

Town of Annapolis Royal
Council Meeting
Agenda
December 18, 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. Absents
5. Additions to Agenda
6. Approval of Agenda
7. Approval of Minutes
 - i. Council Minutes – November 20, 2024 **(TAB 1)**
8. Presentations
 - i. Annapolis Royal Fire Department – Chief Andrew Cranton
9. Public Input
10. New Business
 - i. Nova Scotia Federation of Municipalities (NSFM) Regional Representative
11. Unfinished Business
 - i. Wharf Closure **(TAB 2)**
Motion
... Council approves the temporary closure of the municipal wharf to the public, both persons and vehicles until....
12. Recommendations from Committees, Boards and Commissions

Committee of the Whole

Motion #1

... that Council move forward with the wooden curb stops for the wharf to a maximum of \$20,000 including HST out of the operating budget 2024-25 for the safety issues as noted in the inspection report in the engineering report of 2025.

Motion #2 (TAB 3)

... that Council approve the Code of Conduct for Elected Officials of the Town of Annapolis Royal Policy #2024-13 dated December 2024.

Motion #3

... that Council move the Committee of the Whole meeting to January 8, 2025 and the Council meeting to January 22, 2025.

Planning and Heritage Advisory Committee

Motion #5 (TAB 4)

... that Council approves the applicant at 499 St. George Street be given heritage approval to replace a window at the rear of the property with a metal door to match the existing metal door and add an accessory structure (shed) as detailed in the application 24-30-HER, providing the requirements of the Land Use By-Law are met.

Motion #6 (TAB 5)

... that Council approves the applicant at 494 St. George Street retro-actively be given heritage approval to replace the ground sign, as detailed in the application 24-31-HER, providing the requirements of the Land Use By-Law are met.

Marketing and Economic Development Committee

Motion #7

... that Council supports the decision of Marketing and Economic Development Committee to not proceed with the UNESCO Delegation due to the recent research and information gathered to date.

Motion #8

... that Council approves the appointment of Deputy Mayor Skinner-Robertson to be the Town's representative for the Twinning Committee for a term of one year ending December 31, 2025.

Motion #9

... that Council approves the appointment of Spencer Reynolds to be the Town's representative for the Natal Day Committee for a term of one year ending December 31, 2025.

Motion #10 (to follow)

... that Council approve the Mandate of the Annapolis Royal Twinning Committee with Royan, France dated December 2024.

13. Reports from Committees, Boards and Commissions

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|-------|--|-------------------------------|
| i. | Mayor's Report | Mayor Boyer (TAB 6) |
| ii. | Chief Administrative Officer's Report | CAO Millett-Campbell (TAB 7) |
| iii. | Planning Services Report | CAO Millett-Campbell (TAB 8) |
| iv. | Water Report | for Council Review (TAB 9) |
| v. | Marketing and Economic Development Committee | Councillor MacDonald |
| vi. | Planning and Heritage Advisory Committee | Councillor MacDonald |
| vii. | Board of Police Commissioners | Councillor Sadkowski (TAB 10) |
| viii. | Twining Committee | |

- | | | |
|-------|---------------------------------------|--------------------------------------|
| ix. | Library Report | Mayor Boyer |
| x. | IMSA Interim Board | Mayor Boyer (TAB 11) |
| xi. | Environment Advisory Committee | Deputy Mayor Skinner-Robertson |
| xii. | Academy Condo Board | Mayor Boyer |
| xiii. | Friends of the Annapolis Pool Society | Councillor Sadkowski (TAB 12) |

14. **Correspondence**

- i. Concern – Curbside **(TAB 13)**

15. **In-camera**

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

- i. In-camera minutes of November 20, 2024 **(TAB A)**

Business Items

- i. Labour relations and contract negotiations **(TAB B)**
ii. Labour relations and contract negotiations **(TAB C) DM**
iii. Legal Advice **DM**
iv. Personnel matters **DM**

16. **Adjournment**

Next meetings

| | |
|---|-------------------|
| Planning and Heritage Advisory Committee | Jan 6 @ 4:00 pm |
| Committee of the Whole | Jan 8 @ 6:00 pm |
| IMSA | Dec 18 @ 10:00 am |
| Condo Board | Dec 18 @ 6:00 pm |
| Council | Dec 18 @ 6:00 pm |
| ACIMWG (Town of Annapolis Royal) | Dec 19 @ 6:30 pm |
| New Year's Levée at Royal Legion #21 | Jan 1 @ 1:00 pm |
| Strat Plan | Jan 6 @ 5:00 pm |
| Environment Advisory Committee | Jan 10 @ 9:30 am |
| Meet and Greet Council Meeting (Bridgetown) | Jan 13 @ 5:00 pm |
| Chris D-Entremont Meeting (Annapolis Royal) | Jan 14 @ 1:00 pm |
| Marketing and Economic Development Com. | Jan 14 @ 6:00 pm |
| IMSA | Jan 15 @ 10:00 am |
| Board of Police Commissioners | Mar 12 @ 10:00 am |



**Town of Annapolis Royal
 Council Meeting
 Unapproved Minutes
 November 20, 2024 at 6:00 pm**

| | |
|-------------------------------|--|
| 1. Call to Order | Mayor Boyer called the meeting to order at 6:00 pm acknowledging that the meeting was being live streamed and was taking place in the ancestral territory of the Mi'kmaq People. |
| 2. Present | Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, Councillor Sybil Skinner-Robertson, CAO Sandi Millett-Campbell, Director of Finance (DoF) Melony Robinson (left at 6:38 pm) and Recording Secretary Kim Dunning Member of public: Roger Lindala (left at 7:33 pm) |
| 3. Regrets | None |
| 4. Absents | None |
| 5. Additions to Agenda | Addition of In-camera ii. Labour relations and contract negotiations In-camera iii. Personnel matters Move Unfinished Business i. Workers' Compensation Board Rate for 2025 to New Business iv. |
| 6. Approval of Agenda | MOTION #C2024-11-20-01 The agenda was approved with the above additions by unanimous consent. |
| Edits to the Minutes | None |
| 7. Approval of Minutes | MOTION #C2024-11-20-02 The Council Meeting Minutes of October 16, 2024 were approved by unanimous consent. |

8. Presentations
None

9. Public Input
 Roger Lindala had three items to discuss with Council. They have concerns with the Town starting a task team for the deer concern, and they would like this to be removed as it would increase staff time. Secondly, regarding the AIMN study, they had attended the various presentations at the Town, Legion and online and wanted to know why the package seems to be pushing the continued use of the gates at the causeway as a water management tool. Lastly, they wanted to say thank you for having the option to review the package online as this is very helpful for residents.

10. New Business
 i. Quarterly Financial Update
 a. 2nd Quarter General Operating Budget

DoF Robinson gave an overview of the 2nd Quarter General Operating Budget. They asked if anyone had any questions, and added that this document is included in the package that was shared with Council when they were sworn in.

b. 2nd Quarter Capital Budget

DoF Robinson gave an overview of the 2nd Quarter Capital Budget.

ii. Write-off roll #00092398 and roll #04997409 Final Taxes

DoF Robinson advised that the Town has a couple of properties that are leased out, and they would be available for any questions if needed.

MOTION C#2024-11-20-03

It was regularly moved and seconded that Council approve the write-off roll #00092398 and roll #04997409 final taxes in the amounts \$680.85 and \$3,244.80 respectively for the Town of Annapolis Royal for the Town owned properties. **Motion carried.**

iii. Growth and Renewal for Infrastructure Development Program (GRID) Funding Request for Approval

CAO Millett-Campbell advised that this a new grant that has come out from the Province, and from what they can see, this would be a good fit for the Town's marsh restoration project. They added that to apply for the grant, Council needs to approve a motion to proceed, and the deadline is December 13, 2024. There is also the possibility of the Flood Risk Infrastructure Investment Program (FRIP) and GRID being stacked together and they are currently waiting to hear back from FRIP to see if the scope of the original project under that provincial program can be changed. Councillor Myers asked why this doesn't go near the wharf and CAO Millett-Campbell responded that this is Phase One. Councillor MacDonald asked if this is a multi-phased project why was it indicated as a single project on the application. CAO Millett-Campbell responded that this is technically one project. Councillor Skinner-Robertson asked if there will be any consultations with Bear River and Mayor Boyer responded that they should happen earlier rather than later.

Mayor Boyer added that, to address Roger Lindala's second question, the County of Annapolis and the Town of Annapolis Royal have asked for a full structural assessment of the Causeway and the engineering report should be available for the Town early 2025.

MOTION C#2024-11-20-04

It was regularly moved and seconded that Council approves the submission of the Shoreline Restoration project under the Growth and Renewal for Infrastructure development Program. **Motion carried.**

11. Unfinished Business

i. Workers' Compensation Board (WCB) Rates for 2025

DoF Robinson advised that every year the Town receives rates from WCB. They added that for Public Works, Admin and Council, the new rate for our industry is 3.18

(previously) 3.08. The rate for the Town is down since we have not experienced any WCB claims. Police services rates will be 4.32 (previously at 4.07) reflecting previous claims experience which now appears to be on the decline.

- ii. Request for Decision: Repeal Establishing the Traffic Flow Advisory Committee Policy
CAO Millett-Campbell has talked to staff about removing Council members from this Committee or removing the Committee altogether. Recommendation was to remove the Committee and bring anything to Council as needed. Councillor MacDonald asked if this would limit the opportunity for any public input, and CAO Millett-Campbell responded that it would not, as matters would come to Council for their review/input as and when needed.

MOTION C#2024-11-20-05

It was regularly moved and seconded that Council repeal the Establishment the Traffic Flow Advisory Committee Policy #2012-4 dated December 17, 2012, as of November 21, 2024. **Motion carried.**

- iii. Annapolis Royal Volunteer Fire Department Town Truck Replacement Request
CAO Millett-Campbell advised that during the next few Council meetings, they will be providing an update on various projects. The Annapolis Royal Volunteer Fire Department had given a presentation to the previous Council and the Town now has a signed agreement with the Fire Department outlining expectations. A new fire area rate will be included on the next tax bill on a separate line. They would like to know if Council would want a presentation from them on why they want/need an aerial truck. It was agreed to have a presentation. Mayor Boyer added that there is a report available for review. It was noted that the signed agreement is the first agreement in 30 years.

ACTION: Arrange for the Fire Department to give a presentation

NAME: CAO Millett-Campbell

DATE: January 2, 2025

- iv. Lawrencetown Community Development Cooperative (LCDC) Broadband Update
CAO Millett-Campbell advised that they currently attend monthly meetings as an LCDC member and LCDC is currently working on setting up fibre for the Town. Phase One is for Town Hall and the Police Department, and the next phase will involve switching over the phone lines as the previous system wasn't set up to correctly and the current phones drop calls. This will save the Town money for VOIP lines. Phase Three will involve installing the antennas on the Town Hall building and placing a 90 ft tower at the sewage treatment site, and this will allow Public Works and the gym to have internet access. The plan is to use the Gas Tax 2025 money for the above; LCDC is paying for the expenses now and will invoice the Town later. Once the above phases have been completed, the plan is to open the option for residents to have their internet provided by LCDC and once 20 residents have joined, the internet charges will be reduced. Councillor Myers asked what the completion timeline is, and CAO Millett-Campbell responded that they hope to have this all-in place by April/May 2025. Councillor MacDonald asked if there would be any wi-fi hotspots available in the Town,

and CAO Millett-Campbell responded that this hasn't been discussed. Councillor Sadkowski asked if there is any correspondence available to review, and CAO Millett-Campbell responded that there is a website they can go to but will check to see if they have any information available.

ACTION: Find out if there is any information available

NAME: CAO Millett-Campbell

DUE: January 2, 2025

- v. Request for Decision: FCM Growing Canada's Community Canopy Grant
CAO Millett-Campbell advised that this is a complicated grant.; staff have completed and submitted the application for the grant and are now looking for a commitment from the Town for the funding aspect. The grant allows 95 trees to be planted over a two-year period and the grant is for 50% of the funding. There is the opportunity to apply for a second grant through Tree Canada for \$10,000 and the plan is to apply for this by the deadline. They added that this additional grant can be used for the Town's contribution if approved. Mayor Boyer added that the Town's gardener and the CLEAN Foundation were of great help in applying for the FCM grant. Recommendation to write a letter in support.

