

Town of Annapolis Royal
Council Meeting
Agenda
January 22, 2025 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 – December 18, 2024 **(TAB 1)**
8. Presentations
 - i. Annapolis Royal Nursing Home Rebuild Project Update – Ramsay Duff, CEO and Tamara Halliday, Director of Finance **(TAB 2)**
9. Public Input
10. New Business
 - i. Recreation Strategic Plan – Noah Scanlan, Active Communities & Recreation Coordinator **(TAB 3) DM**
 - ii. Solar Electricity For Community Buildings Pilot Program (*The Solar Electricity for Community Buildings Pilot Program - Government of Nova Scotia, Canada*)
 - iii. Appointment to IDEA Governance Committee
MOTION #1
... that Council approves the appointment of Mayor Amery Boyer and Deputy Mayor Sybil Skinner-Robertson to be the representatives for the IDEA Governance Committee for a term of three-year until December 1, 2027.
11. Unfinished Business
12. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #1 (TAB 4)

... that Council approves to re-adopt the Travel Policy 2024-07 dated June 20, 2024.

MOTION #2 (TAB 5)

... that Council approves to repeal Council Remuneration Policy 2013-2 dated June 8, 2013 and replace with the Council Remuneration Policy 2025-02 dated January 2025.

MOTION #3 (TAB 6)

... that Council approves to repeal Hospitality Policy dated January 24, 2019 and replace with the Hospitality Policy 2025-01 dated January 2025.

MOTION #4 (TAB 7)

... that Council approve to repeal the Council Expense Policy #2009-3 dated April 20, 2009.

Marketing and Economic Development Committee

MOTION #5 (TAB 8)

... that Council approve Version 6 of the Mandate of the Annapolis Royal Twinning Committee with Royan, France dated January 2025.

MOTION #6

... that Council approve the appointment of at least two members to the Town Twinning Committee for a term ending on December 31, 2025, with signing authority, and to authorize one member for online banking for a Royal Community Account at the RBC in Annapolis Royal to be set up as soon as possible.

13. Reports from Committees, Boards and Commissions

- | | |
|---|--------------------------------------|
| i. Mayor's Report | Mayor Boyer (TAB 9) |
| ii. Chief Administrative Officer's Report | CAO Millett-Campbell (TAB 10) |
| iii. Planning Services Report | CAO Millett-Campbell (TAB 11) |
| iv. Water Report | for Council Review (TAB 12) |
| v. Marketing and Economic Development Committee | Councillor MacDonald |
| vi. Planning and Heritage Advisory Committee | Councillor Myers (TAB 13) |
| vii. Board of Police Commissioners | Councillor Sadkowski |
| viii. Twinning Committee | Deputy Mayor Skinner Robertson |
| ix. Library Report | Councillor MacDonald |
| x. IMSA Interim Board | Mayor Boyer (TAB 14) |
| xi. Environment Advisory Committee | Deputy Mayor Skinner-Robertson |
| xii. Academy Condo Board | Mayor Boyer |
| xiii. Friends of the Annapolis Pool Society | Councillor Sadkowski (TAB 15) |

14. Correspondence

15. In-camera

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

- i. In-camera minutes of December 18, 2024 **(TAB A)**

Business Items

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

16. Adjournment

Next meetings

Planning and Heritage Advisory Committee	Feb 3 @ 4:00 pm
Committee of the Whole	Feb 5 @ 6:00 pm
Marketing and Economic Development Com.	Feb 11 @ 6:00 pm
Environment Advisory Committee	Feb 14 @ 9:30 am
IMSA	Feb 19 @ 10:00 am
Council	Feb 19 @ 6:00 pm
MEDC Roundtable (Legion)	Feb 24 @ 6:30 pm
ACIMWG (Town of Middleton)	Feb 27 @ 6:30 pm
Board of Police Commissioners	Mar 19 @ 10:00 am



**Town of Annapolis Royal
 Council Meeting
 Unapproved Minutes
 December 18, 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 Municipal Operations and Development (DMO/D) Knox (left at 7:16 pm), and Recording Secretary Kim Dunning Presenting: Andrew Cranton and Alex Cranton, Annapolis Royal Fire Department (left at 6:13 pm) Member of the Public: Paula Hafting (left at 6:19 pm)
3. Regrets	None
4. Absents	None
5. Additions to Agenda	12. Motion 10 removed 13. Library Report change to Councillor MacDonald In-camera v. Legal matter
6. Approval of Agenda	MOTION #C2024-12-18-01 The agenda was approved with the above changes/addition by unanimous consent.
Edits to the Minutes	None
7. Approval of Minutes	MOTION #C2024-12-18-02 The Council Meeting Minutes of November 20, 2024 were approved by unanimous consent.

8. Presentations

Annapolis Royal Fire Department – Chief Andrew Cranton

Chief Andrew Cranton would like to acknowledge an all-female Council. Alex Cranton gave a review of their request to replace the current vehicle that is over 22 years old and replace it with an aerial truck.

Councillor MacDonald asked about the engine hours, and Chief Cranton responded that when it is in pump mode, it is adding additional time, and they will certainly include this information if they purchase an aerial truck. Councillor Sadkowski asked about the 20-year certification requirement that doesn't apply to an aerial truck, and Chief Cranton advised that the vehicle would be inspected every year.

9. Public Input

Member of the public Paula Hafting would like to bring to Council's attention an issue that is a slipping hazard. In the fall, the trees from the Pharmacy to the main traffic lights drop leaves that can create very slippery conditions. They would like the Town to be proactive and get

ahead of this issue/safety concern. They had gone out themselves for over two and a half hours and cleared some of the leaves on the curbs to make sure it was safe for the Parade of Lights. They also cleared leaves on another day for an hour and a half to get ready for the Christmas Fair. They added that this is a safety concern and that they would like the Town to have a plan of action for future years. They also shared a couple of pictures of the issues.

10. New Business

- i. Nova Scotia Federation of Municipalities (NSFM) Regional Representative
Councillor MacDonald shared an email stating that there are two Valley seats available on the NSFM Board. They have a personal interest in NSFM, and asked CAO Millett-Campbell what the process is for submitting their name forward. They gave an overview of why they are interested in submitting their name for one of the seats. CAO Millett-Campbell advised that this would cost the Town a minimal amount. Councillor Sadkowski expressed concern that there may be issues with attending other events due to other commitments. Councillor MacDonald responded that this shouldn't be an issue for them as they can arrange their own schedule. Councillor Myers also expressed concern with time commitments. Mayor Boyer asked if the representative would represent Council, and Councillor MacDonald stated that they have been in contact with them? NSFM? on this. CAO Millett-Campbell added that this is a way to report back to Council and other municipalities. It was agreed that Councillor MacDonald could put their name forward.

11. Unfinished Business

- i. Wharf Closure
CAO Millett-Campbell advised that at the Committee of the Whole meeting, there was a motion that was deferred as Council requested more information from DMO/D Knox. This additional information was included in the package. The OH&S representative has completed a site visit, and their report was also included in the package; there are some items that need to be addressed, and the recommendation is to temporarily close the wharf until the safety concerns have been addressed or until the public consultation has been completed. The Town needs a clear direction on closing it for an agreed duration. Councillor Sadkowski asked if the public consultation would involve the wharf as a whole or just the safety issues, and CAO Millett-Campbell responded that it would involve the future of the wharf. Deputy Mayor Skinner-Robertson suggested closing for two months for the safety concerns and public consultation for the long-term plan. CAO Millett-Campbell advised that there could be more options available such as determining if someone else might be interested in the wharf – perhaps a wharf association. Councillor Myers added that any survey should only go to taxpayers in Annapolis Royal, and taxpayers need to know the worse-case scenario. Mayor Boyer stated that if the wharf is demolished, the cost would be \$1M, rehabilitation would cost \$2.7M, and reconstruction would be more than \$5M.

Councillor MacDonald advised that they had emailed some questions to CAO Millett-Campbell earlier today regarding the wharf and thinks that combining public consultation and discussion of the safety issues is too much, and that the issues need to be dealt with one step at a time. They advised that there are risks throughout the Town (pavements that are a tripping hazard), and the Town has not closed these areas. They also added that the occupational health and safety issues are entirely separate and they

would like to understand what they are requesting, noting that the Town can appeal this if needed. Deputy Mayor Skinner-Robertson asked if the recommendation is to close the wharf and do the repairs or close until public consultation has taken place. CAO Millett-Campbell advised that the OH&S representative is requiring the Town to address the risk of falling off the wharf and the Town needs to come up with a plan by January 17, 2025. The Town needs to mitigate the risks associated with using the wharf until the safety concerns have been addressed. Councillor MacDonald if the same rules apply to other wharves and stated that they think that our situation is different. DMO/D Knox responded that they have been in contact with Digby, and they must meet the same requirements as the Town. They reiterated that this needs to be addressed to mitigate the hazard. CAO Millett-Campbell added that they have found temporary barricades at a cost of \$200 a month, reiterated that the Town needs to have a plan in place for January 17, 2025, and that there isn't any money in the budget available. Temporary closing would mitigate the Town's risk and plans and procedures will take some time to develop. The objective of the Town is to keep people/residents safe. There was discussion on when the next public consultation should be, and Mayor Boyer advised that this needs to happen sooner rather than later. CAO Millett-Campbell added that some of the residents are away during the winter months. They added that taxpayers will be the ones to bear the burden as they will be responsible for funding the repairs and maintenance of the wharf. Councillor MacDonald suggested using the same process used for the MEDC roundtable which involved a note included in the residents' water bills, as this worked well for attendance, and a survey can be done anytime. It was agreed to close the wharf temporarily subject to review at the end of February 2025.

MOTION #C2024-12-18-03

It was regularly moved and seconded that Council approve the temporary closure of the municipal wharf to the public, both persons and vehicles, until the safety issues are addressed, subject to review at the end of February 2025. **Motion carried. 1 nay**
Councillor MacDonald

It was agreed that staff will provide Council with options for public consultation, as previously discussed during the meeting.

ACTION: Options for public consultation

NAME: CAO Millett-Campbell

DUE: February 12, 2025

12. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2024-12-18-04

It was regularly moved and seconded that Council approve the Code of Conduct for Elected Officials of the Town of Annapolis Royal Policy #2024-13 dated December 2024. **Motion carried.**

MOTION #C2024-12-18-05

It was regularly moved and seconded that Council move the January Committee of the Whole meeting to January 8, 2025 and the January Council meeting to January 22, 2025.

Planning and Heritage Advisory Committee

MOTION #C2024-12-18-06

It was regularly moved and seconded that Council provide heritage approval for the applicant at 499 St. George Street 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 application 24-30-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

MOTION #C2024-12-18-07

It was regularly moved and seconded that Council provide retroactive heritage approval for the applicant at 494 St. George Street to replace the ground sign, as detailed in the application 24-31-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Marketing and Economic Development Committee

MOTION #C2024-12-18-08

It was regularly moved and seconded that Council approve the appointment of Deputy Mayor Skinner-Robertson as the Town's representative for the Twinning Committee for a term of one year ending December 31, 2025. **Motion carried.**

MOTION #C2024-12-18-09

It was regularly moved and seconded that Council approve the appointment of Spencer Reynolds as the Town's representative for the Natal Day Committee for a term of one year ending December 31, 2025. **Motion carried.**

13. Reports from Committees, Boards and Commissions

- i. Mayor's Report
As presented.
Mayor Boyer added that they had used the wrong name for December 16, 2024 and that it should be Jason Haughn. They advised that the Inter Municipal Services Agreement Board (IMSA) will be offering orientation for all Council members on January 15, 2025 and CAO Millett-Campbell will share the invitation.
- ii. Chief Administrative Officer's Report
As presented.
- iii. Planning Services Report
As presented.
- iv. Water Report
As presented.

