. The Municipality of the County of Annapolis has made its official visit with its donation, and the art auction was the biggest fundraiser to date raising \$15,000. FAPS is hosting a Natal Day weekend BBQ on the Friday. CAO Millett-Campbell asked why the Town hasn't been asked to present its cheque and this will be investigated.

**13. Correspondence**

None

**MOTION #C2024-07-17-18**

It was regularly moved and seconded that Council move into camera to approve the in-camera minutes at 7:35 pm. **Motion carried.**

**MOTION #C2024-07-17-20**

It was regularly moved and seconded that Council move out of camera at 7:38 pm. **Motion carried.**

**14. Next Meeting**

September 18, 2024

**15. Adjournment**

The meeting was adjourned at 7:39 pm



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Amery Boyer, Mayor



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Kim Dunning, Recording Secretary