MOTION C#2024-11-20-06

It was regularly moved and seconded that Council approve writing a letter in support for the FCM Growing Canada's Community Canopy grant application and commit to the amount of \$11,260 over a two-year period from the 2025-2026 and 2026-2027 operating budgets, with staff applying for the Tree Canada grant to offset the Town's portion of the FCM Tree Canopy grant if successful. **Motion carried.**

12. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION C#2024-11-20-07

It was regularly moved and seconded that Council appoint Councillor Sybil Skinner-Robertson as Deputy Mayor for the term of two years, until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-08

It was regularly moved and seconded that Council appoint Councillor Sadkowski and Councillor Myers to the Audit Committee until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-09

It was regularly moved and seconded that Council appoint Councillor Skinner-Robertson to the Environment Advisory Committee until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-10

It was regularly moved and seconded that Council appoint Councillor MacDonald and Councillor Skinner-Robertson to the Marketing and Economic Development Committee until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-11

It was regularly moved and seconded that Council appoint Councillor Myers and Councillor MacDonald to the Planning and Heritage Advisory Committee until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-12

It was regularly moved and seconded that Council appoint Councillor Sadkowski and Councillor Skinner-Robertson to the Board of Police Commissioners until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-13

It was regularly moved and seconded that Council appoint Mayor Boyer and Councillor Skinner-Robertson as alternate to the Inter-Municipal Service Agreement until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-14

It was regularly moved and seconded that Council appoint Mayor Boyer and Councillor Skinner-Robertson to the Annapolis County Inter-Municipal Working Group until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-15

It was regularly moved and seconded that Council appoint Councillor Sadkowski to the Friends of Annapolis Pool Society until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-16

It was regularly moved and seconded that Council appoint Councillor MacDonald to the Annapolis Valley Regional Library Board until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-17

It was regularly moved and seconded that Council appoint Councillor Skinner-Robertson and Councillor Myers to the Regional Emergency Management Office until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-18

It was regularly moved and seconded that Council appoint Councillor Myers to the Water Source Protection Agency until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-19

It was regularly moved and seconded that Council appoint Mayor Boyer to the Condo Board until December 31, 2026. **Motion carried.**

MOTION C#2024-11-20-20

It was regularly moved and seconded that Council approve the Inclusion, Diversity, Equity and Anti-Racism (IDEA) Strategy dated October 2024. **Motion carried.**

CAO Millett-Campbell advised Roger Lindala that the deer task team will consist of residents and not staff, that no minute taking is required, and that the purpose is for discussions followed by a report back to Council. Councillor MacDonald added that there is the possibility of the task team making a recommendation and the Town cannot deal with the question until the task team has reported back to Council. Councillor Skinner-Robertson added that there is a lot of emotion out in the Town, and they have been thinking about who to contact to talk about this. Mayor Boyer added that the previous Council had discussed this, and that Council had been interested in options for dealing with matters of nuisance wildlife and other ways to approach the issue. Councillor Myers asked what the focus would be on, and Councillor Skinner-Robertson responded that they would be looking at what options are available, and this would be an appropriate subject to take to the public for discussion/input. They also asked if this has been defined as a problem, and Councillor Skinner-Robertson responded that residents have concerns – gardens being damaged, hazard to traffic, etc. They also asked if the Town was ‘unique’ regarding these issues, and Councillor Skinner-Robertson responded that “no”, the Town isn’t unique. Councillor MacDonald added that there is another issue of a deer being injured and there isn’t anything set up to assist the animals, also residents are feeding them. Councillor Skinner-Robertson added that there is a whole host of issues for the task team and stated that this should be citizen led. Mayor Boyer also added that this task team would need to draft a Term of Reference for Council to approve.

MOTION C#2024-11-20-21

It was regularly moved and seconded to appoint Councillor Skinner-Robertson as the Chair of the Task Team for the deer concern in the Town of Annapolis Royal. **Motion carried.**

13. Reports from Committees, Boards and Commissions

- i. Mayor’s Report
As presented.
- ii. Chief Administrative Officer’s Report
As presented. They added that today and tomorrow (November 20/21, 2024), they are in Wolfville attending an IDEA conference, and added that today, the conference started with a blanket exercise, which they found very moving to start the conference. They also reminded Council and the public of the ‘Meet and Greet Council’ on Monday, November 25, 2025 at 4:30 pm, inviting residents to stop in and meet their new Council.
- iii. Planning Services Report
As presented.
- iv. Water Report
As presented.

CAO Millett-Campbell advised that all the meeting reports will be added to the agenda and would ask Council members to send their reports to the Recording Secretary

before the second Thursday of each month before noon, as this will give time for them to be included in the package. They added that all Council members can add any additional items during the meeting, and that if they do not send in a report in advance, they will need to give a report at the meeting.

14. Correspondence

- i. Thank you letter
Mayor Pam Mood from the Town of Yarmouth congratulated Mayor Boyer on being the Mayor and for leading an all-women Council.
- ii. Community Alcohol Partnership (CAP) Annapolis Valley Committee
Mayor Boyer asked what the Council wished to do with this request – does the Town want a presentation or to attend any of the meetings? Councillor MacDonald asked if this was a new organization, and Mayor Boyer responded that they hadn't heard of it before, so not sure. CAO Millett-Campbell added that they all received this letter, and it was agreed to leave it up to each individual to decide.

MOTION C#2024-11-20-22

It was regularly moved and seconded that Council move into camera to approve in-camera minutes and discuss two Labour relations and contract negotiations and Personnel matters at 7:33 pm. **Motion carried.**

MOTION C#2024-11-20-24

It was regularly moved and seconded that Council move out of camera at 7:58 pm. **Motion carried.**

15. Next Meeting

December 18, 2024

16. Adjournment

The meeting was adjourned at 8:03 pm.

Amery Boyer, Mayor

Kim Dunning, Recording Secretary



Mayor's Report, November 14, 2024

- October 15 & 17, 2024 Attended three Pony Express events at O'Dell House, the Entertainment House (Grand Oak Manor) in Granville Ferry and at Victoria Beach with Town Crier
- October 21, 2024 Attended cheque presentation at pool for Friends of the Pool Society
Sat in on Natal Day planning meeting for 2025 at Fire Hall
- October 22, 2024 Radio Canada interview on election results and small scale community tidal project
Received invitation from Peter James of Acadian Seaplants for members of new Council to visit the plant
- October 23, 2024 Canadian Press interview on election results
CTV interview on election results
Met with AWEC teacher Colleen Shafner regarding relationship between students and the school to promote leadership in action
- October 25, 2024 Received First Poppy at the Legion
- October 29, 2024 Bike ride from Town, over causeway to Champlain Elementary School with Dr. Jenni Cram and two of her children to experience first hand the challenges of riding a bike over the causeway to school and back
- November 2, 2024 Attended Town Climate Fair at Town gym. Councillor Lynn Longmire agreed to MC the event. 43 people attended the event plus presenters, exhibitors and volunteers bringing total participation to 67
- November 6, 2024 Virtual meeting on Town Marsh Restoration Project with DFO officials re potential impacts on fish habitat.
- November 11, 2024 Attended Remembrance Day service at the Legion
- November 13, 2024 Virtual meeting on Town Marsh Restoration Project re potential sources of funds from FCM under Local Leadership in Climate Adaptation Program
Meeting with the CAO regarding FOIPOP request
- December 21, 2024 Latest proposed date for Acadian Deportation Memorial event (this will be Acadian monument No. 19)

IMSA

The next meeting will be held on Wednesday, November 20, 2024.

Twinning

The Town has been offered students again for 2025 by the BTS Tourisme Cordouan Program in Royan. A response is required as soon as possible to allow the students to access available Royan Twinning funding. The Town has funds to hire a supervisor but needs to apply to the French Consul in December for matching funds to cover excursions, mileage, etc. The dates are from May 5 to June 17, 2025. The Town needs to advertise for a supervisor.

The terms of reference have still not been finalized by MEDEC. It is strongly recommended that they be sent "as is" to both Royan and the French Consul's Office to make sure that the Town is on the right track. Items still outstanding can be flagged.

The City of Royan begins planning for the Town delegation's trip to France in January 2025. A lead person needs to be recommended and appointed as soon as possible and a delegation needs to be determined and confirmed. Some funding is available through the French Consul's Office, but any application must be made in December for 2025.

Amery Boyer



Annapolis Royal

— Nova Scotia —

REQUEST FOR DECISION

TOPIC: Closure for the Municipal Wharf

DATE: 11DEC24

PROPOSED BY: DMO/D Knox

| | |
|-------------------------------|---|
| TAB # & REFERENCES | Appendix 1: 2024 ABLE Wharf Structural Assessment Appendix 2: Email 9DEC24 from OHS Inspector |
| BACKGROUND | <p>This RfD is based on the ABLE Engineering 2024 Structural Assessment and Condition Report for the Municipal Wharf. The Engineer has identified some of the wooden curbs (which stop vehicles and provide a visual/physical indication of the wharf edge) as needing replacement. The OHS Inspector noted during his visit that signage was incomplete, and the lifesaving equipment was out of date. Further, given both the height of the wharf (at low tide) and the drowning risk (at times other than low tide) there are owner responsibilities/requirements given that this is a workplace. (see Wharf Assessment and OHS email in appendices)</p> <p>The final letter from the OHS Inspector regarding the wharf is expected in the near future(to be shared once received), but an email was shared with staff outlining the concerns.</p> <p>Staff have spoken with the Haul up operator and it was noted that the wharf was not part of his operations and closure would present no issues for them.</p> |
| PROPOSAL | That Council authorizes Town Staff to temporarily close the municipal wharf to all persons and vehicles until repairs/changes related to safety have been completed. These changes are currently the replacement (as needed) of wooden curbs, additional risk signage, and placement of up-to-date lifesaving equipment. The final letter from OHS may indicate further safety measures are needed. |
| BENEFITS | The Town Wharf, though deteriorating, is still a frequently used asset. Safety concerns have been raised by both the Town Engineering Firm, ABLE, and the Occupational Health and Safety Inspector. Temporary closure allows time for the concerns to be addressed while keeping the public safe. This also protects the Town from liability for damages. |
| DISADVANTAGES | Temporary closure of the wharf, even for reasons of safety, may be seen as an inconvenience by the public. |

| | |
|--------------------------------------|---|
| COSTS & SOURCE OF FUNDING | Final costs TBD (initial quotes provided)/Operational funds Costs for signage and lifesaving equipment TBD, but are not expected to be significant nor requiring of long lead times. |
| STAFF REVIEW/ COMMENTS | Safety is paramount. Staff recommend that a temporary closure is reasonable and in the public interest. |
| CAO REVIEW/ COMMENTS | <p>Following up from the deferred motion staff have inquired with the haul up business as noted in this report. Also received a visit from OHS and noted the concerns as it is considered a workplace for our staff. Safety issues must be dealt with but there will be a significant cost.</p> <p>In my opinion Council has two options:</p> <ol style="list-style-type: none"> 1. a temporary closure until the safety concerns are addressed. This will expense funds that are not allocated in the current budget but will be addressed with a motion from Council 2. a temporary closure and public consultation and/or engagement are addressed on what the future is for the wharf before spending taxpayers' money <p>This time of year, the closure will have the least impact on the public and give Council time to consider all options in the best interest of the residents on this financial burden.</p> |
| DRAFT MOTION/ RECOMMENDATION | “...that Council approves the temporary closure of the municipal wharf to the public, both persons and vehicles until.... |

CAO'S INITIALS: smc

TARGET DECISION DATE: December 2024

Appendix 2: Email 9DEC24 from OHS Inspector Specialist III, Robert Bruce

Excerpted:

“In relation to working around water, there’s 2 pieces of OHS Legislation in Nova Scotia that apply to all provincial employers and focus on that hazard.

The main section is the Occupational Safety General Regulations, Sec 14 (Risk of Drowning); the second is the NS OHS Act itself, Sec 13 (Employer’s precautions and duties).

I’ve also included the Owner’s Precautions and Duties, along with the Fall Protection Regulation.

OSGR 14 (1) Where a person is exposed to the risk of drowning at a workplace, an employer must do 1 of the following:

- (a) subject to subsection (2), select, provide and ensure the use of a life jacket or personal floatation [flotation] device for the person;
- (b) provide an alternative means of protection that ensures an equivalent level of safety to prevent a person from drowning.

(4) Where a person is exposed to the risk of drowning at a workplace, an employer must provide all of the following rescue equipment:

- (a) a life buoy with 15 m of polypropylene rope that is at least 10 mm in diameter or that is made from material that provides an equivalent level of protection;
- (b) a boat hook;
- (c) an audible alarm system to notify of an accident and to initiate the rescue procedure;
- (d) an adequate motorboat to ensure a safe and timely rescue, if appropriate.