- v. Marketing and Economic Development Committee
Councillor MacDonald advised that the primary updates are included in the above motions.
- vi. Planning and Heritage Advisory Committee
Councillor MacDonald advised that the two motions were included in the above motions.
- vii. Board of Police Commissioners
As presented.
- viii. Twinning Committee
Deputy Mayor Skinner advised that they have started to look for volunteers for this Committee.
- ix. Library Report
Councillor MacDonald advised that this Committee has not met yet, and the first meeting to select officers will be held on January 16, 2025, with the first board meeting to be held on February 20, 2025.
- x. IMSA Interim Board
As presented.
- xi. Environment Advisory Committee (EAC)
Deputy Mayor Skinner Robertson was unable to attend. CAO Millett-Campbell did attend and advised that Kaytland Smith from CLEAN Foundation had attended the meeting as well. The plan is to give provide presentations around climate change to EAC and Council knowledge and education.
- xii. Academy Condo Board
Mayor Boyer advised that a meeting was held today, and they have appointed another at-large representative. A strategic planning session is planned for January 6, 2025. There is reserve-fund study that is out-of-date. The Board has decided to include this in the larger envelope of a strategic plan which will be facilitated by a resident who has experience in this area. It was also noted that the value of the building far exceeds original stated values.
- xiii. Friends of the Annapolis Pool Society
As presented.
Councillor MacDonald asked about the Certified Pool Operator and Councillor Sadkowski responded that at the time of the meeting, they were still trying to connect with the County of Annapolis regarding this.

14. Correspondence

- i. Concern - Curbside
Discussed during the public input part. Councillor MacDonald asked about the leaf sludge. If someone get hurt, who is liable? CAO Millett-Campbell responded that the Motor Vehicle Act states that people should step onto the sidewalk and not onto the

road when parked. Also, property owners are expected to clear the sidewalk outside their businesses. CAO Millett-Campbell added that this week, they have not had a full team for Public Works, and priorities do take precedence. Councillor Myers asked what equipment the Town has to remove the leaves. CAO Millett-Campbell responded that they do have a street sweeper, but the cars would need to be removed from the road, and this would involve overtime pay. The leaves will be cleared when the snow is removed from the roads. Councillor MacDonald stated that she thought that this is an education issue for residents, and Mayor Boyer will include information to this effect in their message for the Town Crier newsletter. CAO Millett-Campbell added that leaves have not been cleared in the last few years, and the work had been previously contracted out which was very expensive. Recommendation to include in the budget discussions and ask the Environment Advisory Committee to organize a community clean up. Councillor MacDonald responded that at the Climate Fair, no one signed up for it.

Council would like to thank Paula Hafting for bringing their concerns to Council for review.

MOTION C#2024-12-18-10

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 two legal advice and personnel matters at 7:42 pm. **Motion carried.**

MOTION C#2024-12-18-12

It was regularly moved and seconded that Council move out of camera at 7:57 pm. **Motion carried.**

MOTION C#2024-12-18-13

It was regularly moved and seconded that Council appoint Muttart Consulting Solutions as the investigator for the Code of Conduct review for a term of two years ending December 31, 2027. **Motion carried.**

MOTION C#2024-12-18-14

It was regularly moved and seconded that Council issue an Order to Remedy the condition of the lands located at 95 Victoria Street in the Town of Annapolis Royal on or before January 3, 2025. The Order shall require the owner to remove, or store out of sight, all garbage, debris, furniture and other items on the property such that the unsightly condition of the property, as judged by the Town, is no longer in an unsightly state. In the event the work is not completed by the January 3, 2025 deadline, the Town may exercise its right to remedy the condition itself and to place a lien on the property in an amount equal to the reasonable costs associated with its remedial work. **Motion carried.**

MOTION C#2024-12-18-15

It was regularly moved and seconded that Council approve an overage in the Town Operating and Water Utility administrative salary lines of approximately \$5,000 and \$3,000 respectively in the 2024-2025 budgets due to the increased workload on staff. **Motion carried.**

15. Next Meeting
January 22, 2025

16. Adjournment
The meeting was adjourned at 8:00 pm.

Amery Boyer, Mayor

Kim Dunning, Recording Secretary



MacLEOD *Cares*

Annapolis Royal Nursing Home

Rebuild Project Update

JANUARY 2025

Presentation Topics

- Introduction to MacLeod Cares
- Project Overview
- Economic and Social Impact
- Location and Land
- Process and Timing
- Status of Current Home

Introduction to MacLeod Cares

We Care for Seniors



846 Residents

- Memory Care
- Nursing Care
- Residential Care
- Retirement Living



14 Locations in NS, NB, PE



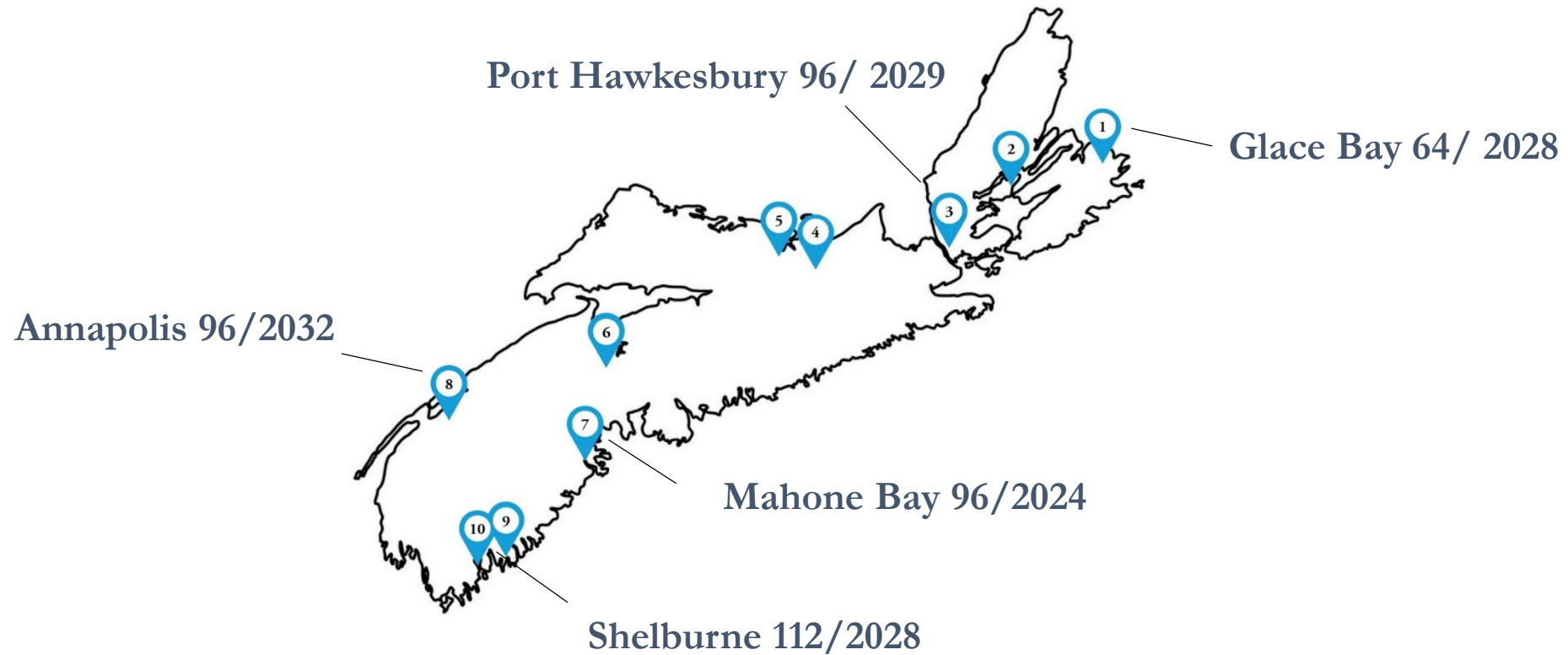
1300 Employees

- 84% Female Employees
- 64% Unionized

MacLEOD *Cares*

Projects in NS

Location, Beds/Opening Date



Project Overview

- Licensed Long Term Care Nursing Home
- 96 Single Rooms, Private Baths
- 150 Employees
- Project Start: 2027
- Break Ground: 2028
- Opening: 2032

Economic and Social Impact

- Construction
 - Direct Construction \$100.0 million
 - Indirect Construction \$25.0 million
- Annual
 - Wages \$9.0 million
 - Local Supplies and Services \$0.5 million
- Local training, education and hiring programs
- Co-location Opportunities (Hospice)
- Immigration, Housing, Daycare, Community Transit
- Community Impact Project

Land

- 10 – 15 acres
- Serviced
 - Water, Sewer
 - Power, Fibre Optic Internet
 - Fire Services
- Multiple Access Points
- Green Space and Neighbours

Process & Timing

- Awaiting formal notification from Province to start
- Option to identify land and secure an option for future use
- 36 months

Space & Design

- Examples from approved projects
 - Mahone Bay
 - Glace Bay
 - Port Hawkesbury
 - Shelburne

Entrance – Drop Off



Interior – Resident Living Area



Interior – Resident Living Area



Interior – Resident Dining Room



Layout



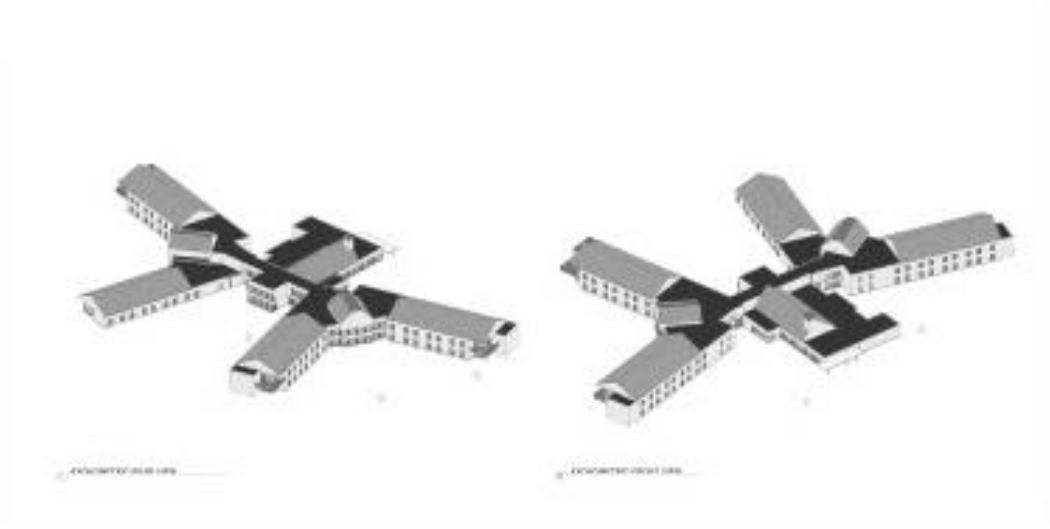
Exterior Renderings



COURTYARD PERSPECTIVE - 04



COURTYARD PERSPECTIVE - 02



Exterior Renderings



ENTRY PERSPECTIVE



COURTYARD PERSPECTIVE - 03



COURTYARD PERSPECTIVE - 01

Thank You





Active Living Strategy - Town of Annapolis Royal
January 9, 2025 – Final Draft for Council Approval



Active Living Strategy – Town of Annapolis Royal 2023

Table of Contents	Page
Executive Summary	3
Overview of Active Living	5
The MPAL Program	6
Community Profile	6
Need for an Active Living Strategy	7
Annapolis Royal Active Living Strategy Vision	9
Strategy for Active Living	
Objectives of the Strategy	10
Outline for the Strategy	10
Part 1: Supports for Individuals	11
Part 2: Social Environment	12
Part 3: Physical Environment	14
Part 4: Capacity Building and Developing Policy	16
Implementation & Evaluation	17
Appendixes	
Appendix A: Supporting Documents	21
Appendix B: Community Profile and Consultations	23
Appendix C: Active Living Community Assets	25
Appendix D: Partnerships and Additional Resources	27

Active Living Strategy – Town of Annapolis Royal 2025

Executive Summary

In 2023 the Town of Annapolis Royal began work on an update to the 2014 Annapolis Royal Physical Activity Strategy, a document originally created to ensure the municipality was committed to promoting and supporting active lifestyles. This update was to be renamed the Active Living Strategy to include a broader scope of considerations in guiding the municipality to value and endorse a more holistic approach towards an active and healthy community. The goal is to aid our community in understanding and inspire them to adopt Active Living.

