

**Town of Annapolis Royal  
 Council Meeting  
 Approved Minutes  
 December 18, 2024 at 6:00 pm**

<b>1. Call to Order</b>	Mayor Boyer called the meeting to order at 6:00 pm acknowledging that the meeting was being live streamed and was taking place in the ancestral territory of the Mi'kmaq People.
<b>2. Present</b>	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)
<b>3. Regrets</b>	None
<b>4. Absents</b>	None
<b>5. Additions to Agenda</b>	12. Motion 10 removed 13. Library Report change to Councillor MacDonald In-camera v. Legal matter
<b>6. Approval of Agenda</b>	<b>MOTION #C2024-12-18-01</b> The agenda was approved with the above changes/addition by unanimous consent.
<b>Edits to the Minutes</b>	None
<b>7. Approval of Minutes</b>	<b>MOTION #C2024-12-18-02</b> 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.



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Amery Boyer, Mayor



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Kim Dunning, Recording Secretary





**Mayor's Report, December 11, 2024**

- Nov 18, 2024 Work on Tree Canada application with CAO
- Nov 25, 2024 New Council Meet 'n Greet Event – 22 people attended (including Council & staff)
- Nov 28, 2024 Virtual meeting on small scale community tidal project with Dalhousie University; they are considering funding the prototype for a third turbine to be tested there
- Attended first Condo Board meeting; much orientation is required
- Nov 29, 2024 Met with two residents at their request regarding ongoing complaints – referred matters to appropriate personnel
- Dec 2, 2024 Attended REMO emergency management training in Bridgetown with Deputy Mayor, Councillor MacDonald and CAO
- Dec 3, 2024 Sat in on virtual meeting with representatives of the Town of Lunenburg, Anne Crossman and the CAO re the pros and cons of UNESCO designation
- Dec 4, 2024 Attended virtual meeting with CAO, Cassidy Walker and others regarding GRID application for salt marsh restoration project
- Dec 5, 2024 Met with Steve Hawboldt, Vice Chair of Condo Board for orientation
- Dec 6, 2024 Attended Kings Transit announcement by MP Blois in New Minas: Kings Transit to receive \$514,499 annually for a total of \$5,144,990 for electrification of buses (starting in 2026)
- Attended Dalhousie Architecture students' presentation in Halifax
- Dec 7, 2024 Pre-Acadian event dinner at Café Compose with Councillor MacDonald
- Dec 8, 2024 Attended Acadian Deportation Memorial event (Acadian Monument No.19) at Fort Anne; thanks to Councillor MacDonald and CAO for hosting the reception at St Luke's Hall
- Dec 9, 2024 Attended drone shoot at site of Acadian Monument at Fort Anne with Alan Melanson
- Dec 11, 2024 Plan to meet with Di Stafford, Chair of the Condo Board for orientation purposes

Plan to attend Special Council meeting at Kings Municipal Office in Coldbrook

Dec 12, 2024 Plan to attend Condo social event

Dec 13, 2024 Plan to attend training session on Roberts Rules of Order with Deputy Mayor in New Minas

Dec 16, 2024 Plan to attend provincial orientation session for the Town offered by Jason Molloy

Dec 18, 2024 Plan to attend Regular General Meeting of Condo Board

Dec 19, 2024 Plan to attend Annapolis County Inter-Municipal Working Group meeting – Annapolis Royal is the host

January 1, 2025 Plan to attend Levée at the Legion from 12:00 to 4:00 pm – invited to say a few words

### **IMSA**

See IMSA Minute.

Next meeting is scheduled for December 18, 2024.

### **Twinning**

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

*Amery Boyer*

**December 12, 2024**

**Board of Police Commissioners:**

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

**December 12, 2024**

**Friends of the Annapolis Pool Society:**

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