(5) Where a person is exposed to the risk of drowning at a workplace, an employer must ensure that enough employees are

- (a) designated to perform specific rescue tasks;
- (b) informed as to adequate rescue procedures; and
- (c) trained in the rescue procedures and use of rescue equipment so that they can perform rescue operations safely.

OHSA 13 (1) Every employer shall take every precaution that is reasonable in the circumstances to

- (a) ensure the health and safety of persons at or near the workplace;
- (b) provide and maintain equipment, machines, materials or things that are properly equipped with safety devices;
- (c) provide such information, instruction, training, supervision and facilities as are necessary to the health or safety of the employees;
- (d) ensure that the employees, and particularly the supervisors and foremen, are made familiar with any health or safety hazards that may be met by them at the workplace;
- (e) ensure that the employees are made familiar with the proper use of all devices, equipment and clothing required for their protection;

Fall protection required

21.2 (1) Except as provided in subsections (3) to (5), fall protection is required if a person is at risk of

falling from a work area where the fall distance is

- (a) 3 m or more above the nearest safe surface or water;
- (b) less than 3 m and the work area is above 1 of the following:
 - (i) a surface or thing that could cause injury to the person on contact that is worse than an injury from landing on a solid, flat surface,
 - (ii) exposed hazardous material, such as in an open tank, pit or vat.

(2) If fall protection is required, an employer must ensure that at least 1 of the following means of

fall protection is used, as appropriate in the circumstances:

- (a) a guardrail;
- (b) temporary flooring;
- (c) a personnel safety net;
- (d) a travel restraint system;
- (e) a fall-arrest system.

OHSA Owners' precautions and duties

19 Every owner shall (a) take every precaution that is reasonable in the circumstances to provide and maintain the owner's land or premises being or

to be used as a workplace

(i) in a manner that ensures the health and safety of persons at or near the workplace, and

(ii) in compliance with this Act and the regulations; and

(b) give to the employer at the workplace the information that is

(i) known to the owner or that the owner could reasonably be expected to know, and

(ii) necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.”



2024

ANNAPOLIS ROYAL WHARF

STRUCTURAL ASSESSMENT AND CONDITION REPORT

Prepared For



Town of Annapolis Royal
285 St. George Street
Annapolis Royal, Nova Scotia

Prepared By



ABLE Engineering Services Inc.
9153 Commercial Street
New Minas, Nova Scotia

TABLE OF CONTENTS

| | | |
|-----|--|----|
| 1 | INTRODUCTION | 2 |
| 2 | STRUCTURAL ASSESSMENT AND CONDITION REPORT | 3 |
| 2.1 | INVESTIGATION..... | 3 |
| 2.2 | STRUCTURAL ANALYSIS | 10 |
| 3 | EXISTING AND FUTURE USE OF WHARF..... | 11 |
| 4 | REQUIRED MAINTENANCE AND INSPECTIONS | 12 |
| 5 | RECOMMENDATIONS AND CONCLUSIONS | 13 |

TABLE OF FIGURES

| | | |
|-----------|---|----|
| Figure 1 | Annapolis Royal in July 1931 | 2 |
| Figure 2 | Wharf Measurements | 4 |
| Figure 3 | Rust Deterioration on Lower East Side of Wharf..... | 6 |
| Figure 4 | Sheet Pile Deterioration..... | 7 |
| Figure 5 | Patches located at High Water Mark..... | 8 |
| Figure 6 | Patches on West Side of Wharf | 8 |
| Figure 7 | Patches on East Side of Wharf | 9 |
| Figure 8 | Example of Ladder Deterioration..... | 10 |
| Figure 9 | New Ladder..... | 11 |
| Figure 10 | Steel Bollards in Good Condition | 12 |
| Figure 11 | Tires Fallen of Wharf | 13 |
| Figure 12 | Timber Curbs, East Side of Wharf | 14 |
| Figure 13 | Wooden Fenders on East Side of Wharf..... | 15 |
| Figure 14 | Floating Dock for Recreational Use..... | 10 |
| Figure 15 | Settling on Asphalt Deck | 17 |
| Figure 16 | New Bench Seats..... | 17 |

LIST OF APPENDICES

APPENDIX A

- Additional Wharf Pictures

1 INTRODUCTION

In 2022, the Town of Annapolis Royal approached ABLE Engineering Services Inc., “ABLE”, to complete an annual structural assessment of the town wharf. The following report will represent the third annual structural assessment performed by ABLE.

The existing wharf was constructed in the 1980’s by D.J Lowe Contracting. At that time, sheet piles were installed around an existing wooden structure, filled with rock and the surface then paved.

Presently, the Town of Annapolis Royal has only one wharf which is used by local fisherman, recreational boaters, and as parking for the downtown area. Nearly a century ago, there were a dozen wharfs on the Annapolis side of the Annapolis Basin, and 8 to 10 on the Granville Ferry side. An image of the wharfs in Annapolis Royal in July 1931 can be seen in Figure 1.

In 2022, the wharf was found to be nearing the end of its useful life. At that time, the remaining service life was estimated at five years, meaning the wharf would need to be replaced or rebuilt by 2027. The below recommendations have been put forth to maximize the service life remaining of the wharf:

- Parking to be reduced to the inner two-thirds of the wharf’s surface
- Sacrificial anodes be installed on the sheet piling
- Fallen tire fenders be repaired or replaced
- Ladders be repaired or replaced
- Timbers be repaired or replaced
- General hole patching of sheet piling, where possible.

Continued maintenance will be required until the structure is eventually replaced.



Figure 1 - Annapolis Royal in July 1931

2 STRUCTURAL ASSESSMENT AND CONDITION REPORT

2.1 INVESTIGATION

On May 14th, 2024, ABLE conducted a visual inspection of the wharf during low tide to ensure the sheet piling was exposed.

Wharf Measurements

Each year, the top width of the wharf was measured at 5-metre intervals for its full length to document irregularities and to be used for comparison of sheet piling displacement over time. ABLE took its first set of wharf measurements on June 7, 2022, then again in 2023 and 2024. Comparative measurements to the inside edge of the timber curb can be found in Figure 2 on the following page.

When returning to site in June of 2023, it was observed the curb was displaced to facilitate the addition of a new sign. Measurements for 2023 were again taken to the timber curb, see Figure 2, but a second set of measurements to steel angle iron were also taken. Measurements from 2024 have been added to Figure 2 showing measurements from the angle iron have been stable over time.

Readings this year were stable compared to last year with most stations having only a centimeter or two of change. The measurements taken in 2024 indicate the width of the wharf has shown little change in the past year.

Sheet Piling

It is exceptionally important to mention the holes on the northeast end of the wharf at the bottom of the piles have continued to expand as the steel continues to rust away. Noting some of these sheet piles have rusted more than halfway off. Complicating this is that they rusted at the bottom of the structure where loads are heaviest. It is, therefore, urgent these are repaired as soon as possible to prolong the useful life of the wharf. Failure to complete this work could result in further damage, seepage of the internal rock material and/or the potential for the end of the wharf to collapse (noting the possibility of all this occurring is heightened during storm events).

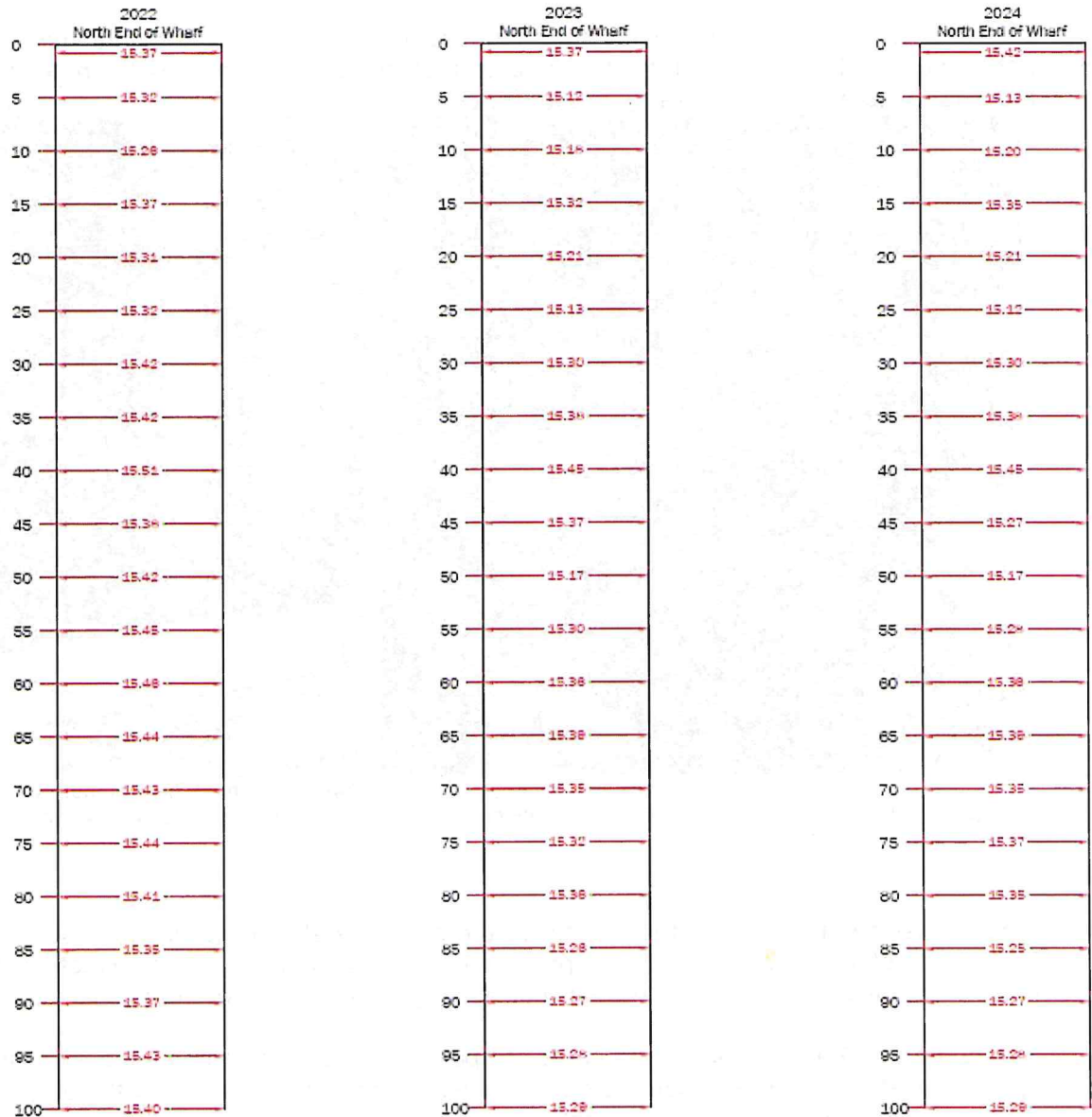


Figure 2 – Annual Wharf Measurements (2022 to 2024, inclusive)

Further deterioration and holes left unpatched from the 2023 assessment were also noted during the May 2024 inspection, particularly on the east side of the wharf. There were several large holes completely through the sheet piles which will allow the rock to wash out if not patched.

The sheet pile deterioration was most pronounced on the lower sections of the east side near the north end (see Figures 3 and 4). It was noted that there are six large holes near the bottom of the wharf where the floating ramp sits at low tide.



Figure 3 – Rust Deterioration on Lower East Side of Wharf

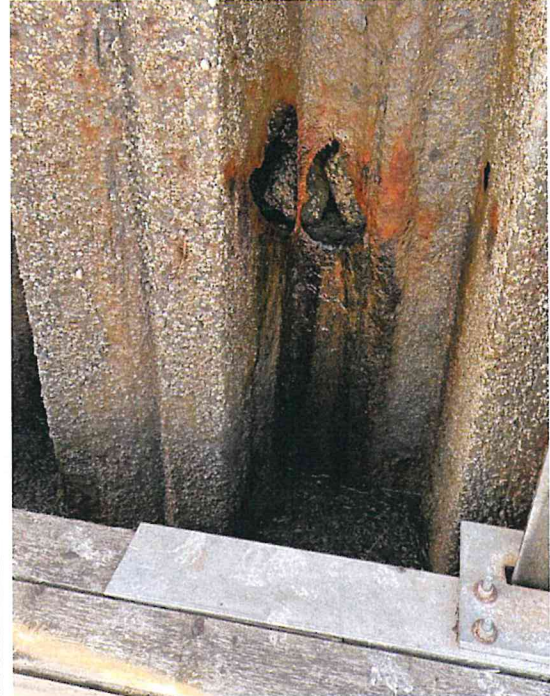


Figure 4 - Sheet Pile Deterioration at Drainage System Level, East Side of Wharf Near North End

Area of rust deterioration at the bottom of the structure should be fixed immediately to avoid further loss of integrity. As mentioned previously, the weight of the structure rests on these piles. Further damage could result in interior rock spilling out and the structure collapsing.