This update process involved integrating new sources and data to guide municipalities as to how to create healthy, vibrant, active communities. New data relating to residents' opinions and needs relating to physical activity was collected, including a Physical Activity Community Survey conducted by Nova Insights in 2023, and a Community Engagement Recreation Survey conducted throughout late 2022 and the first half of 2023 by the Town of Annapolis Royal Recreation Department's Municipal Physical Activity Leader. Based on this data and sources, the following vision for this document was designed:

The Town of Annapolis Royal is committed to Active Living and providing resources to educate, inspire, and bolster activity and movement for those who live in, work in, and visit our Town. The Town intends to foster a community where active living, physical activity, and daily movement opportunities and information are made available in an inclusive and barrier free manner.

Objectives for the Strategy:

Focus on equity, accessibility, and inclusion: Focus efforts on reaching hard to reach and under-served demographics by creating inclusive opportunities for active living regardless of physical ability or financial status.

Individual and group self-sustainability: Define and promote options and opportunities for active living where individuals and groups of participants become self-sustaining and intrinsically motivated.

Promotion of Active Living: Educate, encourage, and promote methods for improving and maintaining a healthy lifestyle and community that is founded on the principles of Active Living

Focus on Municipal commitment to services, facilities, policy, and infrastructure that support movement: Ensure the municipality recognizes the high importance of an active, healthy community and commits to investing in recreation and active transportation infrastructure, community leadership, and supporting facilities.

Supports:

There are four categories of support that must be considered in creating a community that effectively supports Active Living. Special focus in the strategy is dedicated to those aged 45+ who are prone to becoming less active over time, as well as address the needs of youth, females, and newcomers to the community.

1. Supports for Individuals:

- Update and create new educational and informational materials that support Active Living as requested by community members in consultations.
- Create targeted promotional delivery networks within the Town of Annapolis Royal, focusing on utilizing strategic partnerships.
- Provide residents, members of the supporting communities, and visitors with information on opportunities for Active Living withing Town facilities and infrastructure.

2. The Social Environment:

- Promote walking, cycling, and active transportation through creation and/or support of community groups.
- Facilitate low-barrier opportunities for non-competitive recreation activities.
- Improve access and information regarding recreation facilities.
- Recognize community volunteers and sport and recreation champions.
- Define and reduce barriers to participation in organized and non-organized movement integrated into daily life.

3. The Physical Environment:

- Develop strategies to create, enhance, and maintain infrastructure that supports walking and cycling in the community.
- Invest in facilities, infrastructure, leadership, and services that support active living and movement.
- Invest in and create maintenance and upgrade plans for public recreation spaces that support both active and passive recreation. This includes parks, playgrounds, trails, sport and fitness facilities.

4. Capacity Building and Policy Development

- Develop communication standards and methods between the Town of Annapolis Royal Recreation and residents.
- Work with other Town of Annapolis Royal municipal departments, Council, and partners to ensure the goals of this Active Living Strategy are met.

Work Plan: The final section of this document is a 5-year plan that outlines a timeline for implementation of these objectives as well as key partnerships, priorities, and required actions.

Overview of Active Living

In the Town of Annapolis Royal's 2015 Physical Activity strategy, promoting and achieving increased levels of "Physical Activity" in residents was the desired overall outcome of this community plan. This concept has since evolved and expanded to be known as "Active Living". Active living includes any physical movement in which the body uses more energy than when resting, including exercise, active transportation, sports, active work where the body is engaged, incorporating more movement into daily routines, as well as active leisure activities.

Guidelines for recommended physical activity levels have also changed in recent years; Canada has amended their previous guidelines of incorporating 150 minutes of daily physical activity for adults and 60 minutes daily for children to a more holistic approach. Now, including small bouts of movement with no focus on minimum amount is the preferred approach

Active Living is a holistic and self-managed approach to wellbeing that incorporates these physical activity goals into one's daily life. Key points to this approach are:

- Move more, sit less throughout the day, and incorporate movement into daily routines, as outlined in the **Canadian 24 Hour Movement Guidelines**.
- Opting to trade light physical effort for more vigorous ones in daily activities from understanding of the benefits of this choice.
- Get sufficient quality and quantity of sleep.
- Caring for one's mental and emotional health.
- Integrating these concepts into one's innate daily routine.

Examples of how to adopt this lifestyle include:

- Choosing to walk or cycle.
- Scheduling exercise into daily routines.
- Committing to Individual or group recreation activities.
- Recognize the health benefits of activity that comes from active work; gardening, yard work, housework etc.
- Choosing to take the stairs or the more challenging path from point A to B.

Understanding and integrating the practice of Active Living into one's life addresses the need to make the choice to utilize and exercise the body to maintain and improve physical and mental health. Municipalities that prioritize this in turn create strong communities. Active Living executes the task of improving individual and community health in a manner that is less intimidating and more manageable within the requirements of daily life than just regimented times allotted for physical activity.

The MPAL Program

The Municipal Physical Activity Leadership (MPAL) program is an initiative that was developed by the Nova Scotia Department of Communities, Culture, Tourism and Heritage, Community Sport and Recreation Division (CCTH-CSR) to reduce the prevalence of inactivity in Nova Scotia. Funding is made available to municipalities to support hiring an MPAL. The municipality is responsible for hiring the MPAL, who is then guided by a set of provincial guidelines, resources, and mandates.

The Municipal Physical Activity Leader/Active Living Coordinator (MPAL/ALC) is to be the catalyst for this change towards communities adopting a culture of Active Living. Collaboration, partnerships, and teamwork are the keys to generating the momentum required for a ripple effect to drive a positive change to be felt in the community. The MPAL is responsible for leading the development, implementation, and monitoring of an Active Living Strategy to guide this process. The MPAL program was designed based on research and best practices, which show that local-level initiatives have the greatest potential to impact communities in a positive way.

Community Profile

The Town of Annapolis Royal has a population of ~530 residents. The Town serves as a hub of activity, amenities, and services for the western Annapolis Valley and serves a larger population than its residents living within Town limits. The downtown core consists of 2km of a highly walkable shopping and amenities area, with well-maintained natural parks and trails integrated into the active transportation and recreational walking network of the Town. Residents are highly engaged and invested in the community, with a vibrant culture of recreational, cultural, artistic, and social activities. Seasonal tourism for sight seers and those interested in history also plays a crucial part in sustaining the Town's economy. Further community profile information can be found in Appendix B.

high cost to communities. The negative impacts of an inactive culture are costly in all senses of the word.

A Physical Activity Community Survey (Citizen Survey) was conducted in 2023 by Nova Insights Inc., and it notes that in Annapolis Royal that frequently mentioned barriers to activity levels are lack of social connections, poor infrastructure (infrastructure and facilities, especially for walking and cycling) and lack of nurturing social environments (having someone to be active with and finding the time to work activity into daily life and schedules). This survey also noted a need for more community sport and recreation opportunities, which has been somewhat improved since the opening and gained popularity of the Community Hub Gym in 2018.

From Fall 2022-Summer 2023, a community consultation process managed by the MPAL took place requesting input on the activities, satisfaction levels, and wants and needs in relation to recreation and Active living. Of the 117 responses, social connection, barrier free resources, and the need to create and improve infrastructure was most noted.

Links to both studies have been appended in Appendix B. This strategy aims to incorporate these findings, interests, and requests into tangible goals and a sustainable 5-year action plan.

DRAFT

Annapolis Royal Strategy for Active Living Vision:

The Town of Annapolis Royal is committed to Active Living and providing resources to educate, inspire, and bolster activity and movement for those who live in, work in, and visit our Town. The Town intends to cultivate a community where Active Living, physical activity, and daily movement opportunities and information are made available in an inclusive and barrier free manner.

Objectives of the Strategy

The following objectives are incorporated into the concepts, goals, and action plan of this strategy.

Focus on Equity, accessibility, and inclusion: Focus efforts on connecting with hard to reach and underserved demographics by creating inclusive information and opportunities for active living.

Individual and group self-sufficiency create and promote options and opportunities for active living where individuals, groups of participants, and partners become self-sustaining as the recreation department moves away from programming and management and towards a facilitation role.

Active Living Promotion – educate, encourage, and promote methods for improving and maintaining this healthy lifestyle choice.

Municipal commitment to services, facilities, and infrastructure that support Active Living – Ensure the municipality recognizes the high importance of nurturing an active, healthy community and commits to investing in and supporting recreation and active transportation infrastructure, community leadership, and facilities.

Outline for the Strategy

Supports for individuals

To provide support for the residents of Annapolis Royal in building the knowledge, attitudes, and skills they need to pursue active living.

Social Environment

To foster a social environment in the Town of Annapolis Royal that supports active living and makes this practice part of daily life.

Physical environment

To provide a physical environment in the Town of Annapolis Royal that supports active living and makes its principles safe, easy, and accessible.

Capacity and Policy Building

Capacity designed to ensure there are adequate resources to implement the Active Living Strategy and that it remains effective and sustainable. Policy should be built that supports accessibility designs throughout recreation facilities, address needs of marginalized groups, and guarantees equitable facility and opportunity access to all.

Part 1: Supports for Individuals

Part 1. of the outline of the Active Living Strategy is all about providing people of all ages and abilities with the information they need to build interest in engaging in more movement, physical activity, and integrated healthy lifestyle choices to make an integrated active living lifestyle part of daily life. The key to achieving the goals in this section will be for the MPAL to develop an outreach strategy that is educational and inspiring. Important considerations in designing this outreach strategy include focusing on activities that individuals were most interested in in both surveys in Appendix B. These materials will be rolled out to residents by communicating with them using both online and analogue materials and partnering with community organizations to get information into the places where people already go (e.g. the library, health center, seniors home and apartments, Board of Trade, etc.).

Goal 1. Curate and update educational and informational materials

Action 1.1 - Create inspirational and educational campaign materials and no-barrier walking programs.

Action 1.2 – Produce multi-post online promotional campaign for various locations in Town, noting the Town’s intrinsic walkability such as wayfinding signage and rest area signs and locations.