During the 2024 inspection, it was noted the patches that were completed previously have held up well, most of which were completed on the west side of the wharf near the top (see Figure 5, 6 and 7). These patches appear to remain in good condition and blend in with the rest of the wharf.

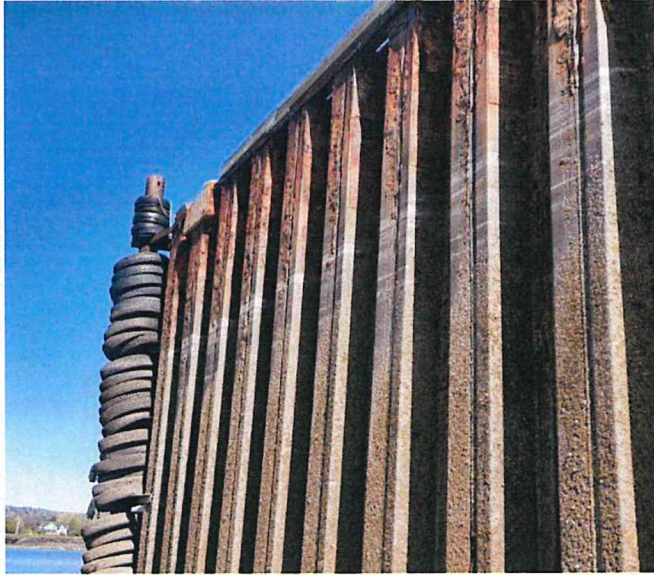


Figure 5 – Three Patches Near the High Water Mark on West Side of the Wharf in Good Condition

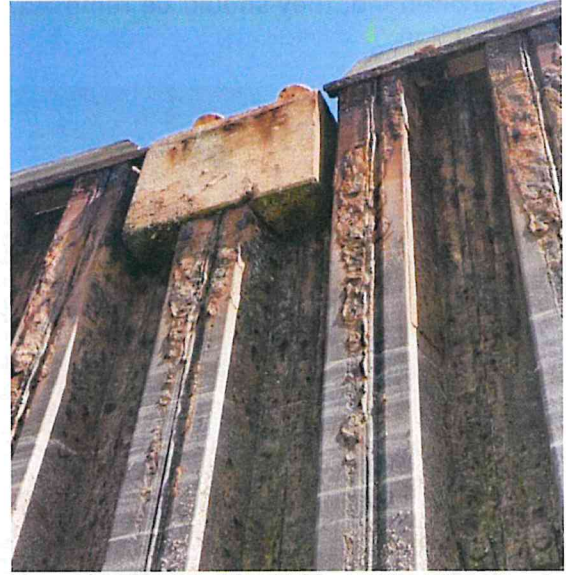


Figure 6 – Patch on West Side of Wharf Near Top in Good Condition

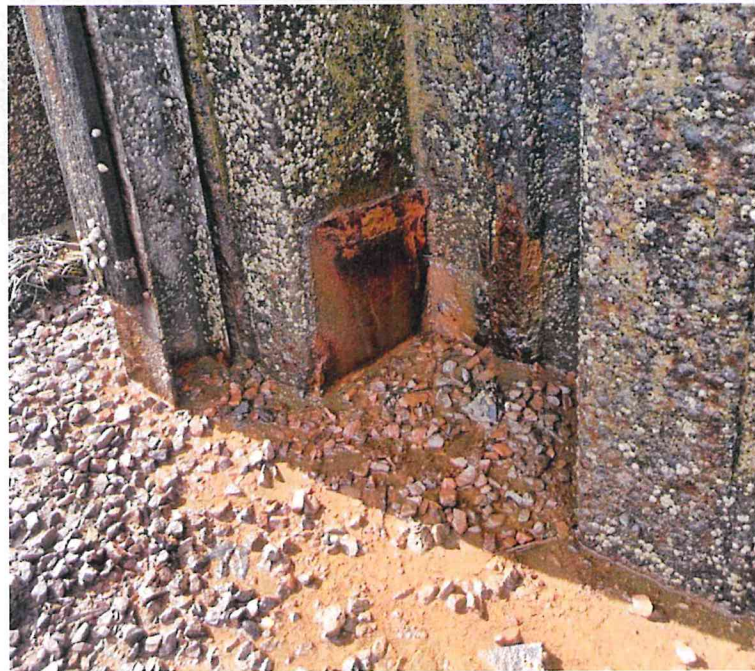


Figure 7 – Patch on East Side of Wharf Near the Bottom

Ladders

During the 2024 inspection, it was noted the existing ladders still require attention. Figure 8 shows the rungs having completely rusted off. It was also noted a new aluminum ladder was installed at the wharf (Figure 9). This ladder is portable and can be moved from one area to another depending on the requirements. If the existing ladders are not to be fixed, and their use

discontinued, they should be removed, or proper signage should be installed noting their failed condition.



Figure 8 - Example of Damaged/Broken Ladder

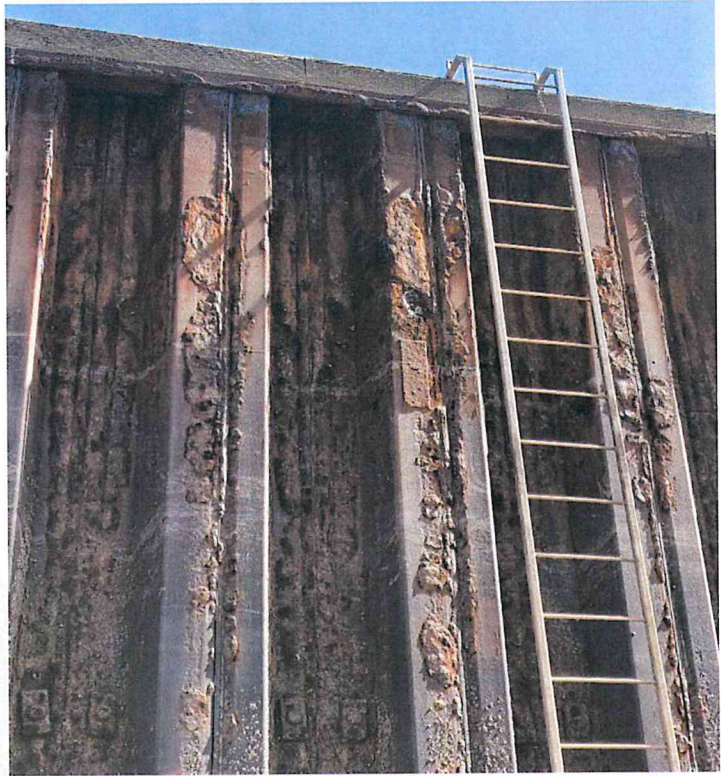


Figure 9 - New Portable Aluminum Ladder Installed in 2023

Bollards

The steel bollards themselves appear to be in good condition; however, they are supported on top of rusting and deteriorating sheet piling. This infers they are only going to hold as much as the sheet piling beneath them can support the lateral loads. The bollards can be seen in Figure 10.

Timber Curbs and Tire Fenders

The wharf's surface has an 8" x 8" timber curb running along the perimeter. The condition of the curbs has deteriorated and are considered of poor condition. Some of the timbers were seen to be rotting (Figure 12) with a notable difference in the timber on the east side of the wharf compared to the west (in better condition).



Figure 10 - Steel Bollards Anchored in Concrete

The tire fenders that used to hang on the sides of the wharf to prevent vessels from damaging the wharf (and themselves) have all rusted off. The steel cables holding them in place rusted away, and the tires have fallen to the bottom of the wharf (Figure 11). No tire fenders remain on the wharf.



Figure 11 - Timber Curb with Fallen Tires



Figure 12 - Timber Curbs on East Side of Wharf Rotten

The steel that the timbers are fastened to is deteriorating. Large rocks and caution tape have been placed on the east side of the wharf warning of the timbers that have deteriorated to the point that they would no longer stop a vehicle from going over the side. Therefore, the rocks have been placed along the edge to keep vehicles back.

With all the tire fenders except the bumpers on the outer corners, and some of the wooden fenders missing, the wharf is less attractive for recreational boaters due to the damage that could be caused to their boats. Without the cushioning of the tire fenders, damage can and will likely occur to both boats and the wharf itself.

Floating Adjustable Dock

Small boats would likely use the floating adjustable height dock at the east side of the wharf at the north end. This is much newer and was not part of the original construction. It appears to be in much better condition (Figure 14).

Asphalt Deck

The asphalt deck is still in fair condition but has some signs of settlement and longitudinal cracking 12 to 24" from the side of the wharf.

In addition, some grasses and vegetation are starting to grow in the cracks in the asphalt. There does not appear to have been any substantial loss of materials from inside the rusting piles and the depressions that exist along the sides do not appear to be any worse when compared to 2022.

The asphalt should be observed closely and inspected frequently for any signs of further settlement. An example of asphalt settling along the sides of the wharf can be seen in Figure 15. The Town may consider signage to caution wharf users of the uneven asphalt to mitigate safety concerns.

Sheet piling repairs, as previously mentioned, should be carried out this year to prevent the condition of the asphalt deck and



Figure 13 - Wooden Fenders on Side of Wharf Missing

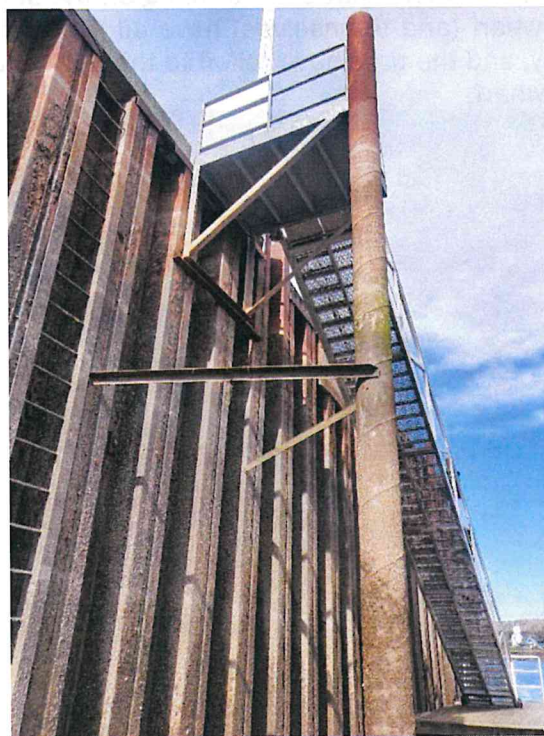


Figure 14 - Floating Dock for Recreational Boaters

wharf from further deterioration. Particular attention should be given to the lower section of the east side.



Figure 15 –Settling Along Sides of Asphalt Deck

Benches & Telescope

New park benches have been installed on the north end of the wharf. These also act as traffic barriers to keep vehicle traffic from driving out to the end of the wharf. In addition, a telescope was installed in this area to allow users to view the water and marine life along the Basin.



Figure 16 - New Bench Seats

2.2 STRUCTURAL ANALYSIS

The wharf working surfaces are supported by rocks and gravel in crib work inside the sheet metal pile walls on three sides. Loads from trucks and vehicles are exerted in a downward direction supported by the underlying stone fill, however, there is a lateral component of this which is resisted by the sheet piling and the steel rods running under the wharf into the

cribwork. The condition of these rods, which would highly likely be deteriorating due to the twice daily saltwater flow, is ultimately unknown.

Previous measurements of the sheet metal pile thickness by Hatch Engineering in 2018 (6 years ago) showed that it was rusted away by as much as half of the original material thickness in some places.

It is recommended the 12 metric tonne weight limit and restrictions on parking, be maintained. No parking should be allowed on the outer 30 metres of the wharf. The addition of the new heavy bench seats on the wharf and a couple of large rocks has effectively blocked traffic from the end of the wharf and made it more attractive for pedestrian use.

It is recommended immediate repairs be made to patch any holes in the sheet piling with ½" steel plate welded in place to solid steel materials around the hole. This will help prevent the loss of rock and fill from inside the structure which would further weaken it, and to help maintain the structural integrity of the sheet piling.

The northeast end of the wharf on the east side has several rather large holes (6) that need immediate repair near the low tide level. These are accessible at low tide from the floating ramp on that side. These appear to have been missed the last two years when repairs were being made, and these are the sheet piles that when they fail will cause the most damage to the wharf.

The wharf should be inspected regularly at low tide to see if any larger holes develop in the sheet piling, and for the loss of any fill from inside. Should this happen, the repairs should be made as soon as possible, and vehicles restricted from parking nearby until the repairs are completed.