Action 1.3 - Develop an outreach presentation highlighting the 2023 Physical Activity survey results that is promoting and encouraging free unstructured play, open space activities, and pick-up sport location opportunities.

Goal 2 Target communication of materials by working with partners and developing distribution methods.

Action 2.1 – Create outreach a 20-30 minute outreach presentation the MPAL can deliver to partners and offer simple analog documents. The focus of this presentation should be:

2.1.1. Walking for physical activity and developing and installation of AT mapping throughout community.

2.1.2. Promotion of Make Your Move campaign and/or other relevant campaigns that may be released

2.1.3. Develop or update printed materials that identify all trail systems for active transportation.

2.1.4. Distribute information available through a variety of media (e.g. social media, website, calendar, through MPAL, mailing list, online mailing list, Town Crier monthly newsletter).

2.1.5. Post information on social media platforms as well as provide printed materials throughout the community.

2.1.6. Promote and track usage of equipment loan program to community members.

Goal 3 Provide residents with access to inclusive opportunities to learn new skills and develop their interests

Action 3.1 - Develop and update materials for activities both offered by Town of Annapolis Royal Recreation Department and independent groups and practitioners (Climbing Gym, YMCA, AVRIL, Innovation lab).

Action 3.2 Promote outdoor movement and walking activities that are year-round.

3.2.1. Provide snowshoe hiking events throughout the winter.

3.2.2. Provide materials on constructing a backyard rink.

Part 2: Social Environment

Part 2 of this section focuses on fostering social environments that have a positive influence on residents and encourages the creation of strong community connections and adopting an Active Living lifestyle. These opportunities should be designed as not to discriminate based on income level, which can impact the ability to participate due to fees, transportation costs, and equipment required. Opportunities should target key demographics including children, girls in grades 6-8, adults over 45, and those with mobility and accessibility requirements.

The key to the success of these initiatives is to create self-sustaining social connections that build on the passion and enthusiasm of community champions willing to step forth as leaders.

Goal 4 - Coordinate and facilitate low barrier program and sport opportunities to be run by community volunteers.

Action 4.1 Improve and develop more noncompetitive and free community activity opportunities led by volunteers and assist them in program organization and management.

Action 4.2 - Outreach assistance for external programs and group creation and procuring funding for motivated community champions and organizations. Assist them with logistical, educational, and organizational development

Action 4.2.1. Work with Annapolis Royal Community Pool

Action 4.2.2 Work with NS Walks walking group

Action 4.2.3 Work with local cycling groups and initiatives and events

Action 4.2.4 Annapolis Royal Tennis Club

Action 4.2.5 Annapolis Valley Skippers

Action 4.2.6 Junior Hoops organization

Action 4.2.7 Annapolis Valley Climbing Club

Action 4.2.8 External Fitness Class Practitioners

Action 4.3 – Implement automated public online registration and facility booking system to improve efficiency of residents' ability to access and utilize facilities such as gym, market plaza, and amphitheater as well as recreation programs.

Goal 5 – Support community groups and organizations that promote walking for recreation.

Action 5.1 Create social supports that encourage active transportation – encourage walk to work and school programs, feature active transportation in community events (group walks on Canada Day), Collaborate with Health Center on walking initiatives.

Action 5.1.1 Partner with Make Your Move at Work to encourage community members to increase their daily movement

5.1.2 Collaborate with the Ecology Action Centre to provide support for walking/wheeling to school days that will encourage active transportation.

5.1.3 Incorporate physical activity opportunities during community events such as a group walk during Canada Day celebrations in partnership with the Walk NS group

5.1.4 Partner with the Health Center on walking initiatives.

Action 5.2 Create monthly Annapolis Royal “Make your Move” Community Champion profile for Social Media/Monthly newsletter. Recognize community champions, partners, businesses, and any individuals that promote walking and movement via their volunteer efforts as it relates to the Make Your Move Campaign

Goal 6 – Reduce barriers to participation for hard-to-reach demographics such as those with reduced ability, accessibility requirements, and limited finances.

Action 6.1 Decrease barriers to participation in organized and non-organized activity -

Update policy for adaptable registration fees for programs, work with staff to define reduced rate policy,

Action 6.1.1 Review registration fee policy that includes reduced rate policy.

Action 6.2.1 Define long range goals to create an inclusive and accessible infrastructure that will allow for more movement throughout the day.

Part 3: Physical Environment

Annapolis Royal's physical environment must be designed and maintained in a manner that provides a welcoming, accessible, and safe infrastructure for Active Living. As noted in the Town of Annapolis Royal Strategic Plan – 2022, section 5's value to our way of life includes greens space and trails, a safe and clean environment, and infrastructure and resources. We must commit to investing in our facilities and infrastructure to ensure these assets are sustained and these values honored.

- In both the Physical Activity Citizen Survey and Recreation Activities Surveys are that residents are most interested in walking and cycling as forms of recreation. These low barrier activities must be valued in our Town planning.
- Many of our facilities, parks, and infrastructure are dated and require major updates to create the necessary cultural shift for users to incorporate walking and cycling into their daily lives. The importance of accessibility, safety, and active transportation best practices must be addressed moving forward.
- Partnerships are another key component to the overall success of creating an active living culture that best utilizes our facilities and infrastructure. Relationships that focus on utilizing infrastructure owned by the Municipality but under management of partners such the Annapolis Community Pool which is owned by the municipality but managed by the Friends of the Annapolis Pool Society and sports friends under the care and control of the Annapolis West Education Center/Annapolis Valley Regional School Board must be clearly defined and valued. Partnerships with external organizations such as the Fundy YMCA, Annapolis Valley Climbing Club, and Annapolis Royals Tennis Club that utilize municipal recreation facilities and infrastructure must also be included in planning to mee the vision of achieving a community that effectively offers active living opportunities.

A list of recreation assets can be found in Appendix C with additional information on utilization and management, as well as a list of strategic partnerships with external organizations in Appendix D.

Goal 7 – Design and implement maintenance and upgrade plans for public recreation spaces including parks, playgrounds, and trails that supports both active and passive recreation.

Goal 7.1 - Update or generate maintenance and projected refurbishment plans for parks, playgrounds, and trails to ensure safety, accessibility, and sustainability.

Goal 7.2 – Develop regulations and memorandums of understanding for use of public space and facilities outside the standard Recreation Parks & Facilities public spaces, such as First Lake, AWEC Sports Fields under care and control of AVRSB, and Tennis Court usage for Annapolis Royal Tennis Club.

Goal 7.3 - Work with Public Works and CAO to define the concept of adding year-round maintenance and adding lighting to enhance trails and to increase safety.

Goal 8 - Develop strategies to create and maintain infrastructure that supports walking and cycling in the community

Action 8.1 – Procure grants for infrastructure improvements annually via Active Living Fund, Regional Facilities Grants, Community Recreation Capital Grants, Planning Assistance, Provincial and Federal accessibility funding, and other sources. Increase crosswalks, bench seating to meet accessibility standards in advance of 2030 at our trails and parks.

Goal 9 - Invest in Facilities, infrastructure, partnerships, and services that support Active Living and movement among residents and visitors.

Action 9.1 - Procure grants for infrastructure and facility improvements annually via Active Living Fund, Regional Facilities Grants, Community Recreation Capital Grants, Provincial and Federal accessibility funding, and other sources. Focus on trails, crosswalks, seating, and meeting 2030 Accessibility Standards.

Goal 9. 2 – Work with Town Planning department to align infrastructure upgrade programs with existing infrastructure repairs plan through the Town Planning Department ex: Blue Route Hubs Core AT project.

Goal 9.3 - Develop partnerships and custom agreements to maximize use of facilities and provide opportunities for additional recreation services - partner with YMCA for youth day camps at Hub Gym, provide access to Hub rooms to community groups. Reduce barriers to accessing these facilities.

DRAFT

Part 4: Capacity Building and Developing Policy

Capacity building is increasingly important as the Annapolis Royal Recreation Department/MPAL moves away from direct program management and towards a facilitation role. This role, with the adoption of this Strategy, will be to provide promotion, capacity building, and facilitation between organizations and community members. The following goals pertain to easing this transition and providing guidance to Town staff and Council in order to implement policy that reflects these values.

Goal 10 - Provide clear communication to residents as to what the Recreation Dept can provide.

Action 10.1 – Development, promotion, and communication of active living, promotion via website, social media, analog materials

Goal 11 – Focus on integration of Active Living concepts in Town Planning and Policy Building.

Action 11.1 - Collaborate with Town Staff and Council to ensure facets Active Living is considered in strategic development, infrastructure maintenance, policy making and capital planning.

Action 11.2 Manage implementation and maintenance of the Active Living Strategy – review strategy every five years with community input, manage resident surveys, regularly update Town Council and CCTH on the progress made in implementing the strategy.

Action 11.3 Ensure that accessibility concerns relating to recreation and active transportation assets are included in Public Works maintenance plans.

Implementation & Evaluation

The following section lists each of the Actions from the previous section and assigns a priority level, timeline, role/responsibility, and suggested measurable indicators for each action.

In the following table priority has been divided into HIGH, MEDIUM, and LOW.

The timelines assigned are based on a five-year implementation of the Strategy within fiscal years (e.g. April 2024-March 2025; April 2025-March 2026). The following actions are designed and scheduled to achieve defined goals, but are not exhaustive or a unchangeable. The following implementation plan may be reviewed and updated by MPAL and staff as required.

PART 1. Supports for Individuals				
Action	Priority	Timeline	Responsibility	Indications
1.1 Campaign Materials	Medium	Winter 2025	MPAL, CAO	Materials Created
1.2 Online Promotions	Medium	Spring 2025	MPAL	Materials Created
1.3 Outreach Presentation – Survey Results	Medium	Spring 2025	MPAL	Materials Created
2.1 Outreach Presentation – Walkability	Medium	Summer 2025	MPAL	Materials Created
2.1.1 Walk Route Mapping	Medium	Spring 2025	MPAL	Materials Created
2.1.2 Make Your Move Promo	Medium	Winter 2025	MPAL	Materials Created
2.1.3 Print Materials	Medium	Winter 2025	MPAL	Materials Created
2.1.4 Social Media Campaign	Medium	Winter 2025	MPAL	Materials Created
2.1.5 Physical Distribution of Materials	Medium	Winter 2025	MPAL	Deployed
2.1.6 Equipment Loan Promo	Medium	Summer 2025	MPAL	
3.1 Private Practitioner Materials collection and promotion	Medium	Summer 2025	MPAL	Materials created
3.2 Snowshoe Walk series promo	Medium	Winters 2025-2030	MPAL	Promotions posted on

				website and social media
3.2.1 Hiking Events List	Medium	Winters 2025-2030		
3.2.2 Skating Options Info	Medium	Winters 2025-2030		
PART 2. Social Environment				
Action	Priority	Timeline	Responsibility	Indications
4.1 New Partnerships	High	Winter 2025	MPAL	
4.2 Outreach Existing Partnerships	Medium	Summer 2025	MPAL	
4.2.1 Community Pool	Medium	Summer 2025	MPAL	
4.2.2 NS Walks	Medium	Summer 2025	MPAL	
4.2.3 Cycling Groups	Medium	Summer 2025	MPAL	
4.2.4 Annapolis Royal Tennis Club	Medium	Summer 2025	MPAL	
4.2.5 AR Skippers	Medium	Summer 2025	MPAL	
4.2.6 Junior Hoops	Medium	Summer 2025	MPAL	
4.2.7 Annapolis Valley Climbing Club	Medium	Summer 2025	MPAL	
4.2.8	Medium	Summer 2025	MPAL	
4.3 Registration System	High	Fall 2025	MPAL	
5.1 Encourage Social Supports for AT among Groups	Medium	Fall 2025	MPAL	
5.1.1 Make Your Move	Medium	Fall 2025	MPAL	
5.1.2 ECA	Medium	Fall 2025	MPAL	
5.1.3 Walk Group	Medium	Fall 2025	MPAL	
5.1.4 Health Center	Medium	Fall 2025	MPAL	
5.3 Community Make Your Move Profiles	Medium	Spring 2025	MPAL	Profiles launched
6.1 Decrease Participation Barriers	High	Spring 2025	MPAL, CAO	partner with schools to offer promotion and student rates.
6.2	High	Fall 2025	MPAL, other members of Inter Municipal Accessibility Committee (in development 2023)	Process initiated and sustained

PART 3: The Physical Environment				
Action	Priority	Timeline	Responsibility	Indications
7.1 Parks and Playgrounds Maintenance Plan	High	2025	MPAL, CAO, Public Works, CCTH for funding sources	Define 5 year timeline and budgetary needs within the plan. Address key concerns blocking Active Living opportunities. Procure grants for design consultations as required.
7.2 MOUs for public used spaces	High	Winter 2025	MPAL/CAO/AVRSB/Friends of Annapolis Pool Society/Tennis Club	Agreements and Memorandums of Understanding created and adopted
7.3 Year-Round Maintenance of Public Spaces	Medium	2025	MPAL/CAO/Public Works	Discussions and concept plan completed
8.1 Procure Funding – Active Living	High	2025-30	MPAL/CAO/CCTH/Provincial and Federal Govt	Continued development and installation of walkability and Active Living goals as defined in Goal 6.2
9.1 Procure Funding - Infrastructure	High	2025-30	MPAL/CAO/CCTH	Projects defined and funding secured
9.2 Town Planning Collaboration	High	2025-28	MPAL/CAO/Public Works/Contractors	Projects completed
9.3 External Partnerships to support Town Facilities	Medium	Summer 2025	MPAL/Outside partners	Agreements defined and signed

PART 4: Capacity Building and Quality Improvement				
Action	Priority	Timeline	Responsibility	Indications
10.1 Public Communications of Policy and Mandates		Summer 2025-30	MPAL	
11.1 Collaborate with Staff and Council to ensure Active Living is valued	High	Summer 2025-30	MPAL/CAO/Council/Public Works/Bicycle Nova Scotia	Finalized designs created and considered
11.2 Manage implementation of Active Living Strategy	Medium	2025-30	MPAL/CAO/CCTH	Review workplan annually, adapt Goal/Action timeline if required
11.3 Manage ongoing Accessibility improvements and meeting standards	Medium	2025-30	MPAL/CAO/CCTH	

Appendix A: Supporting Documents

This strategic plan for integrating movement into an active living lifestyle has been informed by and supports the goals of two provincial documents, **Let's Get Moving Nova Scotia** and the **Shared Strategy for Recreation in Nova Scotia**, both which emphasize the importance of incorporating movement into daily routines. Both provide a toolkit to take these practices from theory to daily life.

Let's Get Moving Nova Scotia is a plan to encourage Nova Scotians to include more movement into their daily lives. The goals and themes within this action plan were shaped by a cross-departmental committee and informed by the public, and physical activity stakeholder organizations and leaders, including participants in the Creating Active Communities Together event and Vibrant Active Nova Scotia Symposium, Mi'kmaw, and municipal physical activity leaders, key partners such as the Mi'kmaw Sport Council, the Nova Scotia Health and the Workers' Compensation Board of Nova Scotia, Nova Scotia citizens (through survey data collected as part of the Municipal/Mi'kmaw Physical Activity Leadership Program).

The goals of this strategy are:

Goal 1: Redefine movement. The goal is to have Nova Scotians form new habits that make regular movement part of our daily lives.

Goal 2: Reach Nova Scotians where we learn, work, and access healthcare. The goal is to integrate more movement into these settings.

Goal 3: Advance Quality Community Leadership by fostering community champions.

Goal 4: Enhance Opportunities and Address Inclusion. We must be mindful of accessibility and inclusion in our how we choose to integrate movement into Nova Scotian's daily lives.

Goal 5: Measure Progress. Tracking physical activity rates and creating clearly defined measurables for success are a priority.

The complete Let's Get Moving Nova Scotia plan can be viewed at:

<https://novascotia.ca/letsgetmoving/docs/letsgetmoving-en.pdf>

Recreation Nova Scotia's Shared Strategy for Recreation in Nova Scotia:

The purpose of the Shared Strategy for Advancing Recreation in Nova Scotia is to clarify a shared vision and set of priorities that reflects the aspirations and the broader potential of the recreation sector in the province. It is also intended to strengthen alignment of plans and policies and facilitate even richer opportunities for collaboration and resource sharing. It is meant to foster innovation, and the development of complementary initiatives. It is also intended to provide a blueprint for how governments, NGO's, community organizations and others might contribute to the recreation system. At the core of this strategy is a way to advance the impacts of recreation in Nova Scotia.

Goal 1: Active Living To foster active, healthy living through recreation.

Goal 2: Inclusion and Access To increase inclusion and access to recreation for populations that face constraints to participation.

Goal 3: Connecting People and Nature To help people connect to nature through recreation.

Goal 4: Supportive Environments To ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.

Goal 5: Recreation Capacity To ensure the continued growth and sustainability of the recreation field.

The complete document can be found here:

<https://recreationns.ns.ca/documents/initiatives/344-shared-strategy/file>

Town of Annapolis Royal Strategic Plan 2022:

In 2022, the Town of Annapolis Royal updated their strategic plan. Considerations were made to ensure the health, environment, quality of life, and long-term prosperity of the Town and its residents. The strategy is summarized based upon the following vision statement:

To encourage, support, and promote the Town's long-term economic vitality. To provide a safe, inclusive, and diverse community while maintaining its deep-rooted history and culture. To preserve and protect the Town's natural and built heritage, environment, and small-town atmosphere, while enhancing the quality of life for its community - current and future.

Summary of the vision statement: To be where 550 people want to live, work and play by 2026.

The complete document can be viewed here:

<https://annapolisroyal.com/wp-content/uploads/2022/12/Strategic-Plan-2022-Updated.pdf>

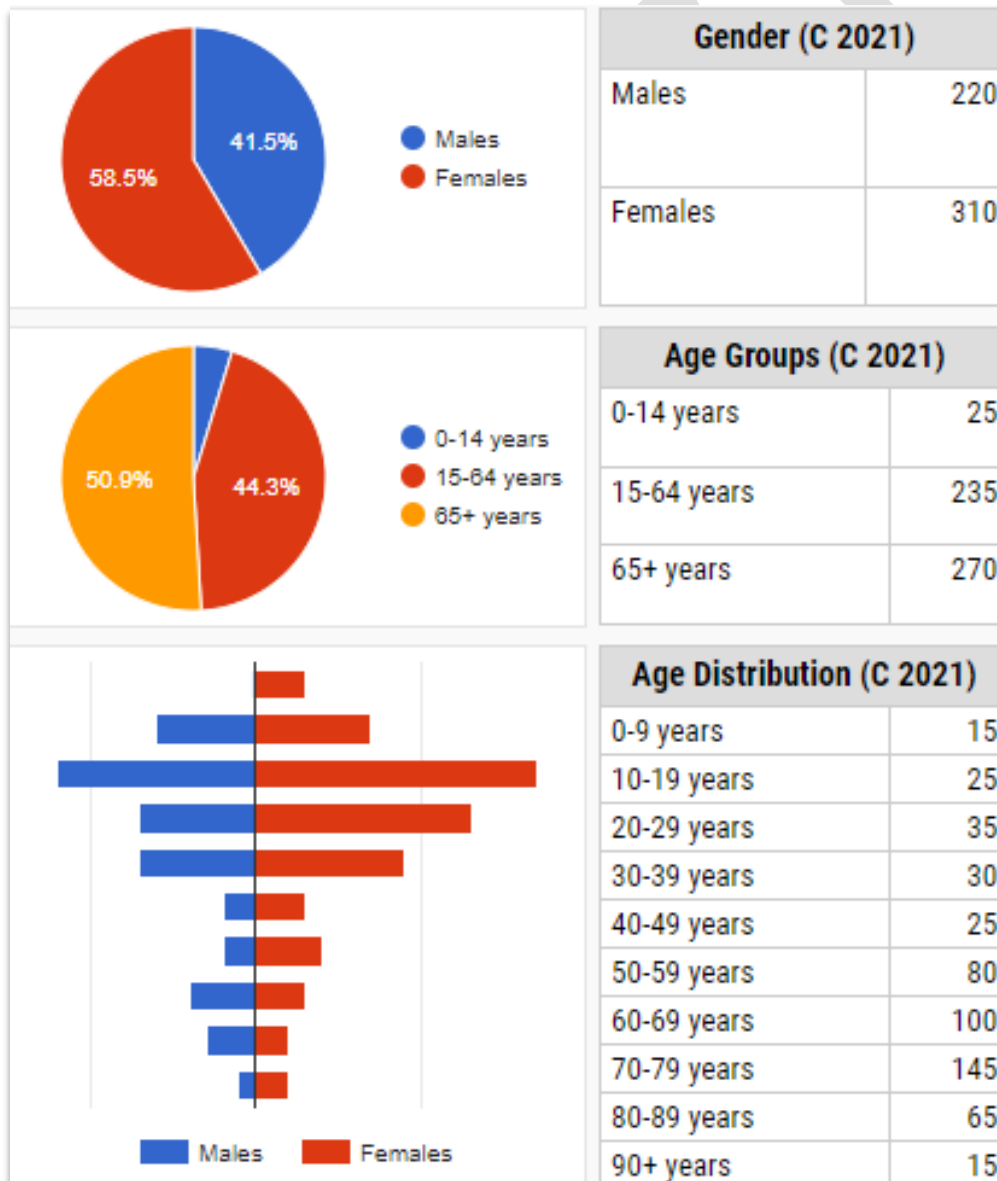
Appendix B: Community Profile and Consultations

Annapolis Royal is a vibrant community steeped in history and the arts, and with its small land area and excellent infrastructure offers residents and visitors many opportunities for community recreation, sport, and adopting an active living lifestyle. As per the Town’s 2022 Strategic Plan, it values green spaces and trails, a safe and clean environment, and its infrastructure and resources.

2021 Census Information:

In the [2021 Census of Population](#) conducted by [Statistics Canada](#), Annapolis Royal had a population of 530 living in 322 of its 364 total private dwellings, a change of 7.9% from its 2016 population of 491. With a land area of 1.98 km² (0.76 sq mi), it had a population density of 267.7/km² (693.3/sq mi) in 2021.

Further information about the population structure:



2021 Census information: Town of Annapolis Royal

<https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=Annapolis%20Royal&DGUIDlist=2021A00051205008&GENERlist=1,2,3&STATISTIClist=1&HEADERlist=0>

This Active Living Strategy utilizes data collected from residents and user of the Town's recreation and active living resources, including and Physical Activity Community Survey conducted by Nova Insights in 2018, and an MPAL Community Engagement Recreation Survey conducted throughout late 2022 and the first half of 2023 by the Town of Annapolis Royal Recreation Department.