A cathode protection system using zinc anodes was recommended starting in 2022 to help protect and slow the loss of the steel to corrosion. This should be installed as soon as possible. If funds are limited, they should first be installed on the outer or north end of the wharf first near the low tide level.

3 EXISTING AND FUTURE USE OF WHARF

As mentioned earlier, the wharf is the only remaining wharf structure in the Town. It has three main uses, each of which helps drive people into the Town (tourists, locals, etc.):

- Parking for access to the downtown core
- Access for recreational boaters to dock and access the town
- Use by local fisherman to dock, complete vessel repairs, etc.

The future use of the wharf will depend on the receipt of funding to do major repairs. It is clear, based on this report and those previous, that the wharf is quickly approaching the end of its useful life. Without significant repairs and maintenance, continued use could pose a significant safety risk. Unfortunately, regular maintenance will not prolong the useful life for much longer.

4 REQUIRED MAINTENANCE AND INSPECTIONS

Below is a list of maintenance and inspections required to be completed this year:

- Patching of the rusted holes along the lower section of the sheet piles at the north end of the wharf.
 - These holes are getting larger. Since they are at the bottom, further pile deterioration could result in rock material from the interior spilling out and the collapse of the north end of the wharf.
 - Potential spillage of rock and materials from inside the wharf on this side, could also damage the floating dock and block the use of the slipway beside the wharf on the east side.
- The useful life of sheet piling can likely be extended, in some areas, with a cathodic protection system using sacrificial anodes, such as zinc bars fastened to the sheet piling. This should be done as soon as possible to slow the rate of corrosion especially around the lower northeast corner of the wharf by the floating dock.
- Continue patching holes as they appear in the sheet piling to stop the loss of rock from inside the wharf structure. **Note: do not weld patches completely over the drain holes near the bottom of the sheet piling as these are needed to allow water pressure to equalize or be minimized from rising and falling tides.** Repairs of further wharf elements are recommended as follows:
- Replace timbers around top of deck, where needed.
 - This can be done with locally obtained rough sawn timbers. Hemlock and cedar are good for this purpose, and it does not need preservatives added to protect.
- Replace tire fenders and wooden fenders along the sides of the wharf that have fallen off at least on the east side as this is the side which is most often utilized as the prevailing winds are from the west.
- Repair ladders up the side of the wharf.
- Patch holes in asphalt where weeds are growing.
- Regular inspections are still recommended.
 - In addition, it is recommended that town staff assess the structure to identify any of the above changes monthly and after any major storm. Should damage, movement or settling of the structure be detected they should request the services of a professional engineer for inspection as soon as possible. The Town may wish to consider a twice-annual inspection as the end of the useful life of the wharf approaches.
- As mentioned previously, measurements of the width of the wharf were taken at 5-metre intervals along the length of the wharf. The results shown within this report show it has been relatively stable over the past year. These measurements should also be checked and compared at a minimum once per year to determine if the sheet piles are moving outward. This will most likely provide a good indication or early warning of failure of the steel tie backs that are not accessible to inspect inside the wharf rock fill.
- Pictures of the wharf and any areas damaged should also be taken each year so visual comparison of the change can be noted over time.

5 RECOMMENDATIONS AND CONCLUSIONS

The wharf is nearing the end of its useful life. The steel piling holding it in place is rusting away and there is no way of stopping this; only slowing its progress. Realistically, the wharf can only be expected to last approximately another few years, and by then its use will be severely limited.

The repairs that were made last year appear to be holding up and have helped to reinforce the sheet piling. This work was mostly done on the west side. Our 2024 inspection revealed that there were several large holes where the sheet piling had rusted all the way through, which appear to have been missed on the east side near the low water level. These expanding holes should be patched as soon as possible. These are most likely to cause an early collapse of the wharf and need to be prioritized.

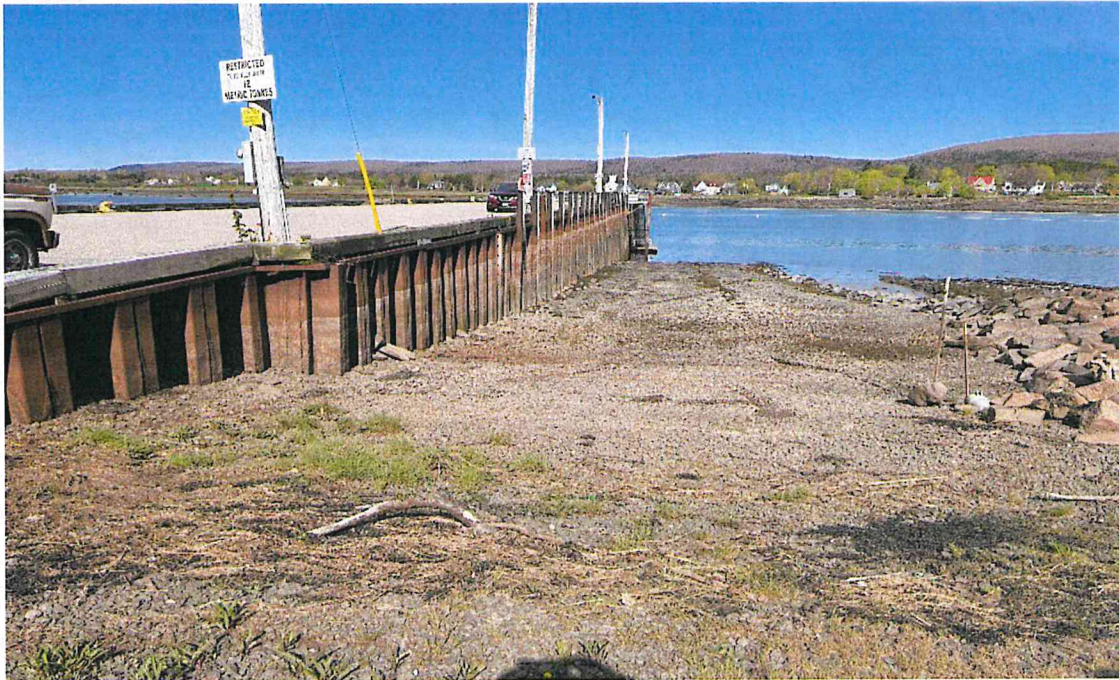
It is recommended that the above inspections and maintenance be carried out annually, at a minimum, to assess the continued capabilities and safety of this structure.

- The weight limit of 12 tonnes should be maintained on the wharf and vehicle parking can still be allowed on the inner two-thirds of the wharf.
- No parking should be allowed on the outer section of the wharf. If the rock and materials are contained in the structure, the weight of vehicles is being carried by the underlying rock so parking can still be allowed on the inner section.
- Should any buckling, deflection of the sheet piles, or large holes appear in the sheet piling allowing the loss of rock from inside the structure, then use of the wharf should be further restricted in that area and beyond. Similarly, if holes appear in the asphalt surfaces, parking should be restricted in these areas and beyond.
- Patch remaining large holes in sheet piling.
- Attach zinc anodes to the sheet piling to help slow corrosion.
- Repair or discontinue the use of damaged ladders.
- Replace wooden curb timbers on the top of the wharf.
- Provide wooden or tire fenders on the east side of the wharf to help protect it from damage to and from boats contacting with the sheet piling.
- Consider signage for areas with uneven asphalt.
- Consider signage for the improper use of the existing, deteriorated ladders.

Prepared by:

Robert Rowe, P.Eng., MPH
Project Engineer

APPENDIX A



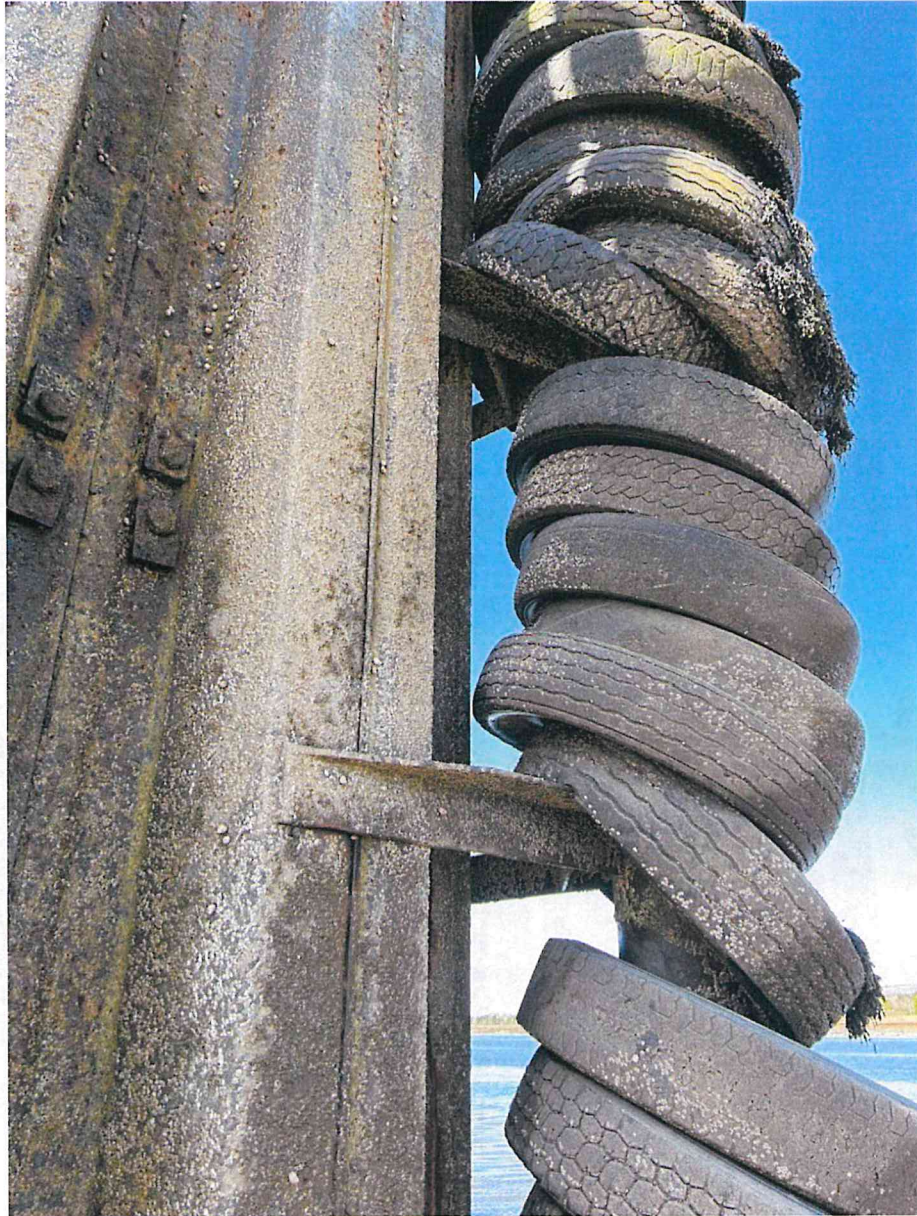
East Side of Wharf and Boat Launch



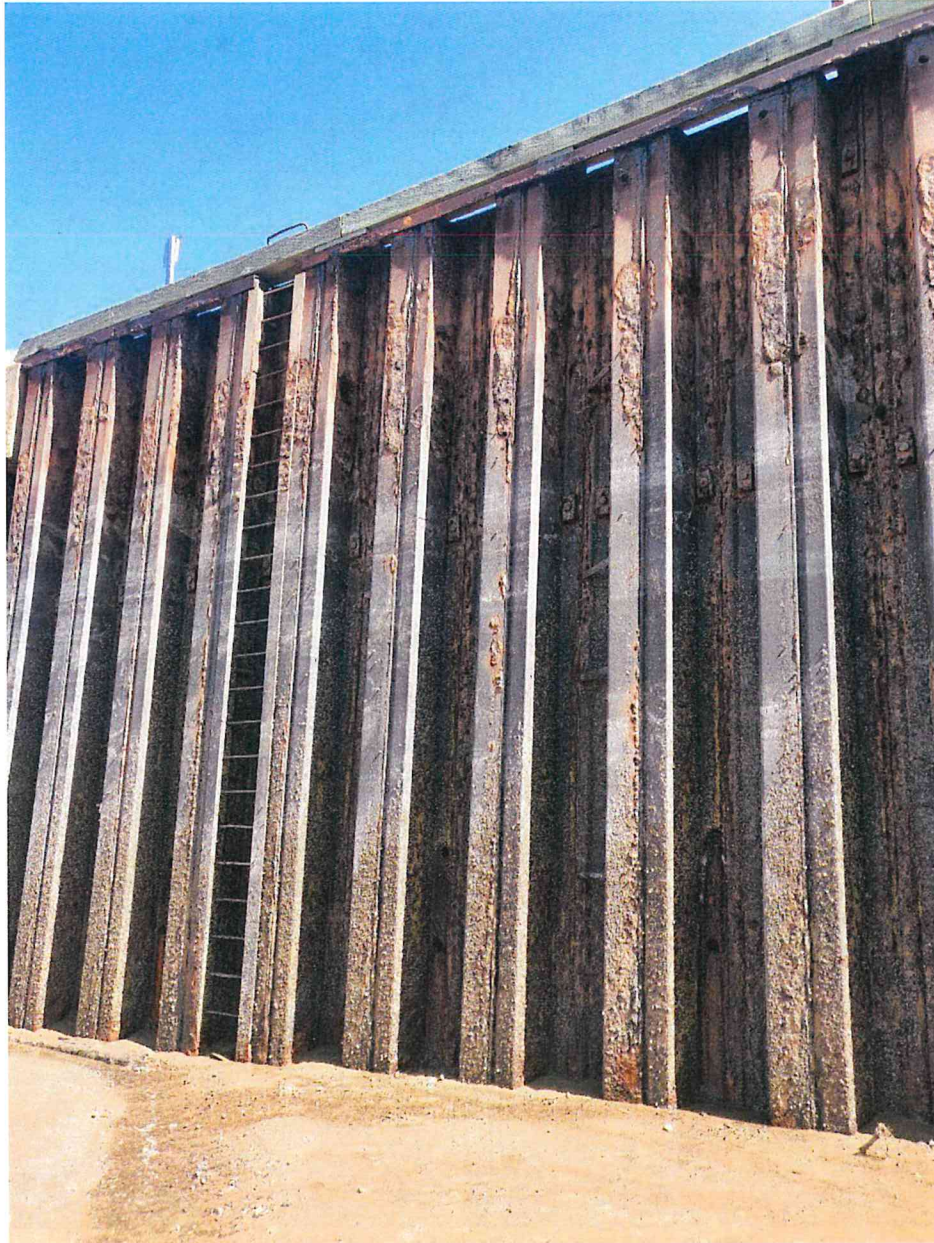
Sheet Pile on Lower East Side Nearly Rusted Through (requires urgent patch).



Top of Ramp to Floating Dock



Tire Corner Fenders on North End of Wharf Still Intact



West Side of Wharf Showing Drainage Holes Near Bottom of Piling



TOWN OF ANNAPOLIS ROYAL
POLICY

| | |
|--|--|
| TITLE: Code of Conduct for Elected Officials of the Town of Annapolis Royal | |
| Policy No: 2024-13 | Supersedes: 2008-08 November 17, 2008, 2002-03 October 21, 2002 |
| Effective Date: | Date Approved by Council Resolution: MOTION # |

1. Authority for Policy

Section 520(1), *Municipal Government Act*

2. Definitions

In this policy, the following definitions apply:

"Act" means the *Municipal Government Act*;

"CAO" means Chief Administrative Officer;

"Closely connected" to a Council member, means any of the following:

- (i) a family member of the Council member,
- (ii) an agent of the Council member,
- (iii) a business partner of the Council member,
- (iv) an employer of the Council member.

"Code" means the Code of Conduct for Elected Officials of the Town of Annapolis Royal;

"Complaint" means a complaint regarding an alleged breach of the Code;

"Confidential information" includes any information in the possession of the Town that the Town is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the Town and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the Town's property,
- (ii) a proposed or pending acquisition or disposition of land or other property,
- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, by-laws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (ix) advice that is solicitor-client privileged.

"Council" means the Council of the Town of Annapolis Royal;

"Discrimination" has the same meaning as in the Human Rights Act;

"Elected official" means any Council member, including the mayor;

"Family member" means in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,
- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,
- (xi) spouse of a child;

"Harass" has the same meaning as in the *Human Rights Act*;

"Investigator" means a person or entity appointed by the Town under subsection 23C(1) of the *Act* to receive and investigate complaints;

"Mayor" means the Council member elected at large to be the chair of the Council;

"Poisoned environment" means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person's work environment;

"Sexual harassment" has the same meaning as in the *Human Rights Act*;

"Town" means the Town of Annapolis Royal.

3. General purpose

- (1) The purpose of this code is to set out the expectations for the behaviour of members elected to Council in carrying out their functions and making decisions that benefit the constituents in the Town.
- (2) Nothing in this code is intended to prevent elected officials from sharing or expressing dissenting opinions.

4. Interaction with laws and policies

- (1) This code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the *Act*, the *Municipal Conflict of Interest Act* and any other applicable legislation.
- (2) This code is intended to operate together with, and as a supplement to, the other by-laws and policies of the Town.
- (3) This code prevails in any conflict between the Code and any Town resolution, policy or by-law.

5. Guiding principles

The following are the guiding principles for Council members' conduct:

Collegiality: Council members must work together to further the best interests of the Town in an honest and honourable way.

Honesty: being truthful and open.

Integrity: Council members must act lawfully and adhere to strong ethical principles by prioritizing the Town's interests over individual interests.

Professionalism: council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in Council activities.

Respect: Council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the Town or tarnishes the Town's reputation.

Responsibility: Council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

Transparency: Council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

6. General conduct

- (1) A Council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
- (2) A Council member must show respect for chairs of Council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during Council meetings or other meetings of the Town.
- (3) A Council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
- (4) A Council member must conduct Council business and all duties in an open and transparent manner, other than for those matters that Council is authorized by law to carry out in private.
- (5) A Council member must not be impaired by alcohol or drugs while attending any Council meeting or other meetings of the Town.
- (6) A Council member must comply with any sanction imposed under this code, and failing to comply with a sanction imposed is considered a breach of the Code.

7. Confidential information

- (1) A Council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the Council to do so.
- (2) A Council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.
- (3) A Council member must not access or attempt to access confidential information in the custody of the Town unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Town.
- (4) A Council member must not discuss any matters relating to an active investigation under the Code with anyone other than the Investigator or their own legal counsel, unless required by law.

8. Gifts and benefits

- (1) A Council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
 - (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a suitable memento of a function honouring the Council member;
 - (c) sponsorships and donations for community events organized or run by a Council member or by a third party on behalf of a Council member;
 - (d) compensation authorized by the Town.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a Council member, with the Council member's knowledge, is deemed to be a gift to the Council member.

9. Use of Town property, equipment and services

- (1) A Council member must not use, or request the use of, any Town property, including surplus material or equipment, for personal convenience or profit, unless the property meets one of the following:
 - (a) it is generally available for use by the public and the Council member is receiving no special preference in its use;
 - (b) it is made available to the Council member in the course of carrying out Council activities and duties, and is used for purposes connected with the discharge of Town duties.
- (2) A Council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the Town.
- (3) A Council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- (4) A Council member, or a person closely connected to a Council member, must not tender on the sale of surplus Town property, including old or extra equipment.

10. Building, development, planning, or procurement proposals before Council

A Council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before Council.

11. Improper use of influence

A Council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

12. Business relations

- (1) A Council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the Town.
- (2) A Council member must not borrow money from any person who regularly does business with the Town, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) A Council member must not act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the Town.

13. Employment of persons closely connected to Council members

- (1) A Council member must not attempt to influence any Town employee to hire or promote a person closely connected to the member.
- (2) A Council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

14. Fairness

- (1) A Council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.
- (2) A Council member must not give special consideration, treatment or advantage to an organization or group because the Council member, or a person closely connected to the member, is involved with the organization or group.

15. Adherence to policies, procedures, by-laws and other laws

- (1) Council members must adhere to all applicable federal and provincial legislation.
- (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the Town.
- (3) Council members must adhere to the expense and hospitality policy of the Town.

16. Respect for Council as a decision-making body

- (1) A Council member must abide by, and act in accordance with, any decision made by Council, whether or not the member voted in favour of the decision.
- (2) A Council member must not encourage non-compliance with any legislation, regulation, by-law, resolution, policy or procedure.

17. Communicating on behalf of Council

- (1) A Council member, other than the Mayor, must not claim to speak on behalf of Council unless the Council member is authorized to do so.
- (2) The Mayor, or an individual designated by Council may speak on behalf of Council and must make every effort to convey the intent of Council's decision accurately.

18. Interaction of Council with staff and service providers

- (1) A Council member must respect the role of the CAO as head of the administrative branch of the Town's government and must not involve themselves directly in the administration of the affairs of the Town, including, without limitation, the administration of contracts.
- (2) A Council member must not direct, or attempt to direct, the CAO other than through a direction provided by the Council as a whole.
- (3) A Council member must be respectful of the role of the CAO and Town employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the Council.
- (4) A Council member must not direct or influence, or attempt to direct or influence any Town employees in the exercise of their duties or functions, unless Council is fulfilling the responsibilities of the CAO under clause 29(a) of the *Act*, and unless Council as a whole has provided direction regarding same.
- (5) If a CAO has been appointed under Section 28 of the *Act*, a Council member must not direct Town employees except through the CAO.
- (6) Contractors, tenderers, consultants or other service providers to the Town must not be issued instructions by Council members
 - (a) if a CAO has been appointed under Section 28 of the *Act*; or
 - (b) unless Council is fulfilling the responsibilities of the CAO under clause 29(a) of the *Act* and council as a whole has provided direction regarding same.
- (7) A Council member must not require or request that a Town employee undertake personal chores or tasks for the member that are unrelated to Town business.
- (8) A Council member must not make public statements that are critical of specific or identifiable Town employees or service providers.

19. Respectful interactions

- (1) A Council member must not engage in discrimination or harassment as prohibited by the *Human Rights Act*.
- (2) A Council member must not sexually harass any person.
- (3) A Council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

20. Appointment of Investigator by Town

- (1) The Town must hire an Investigator to receive and adjudicate complaints. This person must be knowledgeable in applying the principles of natural justice and procedural fairness.
- (2) The Investigator's contact information must be publicly accessible on the Town website.
- (3) The Town must ensure that no conflict of interest exists between the Investigator and the parties involved in a complaint.
- (4) The Investigator must protect confidentiality of parties involved in a complaint to the greatest extent possible.

21. Complaint and Investigation Process

- (1) A complaint must be made to an Investigator no later than six (6) months after the date that the complaint is discovered.
- (2) An Investigator must notify the Chief Administrative Officer whenever a complaint is received.

- (3) The Investigation shall be conducted in accordance with timelines and procedures provided in *Municipal Government Act* and *Regulations Respecting a Code of Conduct for Municipal Elected Officials*.
- (4) After receiving the Investigator's report and hearing submissions from any Council member who is the subject of the complaint, Council must determine if a breach occurred.

22. Sanctions

- (1) A Council must consider all of the following criteria before imposing a sanction on a Council member for contravention of *Code*:
 - (a) the nature of the contravention;
 - (b) the length or persistence of the contravention;
 - (c) whether the Council member's contravention was intentional;
 - (d) whether the Council member has taken steps to remedy the contravention;
 - (e) whether the Council member has previously contravened the *Code*;
 - (f) any external factors that are relevant to the Council member's contravention, including personal and health issues;
 - (g) the resources necessary to fulfilling the Council member's responsibilities as a Council member.
- (2) Sanctions to be imposed by Council are in accordance with Section 23(D) of the *Act* and may include one or more of the following:
 - (a) letter of formal reprimand or warning;
 - (b) requirement that the Council member provide a letter acknowledging their contravention and an apology no later than 15 days after the date that Council imposed the sanction;
 - (c) requirement that the Council member attend training appropriate to address action of conduct that contravened the *Code*;
 - (d) public censure;
 - (e) limit on Council member's access to certain local government facilities, equipment or property;
 - (f) suspension or removal of Council member as Deputy Mayor of Council or chair of any committee;
 - (g) suspension or removal of Council member, for a period of no longer than six (6) months, from some or all Town committees or boards;
 - (h) limit Council member's participation on behalf of the Town;
 - (i) limit Council member's travel or expense reimbursement on behalf of the Town;
 - (j) fine of up to \$1,000 per contravention of the *Code* that must be paid no later than six (6) months after date Council imposes the sanction;
 - (k) reduction in Council member's remuneration for a period no longer than six (6) months;
 - (l) requirement that the Council member repay any direct monetary loss realized by the Town as a result of the Council member's contravention in an amount determined by Investigator;
 - (m) requirement the Council member to repay any direct monetary gain they obtained as a result of their contravention in an amount determined by the Investigator.
- (3) A Council member who is determined by Council to have contravened the *Code* must complete additional Code of Conduct training.