Physical Activity Community Survey conducted by Nova Insights

The complete document can be found here:

https://annapolisroyal.com/wp-content/uploads/2023/09/Rpt_PA-Citizen-Survey-2018_ANNAPOLIS-ROYAL.pdf

MPAL Community Engagement: Recreation Survey

Conducted between September 2022 and August 2023 with 118 responses from residents and users of our community's recreation services. The results of this process help reinforce the understanding that providing safe, inclusive environments for activity is a key priority, and that walking and cycling remain the top priority to support an active living community. A presentation of key findings compiled from these surveys can be viewed here:

<https://annapolisroyal.com/wp-content/uploads/2023/09/Recreation-Survey-Results-2023.pdf>

Appendix C: Active Living Community Assets

Location	Address	Overview
Community Hub Gym	578 St George Street	Large gymnasium and stage used for recreational activities. Owned and operated by Town of Annapolis Royal
AWEC Gym and Multi-Purpose/Dance Room	100 Champlain Drive	Small gymnasium and padded floor dance room. Available after school hours for children's programming through partnership with AVRCE and Town of Annapolis Royal
Soccer Fields (2) and Field Hockey Field	100 Champlain Drive	Outdoor sports fields owned by Town of Annapolis Royal and under care and control of AVRCE/AWEC. They are available for free public use when not in use by school programming
Basketball Courts at AWEC	100 Champlain Drive	2 Full-court basketball courts available outside of school hours
Grant Potter Memorial Park	167 St George St	Outdoor park containing natural play space and traditional playground equipment, available year round but closed in snow/ice risk season.
Skate Park	158 Prince Albert Road	Cement skateboard park located at head of French Basin Walking Trail.
Annapolis Royal Community Pool	62 Champlain Drive	Town owned but privately operated community pool, open Late June to Late August
Tennis Courts	62 Champlain Drive	2 public outdoor public tennis courts, available year round
Harvest Moon Trail	112 Price Albert Rd.	Western trailhead for 110km Harvest Moon Trailway, also designated as Trans Canada Trail
French Basin Trail	158 Prince Albert Road	Scenic walking trail around the French Basin
Walk Annapolis Royal Trails	Varies	Scenic walking trails through and around the circumference of town, including John Rodie Way, Membertou trail and Boardwalk
Oqwa'titek Amphitheatre	275 St. George	Large public amphitheater available for concerts, outdoor programs, and events
Upper St. George shared use sidewalk	Upper St. George St, traffic lights to Highway 201	Shared use sidewalk for cyclists/pedestrians. Site currently being considered and assessed for Blue Route Hubs cycling infrastructure project
Paddy's Park Off Leah Dog Park	112 Prince Albert Rd	1/3 acre off-leash public dog park owned and operated by Town of Annapolis Royal
First Lake	8843 Highway 8 in Lequille	Former Town water supply area located in Lequille, provides fishing, hiking, and picnic opportunities.
Historic Gardens	323 St George	Privately operated botanical gardens with extensive walking opportunities
Privately operated facilities (Yoga, Dance)	Varies	Many privately run activity opportunities, not run by but endorsed by Town of Annapolis Royal

Appendix D: Partnerships and Additional Resources:

Additional Provincial and National Guidelines

Strategic Partnerships

Nova Scotia Government – Department of Communities, Culture, Tourism and Heritage – Sport and Recreation Division

Recreation Nova Scotia

Sport Nova Scotia

Bicycle Nova Scotia – Blue Route Hubs Project

Hike Nova Scotia

Town of Annapolis Royal Accessibility Committee

AVRCE – Annapolis Valley Regional Center For Education

FAPS – Friends of Annapolis Pools Society

Schools Plus Committee

Annapolis Royal Tennis/Raquet Sports Club

Annapolis Royal Football Club

Annapolis Royal Board of Trade

Annapolis Heritage Society

Annapolis Royal Historical Gardens

Municipality of County of Annapolis

Fundy YMCA Summer Day camp Partnership

Annapolis Valley Climbing Club – The Loft Climbing Facility

Annapolis Valley Regional Library

Annapolis Royal Lions Club

AIRO – Annapolis Investment in Rural Opportunity

Parks Canada

Additional Resources

Healthy School Communities Initiative

Healthy Tomorrow Foundation “Make your Move” Toolkit

Sport Nova Scotia’s Strategic Plan Curbing Childhood Obesity: A Federal, Provincial and Territorial Framework for Action to Promote Healthy Weights

Canadian Physical Activity and Sedentary Behavior Guidelines

Let's Get Moving Canada



TOWN OF ANNAPOLIS ROYAL
POLICY

Title: Travel Policy	
Policy No: 2024-07	Supersedes: 2019-6
Effective Date : June 20, 2024	Date approved by Council Resolution: MOTION #C2024-06-19-07

Purpose:

To set out a policy of the Town of Annapolis Royal to reimburse any authorized individual who is required to travel on Town business. An authorized individual could be an employee, elected official, appointed committee member or anyone appointed to travel for town business on behalf of the Town. All expense submissions must be submitted in the fiscal year in which they are incurred. All reimbursement for travel and professional development will be paid in the form of a cheque.

Definitions:

N/A

Policy Statement:

The following travel expenses will be eligible for reimbursement from the Town, provided such expense is incurred in the course of carrying out duties and responsibilities associated with their employment and duly authorized by the Department Head or CAO. In an effort to minimize travel costs, car-pooling is encouraged when possible. Prior Approval Form (Schedule B) is required for out of Province travel and where travel is outside of any budgeted travel. Schedule D expense reimbursement is to be used by all staff.

1. **Town-owned Vehicle** – Upon approval of the Department Head, and if a Town-owned vehicle is available for Town business for the Public Works or Police Department, the employee will use this vehicle for their travel needs. Persons authorized to drive Town-owned vehicles must have a valid driver’s license. Employees shall not use Town-owned vehicles for personal travel. Any variance to this can only be done upon approval by the CAO.
2. **Privately Owned Vehicle** – The Town will reimburse any authorized individual for the use of privately owned vehicles on Town business. Reimbursement will be made using the Mileage Rate for the Province of Nova Scotia (Section A – Regular Rates) in effect on the date of travel.
3. **Insurance** – To ensure that any authorized individual is adequately protected, privately owned vehicles used for Town business shall, as a minimum, have basic insurance coverage. The authorized individual is responsible for payment of their respective insurance and liability premiums. The Town assumes no financial responsibility beyond payment of the authorized kilometre rate and that, in the event of an accident, the Town assumes no responsibility for the deductible amounts related to comprehensive or collision coverage. In the event the authorized person does not have adequate coverage, the Town does not assume responsibility.
4. **Accommodation** – Authorized individuals will be reimbursed for actual accommodation costs

incurred while on Town business. Authorized individuals should request government rates whenever possible. Receipts are required for all accommodation charges. Only room accommodations are covered. Room amenities such as use of the mini-bar, movies, and etc., are not covered.

Authorized individuals who use private accommodations while on Town business will be reimbursed \$30 per night. No receipt is required.

5. **Meals** – For each full day of travel, an authorized individual shall be reimbursed the total allowance shown on Schedule A for meals. Alcohol is not an eligible expense item.

For partial days, the authorized individual shall be reimbursed at the separate meal allowance rates. Related amounts for partial days of travel shall be prorated according to the current meal breakdown. In order to claim for a full day, the employee/elected official must leave at 7:00 am or prior and return later than 7:00 pm using the Incidental and Meals Per Diem Rates (Section A – Reimbursement Rates) in effect on the date of travel.

Reimbursement for meals shall not be claimed where meals are included as a part of registration fees for conferences or seminars, etc.

It is expected that from time to time Senior Management and elected officials may incur costs to facilitate the conduct of official Town business. Such costs may include conference room rentals, equipment rentals, hospitality and other related service costs. Such costs shall be reimbursed and all such claims shall state the purpose of the costs and the number of persons involved. The persons' names should be written on the back of all receipts. Receipts must be submitted and, where costs are more than \$100, prior approval is required by the CAO.

6. **Air Travel** – The Town will reimburse for air travel and related fees (receipt required) at the economy rate to scheduled service airport nearest destination. Pre-approval is required.
7. **Car Rental** – Reimbursement will be made for rental of car at destination. Attempts should be made to acquire economy type of transportation. Additional Insurance must be purchased (including \$2M Liability). (Receipts required.)
8. **Taxi/Shuttles** – Taxi/shuttle fares to and from accommodation to place of business as well as from airport to accommodation, etc. (Receipts required.)
Bus fares are covered under incidentals.
9. **Parking/Tolls** – Highways and bridge tolls, parking fees. Receipts required if charges are over \$10 per day. Meter based parking are covered under incidentals.
10. **Incidentals** - Where an authorized individual is travelling on the Town's business and overnight accommodations have been authorized and used; the authorized individual will be reimbursed an allowance as set out in Schedule A per overnight stay to cover miscellaneous out-of-pocket expenses. This includes telephone calls, bus fares, etc..
11. **Registration fees** – Expenditures for conference registration, etc. (Receipt required.)
Excursions or personal type entertainment fees are not eligible for reimbursement.
12. **Travel Advance** – The Town does not routinely issue travel advances. If there are extenuating circumstances, a minimum advance of \$200 may be approved by the CAO or Director of Finance when anticipated costs equal \$200 or greater. (Schedule C)

13. **Spouses** – The Town of Annapolis Royal is not responsible for the costs of travel, lodging, meals, registration, etc. of the spouses when they are accompanying the employee to a conference or meeting. Exceptions related to reimbursements of costs will be considered for events at which a spouse is normally expected to attend and prior approval of the CAO is obtained.
14. Any violations under Municipal/Federal/Provincial acts or statues will not be reimbursed. Fraudulent irregularity, misuse or misappropriation of funds may give rise without limitation disciplinary action not excluding termination.

All authorized individuals must adhere to this documented policy and report any suspicious activity or potential misuse of funds.
15. All former policies with respect to Travel are hereby repealed and this policy is substituted therefore.

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 19 day of June 2024.

GIVEN under the hand of the CAO and under the seal of The Town of Annapolis Royal the 20 day of June 2024.



Sandi Millett-Campbell, Chief Administrative Officer

SCHEDULE A

SCHEDULE OF ALLOWABLE MILEAGE, INCIDENTALS AND MEALS PER DIEM RATES

Mileage: Province of Nova Scotia Regular Rates -- roundest to nearest ½ cent

Incidentals: \$10 per overnight stay.

Meals: In order to claim breakfast, travel must commence before 7:00 am.

In order to claim dinner, travel must end after 7:00 pm.

Breakfast	\$18.00
Lunch	\$25.00
Dinner	\$35.00
Maximum daily allowance	\$78.00

The above amounts are inclusive of all taxes and gratuities.

SCHEDULE B

PRIOR APPROVAL FORM

1. Applicant's Name: _____

2. Present Position: _____

3. Department: _____

4. Proposed Conference, Course, Seminar: _____

5. Location: _____

6. Date: _____

7. I certify that I, as a minimum, will always have basic motor vehicle insurance coverage and that if for whatever reason I do not have insurance coverage; I will notify the Town in writing.

(Signature) _____

8. Approved: _____

9. Rejected: _____

10. Subject to the following conditions, if any:

If this application is approved, expenses may be claimed in accordance with the Town's Travel Policy.

SCHEDULE C

TRAVEL ADVANCE REQUEST FORM

Name

Department

Destination

Purpose of Request

.....