23. Reprisals

A Council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this code or any person providing relevant information in relation to a matter under this code.

24. Compliance with Code

Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Mayor/Councillors are required to sign a “Statement of Commitment to the Code” (Appendix A) within seven (7) days of taking the Mayor/Councillors oath pursuant to section 147 of the Municipal Elections Act, R.S.N.S 1989, c.300.

25. Repeal

A policy known as the Code of Conduct for Elected Officials #2008-08 as adopted by Council on November 17, 2008 is hereby repealed.

THIS IS 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

APPENDIX A

STATEMENT OF COMMITMENT TO MAYOR/COUNCILLORS' CODE OF CONDUCT

I, _____ declare that as a Mayor/Councillor of the
Town of Annapolis Royal, I acknowledge and support the Councillors' Code of Conduct.

Signed: _____

Declared this _____ day of _____, 2024.

Before me:

Chief Administrative Officer



To: Council

From: Ken Knox, DMO/D

Date: 27NOV24

RE: Request for Alteration to a Registered Heritage Building

Applicant: [REDACTED]

Location: 499 St. George

Requested Action: That Council approve request.

Background: The applicant is seeking permission to replace a window at the rear of the property with a door and add an accessory structure (shed)



Description of Property: 499 St. George Street, Annapolis Royal was built in the mid-1860s in the Greek Revival style. The building is set back from St. George Street in its original setting on a large lot. The designation includes the building, carriage house and surrounding property

Historic Value:

The historic value of 499 St. George Street as recognized in its municipal designation is its Greek Revival Style, of which many original elements remain in good condition. The building was built during a time of great economic activity and the house, carriage house and spacious grounds speak to the care and wealth invested in developing the property.

Architectural Value:

The architectural value of 499 St. George Street is its intact Greek Revival Style. The T-shaped one-and-one-half storey building sits on a full poured concrete foundation. The building has a steep gabled roof, while the single storey rear wing has a low-slope gabled roof. The building is covered in wooden clapboards with cornerboards and ornamentation. Many original elements remain, such as the two joined brick chimneys in the left and right wings and square post supports joined by segmental arcs and decorative spindle balustrade on the covered porch.

The one-and-one-half storey steeply gabled wooden carriage house is also clad in wooden shingles with corner boards. The building is complementary to the main building, with some unusual features such as diamond-shaped window at the peak and a four-sided bellcast cupola with a finial.

Overall, the entire property remains an excellent example of the manifestation of this economic success for some citizens in nineteenth-century Annapolis Royal.

Character-defining Elements

Character-defining elements of the two buildings at 499 St. George Street relate to their Greek Revival style and intact architectural features, including:

- original intact form, massing, fenestration, and detailing;
- construction in wooden clapboard cladding with cornerboards, full poured concrete foundation and steeply gabled roof;
- various window types and placement including wooden double hung windows with segmental wood trim with plain lintel, label and pilasters and segmental insert dormers;
- a fan panel, central, off-centre original door in wood with segmental wood trim, plain lintel, label and pilasters;
- wide front porch with square posts joined with segmental arcs and decorative spindle balustrade;
- ornamental detail such as a cornice that has a boxed sloped soffit and a rake with verges protecting the frieze in wood;
- two joined brick chimneys in the left and right wings;
- wooden gabled one-and-one-half storey carriage house with four-sided bellcast cupola with a finial and ornamentation complementary to the main building such as a diamond-shaped peak window, cross central gable that has an arched double wooden door to the second storey, with iron strap hinges, two offset garage doors;
- original setting on spacious grounds set back from the street line.

Analysis: Staff recommends that the committee recommend the proposed changes. The changes do not adversely affect the heritage value

Draft Recommendation: *"...that Council gives the applicant at 499 St George Street heritage approval to replace a window at the rear of the property with a steel door and add an accessory structure (shed) as detailed in the application 24-30-HER, providing the requirements of the Land Use By-Law are met."*

24-30-HEK

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: [REDACTED]

Address: 599 ST GEORGE ST

Phone Number: [REDACTED]

General description of work: Replace window in 1970's kitchen addition with a door. THE DOOR IS THE SAME width as the window.

Reason for proposed work: Provide access to a PLANNED mudroom off of the kitchen.

| Exterior Changes | Yes | No | Explanation of changes—please include colour references and material to be used |
|---|-----|----|---|
| Siding (Please specify material and colour) | | | |
| Windows (Please specify material e.g., wood, vinyl, etc) | ✓ | | REMOVING EXISTING WINDOW |
| Doors, Storm Doors, etc. (Please specify material e.g., metal, aluminum or wood and colour) | ✓ | | MOVING door EXISTING kitchen door TO PROPOSED mudroom. This door will be replaced by a storm door. |
| Roof (Please specify material e.g., asphalt, metal, etc and colour) | | ✓ | |
| Other (Please describe) | | | |

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:

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

Kitchen is at the back of house NOT visible from the Road.

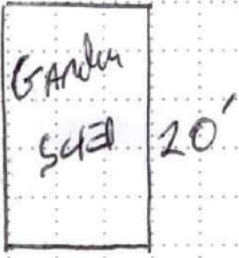
Date: Nov 19/24 Signature: [REDACTED]

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.

From the workbench of: [Redacted]

Date:

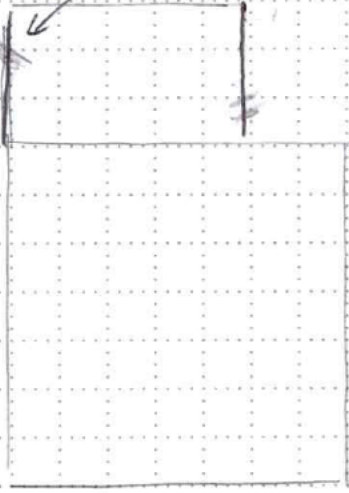
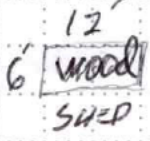
499 ST GEORGE ST



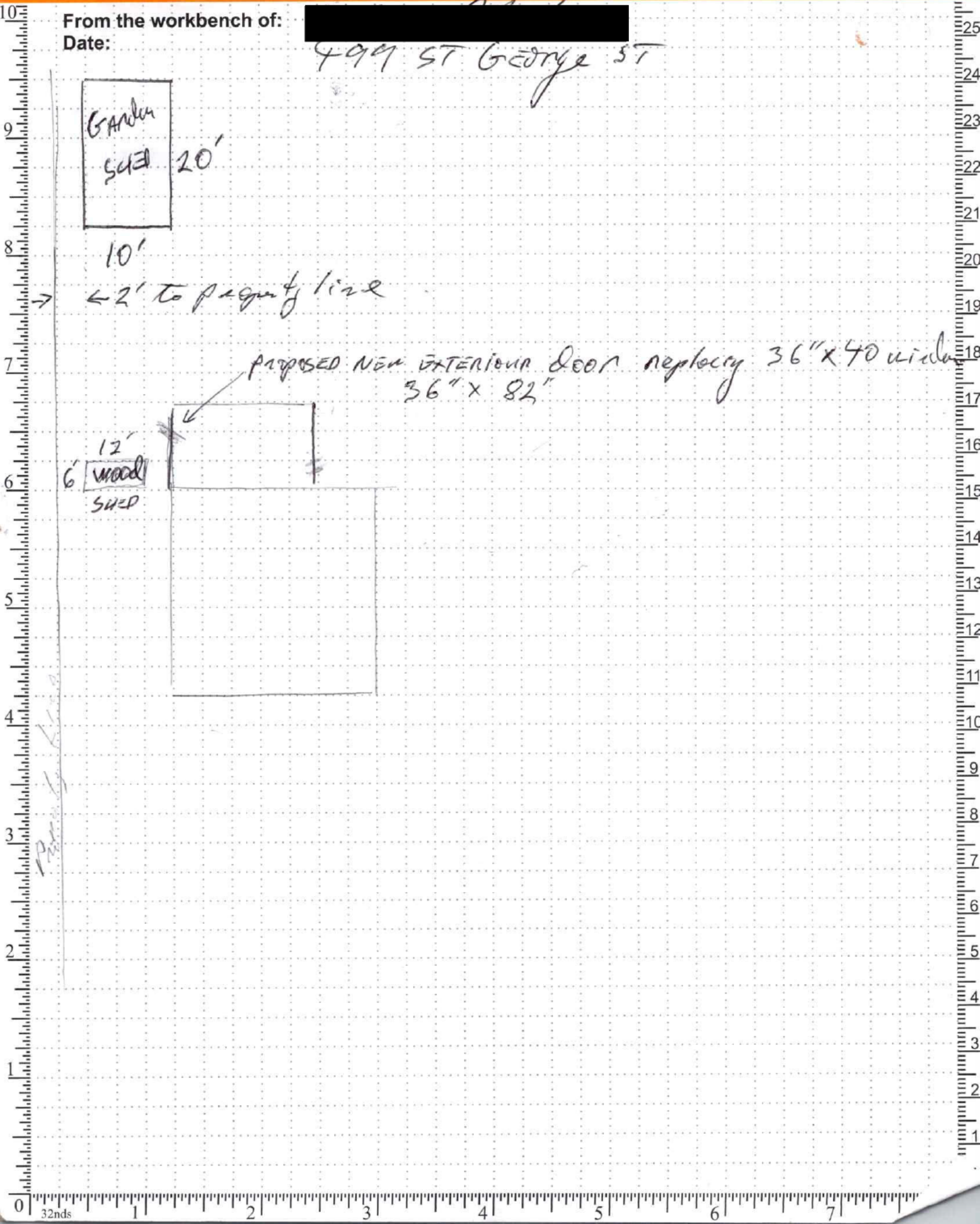
10'

← 2' to property line

PROPOSED NEW EXTERIOR DOOR replacing 36" x 40 window
36" x 82"



Proposed by [unclear]





Example of Shed



Window to be removed



Example of replacement door



To: Council

From: Ken Knox DMO/D

Date: November 27, 2024

RE: Request for Alteration to a Registered Heritage Property

Location: 494 St George Street

Requested Action: That Council. approves the request

Background: The applicant is requesting to replace the ground sign advertising the BnB in a style complementary to the structure.

Description of Property: The architectural value of 494 St George Street has been given a merit rating of 1, under the Policy S2 – Exceptional Structures. This building dates 1869. The building style of the commercial building is Second Empire.

Character-defining elements of the Queen Anne Inn include:

- Second Empire style features, in wood, including: the 3-storey tower, decorative trim, Mansard roof;
- relatively unaltered interior window treatment, front entry, interior trim, main staircase, fireplaces, and layout of principal rooms;
- exterior landscaped setting including spacious lawns and trees;
- form and massing;
- large joined brick chimneys;
- curved, bell cast, painted shingle mansard roof on tower, house and ell with heavy wooden cornice bell line;
- elaborately decorated wooden hood on dormers on tower, house and ell;
- heavily bracketed wood frieze with decoration;
- symmetric wooden one-over-one windows that have curved tops on the second storey and square on the first storey. The windows have elaborated segmented curved and square pedimented heads and wide decorated casings and trim;
- bracketed third storey wooden balcony and rail;
- elaborate wooden portico with decorative rails paired decorated wooden columns, porch and stairs;
- narrow wooden clapboard with decorated corner boards and water table;
- paired wooden glazed entry doors;
- 3 storey wooded polygonal bays with elaborate decorative wood trim and paneling;
- exposed brick foundation.



The Heritage Property Act defines “character-defining elements” as meaning the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to heritage value and that must be sustained in order to preserve heritage value.

Analysis: Staff recommends that the replacement of the ground sign at the location proposed would not compromise the heritage value of the building.

Draft Recommendation: *"...that Council gives the applicant at 494 St George Street retroactive heritage approval to replace the ground sign, as detailed in the application 24-31-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: | | |
| Address: | | |
| Phone Number: | | |

General description of work:
New ground sign

Reason for proposed work:
old sign rotted

| Exterior Changes | Yes | No | Explanation of changes—please include colour references and material to be used |
|---|-----|----|---|
| Siding (Please specify material and colour) | | ✓ | |
| Windows (Please specify material e.g., wood, vinyl, etc) | | ✓ | |
| Doors, Storm Doors, etc. (Please specify material e.g., metal, aluminum or wood and colour) | | ✓ | |
| Roof (Please specify material e.g., asphalt, metal, etc and colour) | | | |
| Other (Please describe) | ✓ | | <u>sign</u> |

Signs

free standing
 hanging
 attached to a building
 other, please specify _____

Approximate size: 21 sq. ft
 Proposed colours: charcoal / gold

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: October 9, 2024 Sign: [Redacted 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.



- Plan to attend Special Council meeting at Kings Municipal Office in Coldbrook
- Dec 12, 2024 Plan to attend Condo social event
- Dec 13, 2024 Plan to attend training session on Roberts Rules of Order with Deputy Mayor in New Minas
- Dec 16, 2024 Plan to attend provincial orientation session for the Town offered by Jason Molloy
- Dec 18, 2024 Plan to attend Regular General Meeting of Condo Board
- Dec 19, 2024 Plan to attend Annapolis County Inter-Municipal Working Group meeting – Annapolis Royal is the host
- January 1, 2025 Plan to attend Levée at the Legion from 12:00 to 4:00 pm – invited to say a few words

IMSA

See IMSA Minute.

Next meeting is scheduled for December 18, 2024.

Twinning

- Dec 10, 2024 Attended MEDC meeting for portions dealing with Twinning only. Passing on the baton to Deputy Mayor. Will continue to assist as required.

Amery Boyer



TOWN OF ANNAPOLIS ROYAL
PERMIT REPORT
 Figures based on Fiscal Year April to March

| Number of Building Permits | | Building Value |
|----------------------------|----|----------------|
| NOV | 0 | \$0.00 |
| YTD 2024-2025: | 10 | \$1,499,938.00 |

| 2024-5 Total Dev/Building Permit Fees | |
|---------------------------------------|------------|
| Total Fees for November | \$50.00 |
| Total Fees YTD | \$6,368.50 |

| | |
|----------------------|-------------------|
| Civic Address | 619 St. George St |
| Permit | Development |
| Type | Accessory / Solar |
| Construction | NA |
| Fee | \$50.00 |
| Est. Value | \$34,000.00 |

| | |
|----------------------|--|
| Civic Address | |
| Permit | |
| Type | |
| Construction | |
| Fee | |
| Est. Value | |

| | |
|----------------------|--|
| Civic Address | |
| Permit | |
| Type | |
| Construction | |
| Fee | |
| Est. Value | |

| | |
|----------------------|--|
| Civic Address | |
| Permit | |
| Type | |
| Construction | |
| Fee | |
| Est. Value | |

| Total Permit Summary | | | | | |
|----------------------|---------------|---------------|------------|------------------|--------------|
| | | Current Month | Fiscal YTD | Prev. Year Month | Prev Yr. YTD |
| Residential | New | 0 | 2 | 0 | 1 |
| | Reno/Addition | 0 | 8 | 1 | 2 |
| | Accessory | 1 | 4 | 4 | 7 |

| | | | | |
|---------------------------------------|---|---|---|---|
| Other (Signs, Occupancy, etc.) | 0 | 3 | 0 | 8 |
|---------------------------------------|---|---|---|---|

| | | | | | |
|-------------------|---------------|---|---|---|---|
| Commercial | New | 0 | 0 | 0 | 0 |
| | Reno/Addition | 0 | 0 | 0 | 0 |
| | Accessory | 0 | 1 | 0 | 0 |

| 3-Year Comparative Building Data | | | |
|----------------------------------|----------------|--------------|----------------|
| | 2024/5 | 2023/4 | 2022/3 |
| Total permits for NOV: | 0 | 2 | 2 |
| | 2024/5 | 2023/4 | 2022/3 |
| Total Estimated Value NOV: | \$0.00 | \$32,500.00 | \$700,000.00 |
| | 2024/5 | 2023/4 | 2022/3 |
| Total Build Permits YTD: | 10 | 4 | 6 |
| | 2024-2025 | 2023-2024 | 2022-2023 |
| Total Estimated Value YTD: | \$1,499,938.00 | \$332,500.00 | \$2,230,000.00 |

ANNAPOLIS ROYAL FIRE INSPECTION REPORT 2023/4

| | Address | INSP DATE | Type of Letter | DEF REP DATE | STATUS UPDATE | DEF CORR | COMP. LET. DATE |
|-----|---------------------------|-----------|----------------|--------------|---------------|----------|-----------------|
| NOV | 21 Church | 29-Nov-24 | COMPLETE | | | | 29-Nov-24 |
| | 314 St George | 9-Nov-24 | DEF | 9-Nov-24 | 30 DAY NOTICE | | 9-Nov-24 |
| | 471 St George | 16-Nov-24 | COMPLETE | | | | 16-Nov-24 |
| | 314 St George | 9-Nov-24 | DEF | 9-Nov-24 | 30 DAY NOTICE | | 9-Nov-24 |
| | 540 St George | 29-Nov-24 | COMPLETE | | | | 29-Nov-24 |
| | 190 St George | 23-Nov-24 | COMPLETE | | | | 23-Nov-24 |
| | 441 St George (all areas) | 15-Nov-24 | COMPLETE | | | | 15-Nov-24 |



December 12, 2024

Board of Police Commissioners:

Councill Skinner-Robertson and Councillor Sadkowski were sworn in to their roles on the board by Chief Kane. The chair will be requesting training by the Department of Justice in the new year for all board members. A police audit will also be completed sometime in 2025 to ensure compliance with the new policing standards. A grant was received to install solar lights and erect a wall at the skate park as a creative outlet for the youth in the community.



INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD

“MEETING MINUTE” BASED ON BOARD MEETING HELD ON NOVEMBER 20, 2024

FIRST MEETING WITH NEW BOARD REPRESENTATION

The 1st meeting of the Interim Intermunicipal Services Agreement Board of Directors in follow-up to the recent municipal elections was held on November 20, 2024, beginning at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

BOARD REPRESENTATION

Municipal Party Representatives and their associated voting rights under the Interim Intermunicipal Services Agreement are:

- Mayor Dave Corkum, Municipality of Kings, representing Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority
- Mayor Jodi MacKay, Town of Wolfville, representing Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority
- Mayor Andrew Zebian, Town of Kentville, representing Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority
- Mayor Mike Trinacty, Town of Berwick, representing Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority
- Mayor Gail Smith, Town of Middleton, representing Valley Region Solid Waste-Resource Management Authority
- Mayor Amery Boyer, Town of Annapolis Royal, representing Valley Region Solid Waste-Resource Management Authority
- Warden Diane Le Blanc, Municipality of Annapolis County, voting rights on IMSA matters
- Warden Linda Gregory, Municipality of the District of Digby, voting rights on IMSA matters

A motion was carried during the meeting asking all Parties to appoint an Alternate Representative to the Board and to advise Brenda Davidson, by e-mail to: brendad@vwrn.com of the selection.

ELECTION OF CHAIR AND VICE CHAIR

Mayor Dave Corkum, was elected to serve as Chair and Mayor Jodi MacKay was elected to serve as Vice-Chair to the Interim Intermunicipal Services Agreement Board of Directors.

SUB-COMMITTEES WERE ESTABLISHED

| | |
|--|--|
| Audit Committee (Valley Waste and Kings Transit) | Vice-Chair MacKay and Mayor Trinacty |
| Investment Committee (Valley Waste) | Mayor Zebian |
| Regional Chairs Committee (Valley Waste) | Chair Corkum and Mayor Trinacty as Alternate |



MEETING MINUTE

Kings Transit Authority



Under the leadership of Acting General Manager, Dwight Whynot, the following are the key items of interest::

1. 2025-2026 Draft Budget Development: Draft budget to be presented to Board during the December meeting.
2. Follow-up from WSP Kings Transit Authority Strategic Plan and associated recommendations.
3. Recruitment of General Manager: recruitment well underway with interviews to be held soon.
4. Project Management Support: to assist staff with various tasks, including evaluating options for facility redesign versus constructing a new facility.
5. Follow-up to release of Request for Proposals for provision of electric buses and associated charging infrastructure.
6. Ongoing active participation in the Investing in Canada Infrastructure Program (ICIP) and exploration of other funding opportunities, such as the Green Municipal Fund. ICIP Phase 1 focused on completing the mass transit study, while Phase 2 involved preparing and issuing of Requests for Proposals for electric buses, chargers and software.



**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
KEY TOPICS OF INTEREST**

Under the leadership of Interim General Manager, Andrew Garrett, the following are the key items of interest:

1. 2025-2026 Draft Budget Development: Draft budget to be presented to Board during the December meeting.
2. Impending Extended Producer Responsibility Regulations for Packaging and Printed Paper: Ongoing discussions are being held with Circular Materials Atlantic, the Producer Responsibility Organization (PRO) regarding the transition to a full extended producer responsibility stewardship program beginning December 2025. Under this program, brand owners become fully responsible for the management of residential blue bag materials in Nova Scotia. A large percentage of the Authority's curbside collection and recycling processing costs will decrease under the new Regulation. The Authority will be offered a choice to enter a contract with Circular Materials for the collection of recycling. If the Authority chooses to enter that contract, some financial compensation for education and customer service will be provided.
3. Scotia Recycling: Scotia Recycling provides recyclables processing services under a contract with the Authority. There were recently two equipment and facility damaging fires with Scotia Recycling now taking steps to return the facility to full operating capacity. In the meantime, some materials are being processed by other facilities in the Province.
4. Capital Projects: The Board has invested in the Management Centres over the past couple of years to improve efficiencies and safety for both customers and staff. This has been reflected in the current year's capital budget and will be a focus again in the proposed capital budget for the upcoming fiscal year.

NEXT MEETING

The next meeting of the Interim Intermunicipal Services Agreement Board will be held on December 18, 2024 beginning at 10:00 a.m. based in the Valley Waste Boardroom with the virtual attendance option



December 12, 2024

Friends of the Annapolis Pool Society:

The pool continues to look for a Certified Pool Operator and has been reaching out to other local municipalities for leads or opportunities for collaboration. The committee is also looking into install security cameras on the pool premises. There have been several incidents of vandalism and theft at other local pools and installing security cameras will hopefully deter any future incidents. Planning for the 2025 season is also underway including grant applications for staffing.

December 6, 2024



Dear Mayor, Council and staff,

Update:

I spent a further 1.5 hours yesterday (4:30pm until 6pm) clearing the debris from the curbside outside St. Luke's Church, to the driveway next to Tripp's Gallery. Along that section of street, I removed a total of eight wheelbarrow loads of thick leafy sludge (see attached photo). The recent snowfall and freeze/thaw weather has turned this curbside crud into an even bigger mess, trapping the rainwater into deep puddles under and between the mud. There are still concentrations of muddy debris along the curbside from The Garrison House to the traffic lights.

Sadly, pedestrians and motorists have to navigate their way through this muddy mess when visiting our town. I watched a senior lady the other day, who has mobility challenges, step down into the gutter in order to enter the passenger seat of her car. She was standing in the thick layer of sludge because it was the only way she could get into her car. This is very slippery, hazardous and unnecessary. Seeing this lady's situation, along with the knowledge of more freeze/thaw weather in the forecast, the fact that this debris will not move by itself, and knowing that many visitors will be arriving tomorrow for the Christmas Markets, spurred me on yesterday to volunteer my time and clean up part of the street. Many folks stopped to thank me for taking on this necessary task. They expressed disappointment that it hasn't been cleaned up sooner. One motorist slowed down and yelled at me for not wearing a reflective vest.

I suggest that the Town makes arrangements to clean up the remainder of the debris as soon as possible. Thinking ahead, perhaps a plan can be made to be proactive each year and clean the Fall leaf foliage along this section of lower St. George Street before it turns into slippery sludge.

Please can both of my emails, and photos, be added to the upcoming Dec 18th Council package under "correspondence". I plan to attend and speak during "public input". Thank you.

Kind regards,

November 29, 2024

Dear Mayor and Council,

PLEASE HELP!

Decomposing leaf foliage is in abundance this Fall at the curb on St George Street from the lights to the Annapolis Brewing Company. In some areas of heavy concentration, it's 4" thick and spreads a foot from the curb. It's a thick layer of muddy, smelly, rotting leaf sludge that creates a dam of trapped rain water. Folks have to walk through this slippery hazard when crossing the road or parking vehicles. Freezing weather makes it worse. This curbside crud will not disappear by itself. On Wednesday evening I spent 2.5 hours shoveling by hand and managed to relocate approx forty 5-gallon buckets. It was physically exhausting because the sludge is very heavy. I worked full tilt, carrying 2 buckets at a time, and only managed to clear the curbside gutter from Tripp's Gallery to the stop sign. I also cleared an area outside St. Luke's Church, and also the sidewalk outside the Pharmacy.

I do not have the strength to remove all of this decaying waste by myself, and I recommend it gets removed asap. Please can Public Works help too. A front loading bucket with a blade could scoop up the crud in minutes. A task that would take me hours. I've attached photos for reference.

Many thanks,