.....

Dates Involved

Estimated Expenses: Registration \$

Travel \$

Accommodations \$

Meals \$

ADVANCE REQUESTED \$

Account no.: Requested by:

Approved by: Date:

**TOWN OF ANNAPOLIS
ROYAL
POLICY**



TITLE: Council Remuneration	
POLICY NO.: #2025-02	SUPERSEDES: June 8, 2013
EFFECTIVE DATE:	APPROVED BY COUNCIL MOTION NO.:

Purpose:

Pursuant to Section 23 (1) (d) of the Municipal Government Act the Town of Annapolis Royal establishes a policy fixing the annual remuneration to be paid to the Mayor, Deputy Mayor and each Councillor of the Town.

1. Definitions:

- 1.1 “Fiscal year” means any twelve (12) month period beginning on April 1 of one year and ending on March 31 of the following year.
- 1.2 ‘Town” means the Town of Annapolis Royal.
- 1.3 “CPI” means Consumer Price Index for the Province of Nova Scotia, as determined and published by Statistics Canada.
- 1.4 “Council Members” means the Mayor, Deputy Mayor and each Councillor of the Town.
- 1.5 “General Operating Revenues” means the total of revenues from municipal taxes, grants in lieu of taxes, unconditional transfers from other governments, sale of services, and other own source revenue; accounted for in accordance with Canadian public sector accounting standards, and reported on the Operations Statement for the General Fund in the Town’s financial statements.

2. Policy Statement

- 2.1 The annual remuneration to be paid to the Mayor, the Deputy Mayor, and Councillor of the Town beginning on January 1, 2025 shall be as follows:
 - a. Mayor - \$12,898
 - b. Deputy Mayor - \$8,237
 - c. Each Councillor - \$6143
- 2.2 Effective at the beginning of each fiscal year subsequent to the fiscal year beginning on April 1, 2025, the annual remuneration to be paid to

Council Members may be adjusted by the average annual CPI change for the twelve (12) months in the immediately preceding calendar year.

2.3 During the first three months (January – March) of 2025 and each four years thereafter, the amount of remuneration paid to Council Members may be reviewed. The review process will include, but need not be restricted to:

- a. a survey of remuneration paid to elected officials for municipalities of similar size, level of service, responsibility;
- b. an assessment of the Town's performance for at least the two preceding years, where consideration shall be given to matters such as:
 - i. financial performance in relation to budget,
 - ii. economic growth as indicated by changes in the level of taxable assessment and otherwise,
 - iii. achievement of goals and objectives in relation to the Town's Strategic plan, Integrated Community Sustainability Plan, and like planning documents,
 - iv. external awards and recognitions, and
 - v. "municipal indicator" measurements published by Service Nova Scotia and Municipal Affairs
- c. stakeholders input shall be obtained via publication of a notice of Council's intention to review the level of remuneration to be paid to Council Members, and an invitation for members of the public to provide feedback on the matter.

2.4 Following the completion of a review as provided for at 3. above and considered warranted on the basis of such review, Council may by resolution amend the amounts fixed for annual remuneration to be paid to Council Members. If Council Member remuneration is so amended, the change shall be come effective of April 1 of the Fiscal Year that begins immediately following the review.

2.5 Notwithstanding anything else herein contained, the aggregate for remuneration to be paid to all Council Members during any one Fiscal Year shall not exceed 2.5% of General Operating Revenues for the immediately preceding Fiscal Year.

2.6 In accordance with Section 81 (3) of the Income Tax Act, one-third of the total sum paid to each Councillor or other remuneration, including all non-accountable expense money, shall be declared an allowance for expenses to be excluded from income under the Income Tax Act of Canada.

3. Repeal and Replace

11.1 A policy know as Policy on Council Expense Allowance as adopted by Council on June 8, 2013 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 _____ 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the _____ day of _____ 2025.

Sandi Millett-Campbell
Chief Administrative Officer

**TOWN OF ANNAPOLIS
ROYAL
POLICY**



TITLE: Hospitality Policy	
POLICY NO.: #2025-01	SUPERSEDES: December 17, 2018
EFFECTIVE DATE:	APPROVED BY COUNCIL MOTION NO.:

1. Policy Statement

- 1.1 The Town of Annapolis Royal recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy.
- 1.2 The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds. This policy safeguards the appropriate use of public funds through the establishment of uniform standards and procedures respecting Council member, Chief Administrative Officer (“CAO”) and the Town of Annapolis Royal employee hospitality claims.

2. Policy Objectives

- 2.1 To provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that supports the Town of Annapolis Royal’s objectives.
- 2.2 To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.
- 2.3 To ensure taxpayers’ dollars are used prudently and responsibly with a focus on accountability and transparency.

3. Hospitality and Hospitality Events

- 3.1 A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Town of Annapolis Royal. Hospitality may be offered under the following circumstances in accordance with this policy:
 - a. Hosting foreign dignitaries;
 - b. Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;

- c. Sponsoring or hosting conferences;
- d. Hosting ceremonies / recognition events; and
- e. Other official functions, as approved by the CAO, their designate or the Town of Annapolis Royal Council.

4. Signing Authority

4.1 The following are the Signing Authorities for the positions referred to, and shall be responsible for administering this policy with respect to the individuals in those positions:

Position	Signing Authority
Member of the Town of Annapolis Royal Council	CAO or designate AND Audit Committee Chair or Vice-Chair
CAO	Mayor or designate AND Audit Committee Chair or Vice-Chair
Town of Annapolis Royal Employees	Immediate Supervisor or designate AND CAO or designate

4.2 A Signing Authority may designate a second signing authority. The designation of a secondary signing authority shall be in writing and shall state the name and position of the designate.

4.3 A Signing Authority is prohibited from authorizing payment of hospitality expenses incurred on their own behalf.

5. Prior Authorization

5.1 Subject to this policy, all hospitality events require prior authorization.

5.2 A request for prior authorization for hospitality events requires the following information:

- a. rationale/purpose of the event;
- b. estimated numbers of attendees and their respective affiliations;
- c. if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;
- d. estimated itemized costs including gratuities and supplementary expenses.

5.3 Requests for hospitality events shall be reviewed by either the CAO or their designate, or Council, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.

- 5.4 In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include a document outlining the reasons prior approval was not possible.

6. Serving of Alcohol

- 6.1 While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or their designate, or Council.
- 6.2 The Town of Annapolis Royal, its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.
- 6.3 The Town of Annapolis Royal will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.
- 6.4 If alcohol is provided at a hospitality event, food must be served.

7. Gifts

- 7.1 For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is sometimes appropriate. Any giving of gifts requires prior approval by either the CAO or their designate, or Council.

8. Claims for Reimbursement of Hospitality Expenses

- 8.1 Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Town of Annapolis Royal and shall be signed by the Claimant.
- 8.2 Hospitality expense claims must include the following:
 - a. A copy of the signed prior authorization for the hospitality event for which the expense was incurred;
 - b. The names and positions of the guests at the hospitality event;
 - c. The business objective for the expense;
 - d. A detailed itemized receipt for the expense.
- 8.3 In instances where prior approval of the hospitality event was not possible, the hospitality expense claim must also provide the information required in paragraph [11] and an explanation of why prior approval was not possible.
- 8.4 If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is

unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.

- 8.5 Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
- 8.6 No hospitality expense claim shall be paid unless the claim is first approved for payment by two Signing Authorities who have authority to approve the claim. Before approving an expense claim, a Signing Authority must ensure that:
 - a. the claim is consistent with this policy;
 - b. the expenses claimed were necessarily incurred in the performance of municipal business;
 - c. appropriate receipts are provided to support the claim, and that the claim documentation is appropriately filed;
 - d. the expenses claimed have appropriate justification; and
 - e. all requirements, as determined by the municipal audit committee, have been fulfilled.
- 8.7 In considering a hospitality expense claim for payment, a Signing Authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy.
- 8.8 Exemptions to the Hospitality expenses include financial contributions towards activities organized by outside entities; such activities include, but are not limited to, the Annual Volunteer Awards and New Years' Levee.
- 8.9 The use of petty cash to pay a hospitality expense claim is prohibited.

9. Reporting Requirements

- 9.1 Pursuant to s. 65A of the *Municipal Government Act*, the DoF¹ or designate shall ensure that the Town of Annapolis Royal does the following:
 - a. Within ninety (90) days of the end of each fiscal quarter, prepares and posts a hospitality expense report on the Town of Annapolis Royal website that describes all of the hospitality expenses incurred by the Town of Annapolis Royal,, including purchases of alcohol, during the quarter;
 - b. By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, that is compliant with the requirements of the

¹ Director of Finance

10. Review Requirements

- 10.1 The Town of Annapolis Royal Audit Committee shall review the hospitality annual summary report by September 30th of each year.

- 10.2 By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

11. Repeal and Replace

- 11.1 A policy know as Hospitality Policy as adopted by Council on the December 17, 2018 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 _____ 2025.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the _____ day of _____ 2025.

Sandi Millett-Campbell
Chief Administrative Officer



TOWN OF ANNAPOLIS ROYAL POLICY

Title:
Policy on Council Expense Allowance

Policy No.:
2009 - 3
Effective Date: April 20, 2009

Supersedes: 2009-01
Approval By Council Motion No.: 8

Purpose:

To annually consider authorization of an expense allowance in accordance with the provision of the Income Tax Act of Canada


Definitions:

N/A

Policy Statement:

Subject to the provisions of the Income Tax Act of Canada, the Council may annually pass the following resolution to allow for a partial exemption from Income Tax :


“For the Calendar year 2009, one-third of the total sum paid to each Councillor as salaries or other remuneration, including all non-accountable expense money, shall be declared an allowance for expenses to be excluded from income under the Income Tax Act of Canada.”



Mayor

17 April 2009

Date



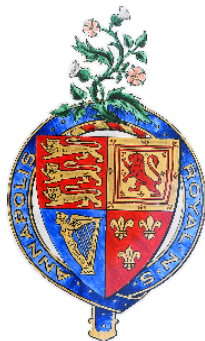
Chief Administrative Officer

April 20, 2009

Date



Town of Annapolis Royal



January 2025 - Mandate of the Annapolis Royal Twinning Committee with Royan, France

The Annapolis Royal Twinning Committee is crucial in enhancing and promoting the sister-city relationship between Annapolis Royal and Royan, France. This relationship is founded on a shared history with the area surrounding Annapolis Royal. Port-Royal was established in 1605 by French merchant explorer Pierre Dugua, sieur de Mons, who was born in Royan. The Twinning Committee will also lead efforts surrounding Dugua Day (June 18) and Bastille Day (July 14th).

Mandate:

1. Increase awareness of the historical connection between Annapolis Royal and Royan, emphasizing our shared heritage and history.
2. Strengthen friendship ties between Annapolis Royal and Royan through programming, cultural exchange, and education.
3. Expand the scope of the twinning relationship to include economic trade development.
4. Organize and support events and activities that promote the twinning relationship.
5. Facilitating visits and exchanges between Annapolis Royal and Royan delegations.

Operational Framework:

1. The committee operates as a volunteer-based subcommittee under the town's Marketing and Economic Development Committee (MEDC), which is itself a subcommittee of Town Council.
2. A member of MEDC will sit on the Twinning Committee and serve as a liaison between the two groups, reporting back to MEDC in monthly meetings. MEDC will continue to report to the council, surfacing any relevant and timely Twinning items to that body as needed.
3. The Twinning Committee will set its priorities and programming, provided all activities reflect positively on the Town of Annapolis Royal and abide by the relevant Equity and Anti-Racism policies.

Financial Structure:

1. Twinning will continue to receive a one dollar per citizen stipend, accruing annually, to put toward initiatives – to be accounted for in the Twinning budget proposal.
2. Town funding for Twinning initiatives will become line items in the MEDC budget.
3. Funding from MEDC & the Town of Annapolis Royal must be requested in writing as part of a proposal submitted, by January 31st of every calendar year, to MEDC ahead of the spring budgeting process. Budgets are typically finalized in April, after which funds can be dispersed.
4. Funding from other sources (private citizens, donors, commercial partners) is not subject to MEDC or Town budget approval.
5. The Twinning Committee is not a business and the revenues/expenses all relate to the activities of the Committee and the profits are to be used solely to promote the objectives.
6. The Twinning Committee must obtain a bank account and secure an operating bank account to hold all funds related to the Committee. This account must have multiple signatories. Funds may not be held in personal accounts. The Town of Annapolis Royal cannot accept or disburse funds on behalf of the Twinning Committee except for those funds stemming from the MEDC budget annually.
7. A financial report for the prior year is to be submitted alongside budget requests in January of each year.
8. This Mandate must be reviewed and approved every three years by the Twinning Committee and MEDC.

Mayor, Amery Boyer
Town of Annapolis Royal

Chair,
Twinning Committee



Mayor's Report, January 14, 2025

- Dec 11, 2024 met with Di Stafford, Chair of the Condo Board for orientation purposes
attended Special Council meeting at Kings Municipal Office in Coldbrook
- Dec 12, 2024 attended Condo Christmas social event
- Dec 13, 2024 attended training session on Roberts Rules of Order with Deputy Mayor in New Minas; plan to meet with Deputy Mayor and CAO to pass on lessons learned
- Dec 16, 2024 attended provincial orientation session for the Town offered by Jason Molloy
- Dec 18, 2024 attended Regular General Meeting of Condo Board
- Dec 19, 2024 attended Annapolis County Inter-Municipal Working Group meeting – Annapolis Royal was the host
- Dec 20, 2024 met with CAO to update strategic plan for 2024 events
- January 1, 2025 attended Levée at the Legion from 12:00 to 4:00 pm – invited to say a few words
- January 3, 2024 met with CAO to go over Intact insurance application for marsh restoration project
met with Chris Fertnig regarding solar garden(s) for own home, the Condo and the Town; received information to pass on to CAO for future meeting. Steve Hawboldt is the contact for the Condo.
- January 7, 2025 participated in first strategic planning session for Condo
- January 14, 2025 plan to attend MEDEC meeting
- January 15, 2025 plan to attend IMSA meeting virtually
- January 16, 2025 plan to attend Condo Board meeting
- January 22, 2025 1st of 3 20-minute presentations on Mayor and Town Crier roles for primary school students Jan 22 to 24 at Town Hall
- January 23, 2025 IDEA Governance meeting

Special General Meeting of Branch #21 Legion Thursday January 23rd at 7pm for election of Executive Officers.

January 27, 2025 Inter municipal dinner in Bridgetown 5:00 to 7:00 pm – all three municipal units in Annapolis County

IMSA

See IMSA Minute for December 18, 2024.

Amery Boyer



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

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

2024-5 Total Dev/Building Permit Fees	
Total Fees for December	\$0.00
Total Fees YTD	\$6,368.50

Civic Address	
Permit	
Type	
Construction	
Fee	
Est. Value	

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	0	2
	Accessory	0	4	0	7

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

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 DEC:	0	0	0
	2024/5	2023/4	2022/3
Total Estimated Value DEC:	\$0.00	\$0.00	\$0.00
	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

There were no Fire Safety Inspections in December



Water Tests 2025

Date Collected	Date Tested	9094 Hwy 8 Lequille		5 St. Anthony		144 Victoria Street		Wastewater
1/7/2025	1/7/2025	Water Present/Absence	Chlorine Residual	Water Present/Absence	Chlorine Residual	Water Present/Absence	Chlorine Residual	
		Absent	0.95	Absent	1.03	Absent	1.09	



PHAC meeting summary – January 6, 2025

All members introduced themselves and spoke about the direction they would like to take. There were no applications and no recommendations to council. It was decided that 10 minutes of each meeting would focus on planning.



INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD

PAGE 1 OF 2

“MEETING MINUTE” BASED ON BOARD MEETING HELD ON DECEMBER 18, 2024

The December regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on December 18, 2024, beginning at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option, in keeping with the normal meeting schedule.

DRAFT 2025-2026 BUDGET APPROVALS

The Board has approved the Draft 2025-2026 Operating and Capital Budgets for the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority for forwarding to the Municipal Parties for consideration and ratification in keeping with the Special Resolution process within the Intermunicipal Services Agreement. Please see budget overview tables for both organizations on Page 2. Highlights include:

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY:

- Projected surplus for the 2024-2025 operations in range of \$440,000. All surplus funds will be returned to the Parties when the Audited Statements for the year ending March 31, 2025 are approved.
- Draft budgets developed based on the Municipality of Annapolis County joining under the new Intermunicipal Services Agreement when it is drafted and receiving the full suite of services including the Authority’s assumption of curbside collection costs.
- Increase in funding primarily due to price increases in contracted services.
- Significant anticipated reduction in funding requirements in 2026-2027 due to implementation of Extended Producer Responsibility regulations.
- Goal is always to offer an integrated solid waste-resource management system for municipal Parties that is *environmentally sound, socially acceptable and fiscally responsible*.
- **Of note:** The Board has approved changing the approach to curbside collection services to include the bi-weekly collection of 2 items of bulky waste rather than holding a spring and fall clean up service offering a year-round service to residents with an estimated starting date of April 2026.
- Total Capital Budget: \$4,665,000
- If there are any questions regarding the draft budget, please reach out to Interim General Manager, Andrew Garrett by e-mail to: andrewg@vwrm.com.



KINGS TRANSIT AUTHORITY:

- Deficit anticipated for 2024-2025 operations in range of \$197,000
- Anticipated increase in funding requirements
- Have secured baseline funding from the Federal Government in the amount of \$514,000 per year for 10 years starting in 2026
- Actively recruiting a General Manager
- Total Capital Budget: \$5,510,000
- Addressing items raised in the WSP Kings Transit Authority Strategic Plan including replacement of aging fleet including investigations into securing battery electric buses.
- If there are any questions regarding the draft budget, please reach out to Acting General Manager, Dwight Whynot by e-mail to: dwrightallenwhynot@gmail.com.



MEETING MINUTE

Kings Transit Authority



Kings Transit Authority
Statement of Revenues and Expenditures

Operating Budget

	2025-2026 Budget	2024-2025 Forecast	2024-2025 Budget	2023-2024 YE Actuals
Revenues				
Fares	892,320	874,805	898,815	810,717
Advertising income	24,000	26,010	9,000	2,134
Operating grants core members	1,962,845	1,729,103	1,729,103	1,539,223
Operating grants service partners	1,249,834	1,187,533	1,200,030	1,024,997
Other revenues	-	21,775	-	8,579
	4,128,999	3,839,226	3,836,948	3,385,649
Expenses				
Compensation - administration	776,484	730,620	675,644	461,712
Route operations costs	1,241,873	1,195,867	1,100,920	1,108,174
Fuel	594,996	592,789	707,647	582,638
Insurance	217,899	204,666	213,539	210,303
Bus maintenance and repairs	1,032,386	1,051,323	864,969	744,897
Management fee - Core recovery	(461,135)	(432,718)	(360,767)	(310,953)
Management fee - Annapolis	303,505	284,461	238,733	210,907
Management fee - Digby	157,630	148,257	122,034	100,046
Administrative	265,361	260,714	274,228	277,925
	4,128,999	4,035,980	3,836,948	3,385,649
Net Surplus	-	(196,754)	-	-

KINGS TRANSIT—REQUEST FOR PROPOSALS

Two key Request for Proposals documents are underway. The first being the release of a Request for Proposals for the provision of battery electric buses and the second being the finalization and release of a Request for Proposals for Project Management Services. More details regarding these two key projects will be provided as they become available.



**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
DRAFT 2025-2026 BUDGET**

Valley Region Solid Waste-Resource Management Authority
Statement of Revenues and Expenditures

Operating Budget

	2025-2026 Budget	2024-2025 Forecast	2024-2025 Budget	2023-2024 YE Actuals
Revenues				
Eastern Management Centre	2,571,901	2,766,175	2,630,485	3,034,009
Western Management Centre	534,577	558,996	451,768	462,201
Administrative Revenues	312,650	361,534	268,700	331,251
Service Agreements & Diversion Credits	420,000	1,530,788	1,445,000	1,454,733
Communications and Enforcement	276,034	275,093	267,984	274,683
Wind Turbine	20,000	4,739	42,998	23,196
Total Program Revenues	4,135,161	5,497,325	5,106,935	5,580,073
Municipal Parties Contributions	9,459,180	6,859,564	6,859,565	5,155,579
Less Portion Designated for Capital Use	(345,221)	(313,838)	(313,838)	(285,307)
	13,249,120	12,043,052	11,652,662	10,450,345
Expenses				
Residential Collection	4,513,290	2,962,436	2,922,891	2,828,582
Residual Transportation and Disposal	2,493,222	2,448,153	2,448,562	1,256,310
Organics Processing and Transportation	1,099,006	1,072,190	1,075,838	1,114,198
Recyclable Processing and Transportation	549,684	761,521	816,225	712,347
Construction & Demolition Debris Processing	214,500	391,462	182,947	134,067
Eastern Management Centre Operations	1,548,962	1,428,743	1,493,309	1,614,208
Western Management Centre Operations	625,189	580,754	644,226	589,128
Household Hazardous Waste	191,046	193,019	214,632	189,682
Communications and Enforcement	632,054	532,781	588,297	578,584
Wind Turbine	23,650	15,723	23,179	12,405
Administration	857,150	825,953	850,786	857,359
Debtenture Principal & Interest	448,808	337,137	335,993	424,778
Information Technology	52,560	48,912	55,779	58,479
	13,249,121	11,598,786	11,652,662	10,370,128
Net Surplus (Deficit)	-	444,265	-	80,217

VALLEY WASTE — ORIENTATION SESSION

A Valley Waste-Resource Management **Orientation Session** is planned following the Board Meeting on January 15th, 2025. Invitations have been sent out, and we welcome anyone interested— including our Board representatives, Party Council Members, and Chief Administrative Officers—to attend. The afternoon session will feature presentations, interactive discussions, and a tour of our East Management Centre site. The overall goal is to raise awareness about the programs and services provided by the Valley Region Solid Waste-Resource Management Authority.



NEXT MEETING

The next meeting of the Interim Intermunicipal Services Agreement Board will be held on January 15, 2025 beginning at 11:00 a.m. based in the Valley Waste Boardroom with the virtual attendance option



Friends of the Annapolis Pool Society Meeting

A request has been submitted to Annapolis County to have their Public Works department act as a Certified Pool Operator for the 2025 season. Ideally, this would be in collaboration with other local pools including Bridgetown, Lawrencetown and Middleton. The committee has started funding/grants applications. A hiring committee has been established, and hiring will begin in the coming months. If there are students interested in lifeguarding or becoming instructors, please reach out to: annapoliscommunitypool@gmail.com.