

Town of Annapolis Royal
Council Meeting
Agenda
February 19, 2025 at 6:00 pm

The 2025 African Heritage Month theme, Legacy in Action: Celebrating Black Brilliance, provides an opportunity to shine a spotlight on Nova Scotia's rich cultural heritage and the significant contributions of people of African descent. This month-long celebration invites both visitors and industry professionals to explore and honor the vibrant history of African Nova Scotians, whose influence has shaped the province for over 400 years. This year's theme also aligns with the conclusion of the second United Nations' International Decade for People of African Descent (2025-2034), encouraging reflection on empowerment and leadership.

1. Call to Order
2. Present
3. Regrets
4. Absents
5. Additions to Agenda
6. Approval of Agenda
7. Disclosure of Conflict of Interest Issues
8. Approval of Minutes
 - i. Council Minutes – January 22, 2025 **(TAB 1)**
9. Presentations
10. Public Input
11. New Business
 - i. Quarterly Finance Updates
 - a. Q3 Quarter General Operating Budget **(TAB 2)**
 - b. Q3 Quarter Capital Budget **(TAB 3)**
 - c. Q3 Water Operating Budget **(TAB 4)**
 - ii. Amend 2024-2025 Capital Budget **DM**
 - iii. Equipment Replacement **(TAB 5) DM**
 - iv. Nova Scotia Federation of Municipalities (NSFM) Spring Conference – April 30 to May 2, 2025 **(TAB 6)**
 - v. Request for Decision – Approval of Budget Increase **(TAB 7) DM**
12. Unfinished Business
13. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION 1

... that Council approve to extend the closure of the wharf for another two months ending April 30, 2025, it can be revisited if necessary.

MOTION 2

... that Council approve for the Town to close the Annapolis Royal wharf to all commercial fishing and mooring.

MOTION 3

... that Council approve to install galvanized black vinyl coded steel wired fencing and signage on the two third part of the wharf, and replace wooden curb stops on the other third of the wharf.

MOTION 4

... that Council preapprove from the 2025-2026 Operating Budget up to \$22,500 including HST for the purchase and installation of fencing, signage and wooden curb stops for the wharf.

MOTION 5 (TAB 8)

... that Council approve the Cross Connection and Backflow Prevention Policy #2025-03, dated February 2025.

MOTION 6 (TAB 9)

... that Council approve the repeal and replace the Policy Establishing the Audit Committee #2019-01 with the Audit Committee Policy #2025-04 dated February 2025.

MOTION 7 (TAB 10)

... that Council approve the Terms of Reference for the Deer Task Team dated February 2025.

Planning and Heritage Advisory Committee

MOTION 8 (TAB 11)

... that Council gives the applicant at 430 St George Street heritage approval to change the garage door to a steel door, add a door in place of a window, install a deck and privacy screen, at the rear of the property, as detailed in application 25-02-HER, providing all conditions of the Land Use By-Law are met.

13. Reports from Committees, Boards and Commissions

- | | | |
|-------|--|--------------------------------------|
| i. | Mayor's Report | Mayor Boyer (TAB 12) |
| ii. | Chief Administrative Officer's Report | CAO Millett-Campbell (TAB 13) |
| iii. | Planning Services Report | CAO Millett-Campbell (TAB 14) |
| iv. | Water Report | for Council Review (TAB 15) |
| v. | Marketing and Economic Development Committee | Councillor MacDonald (TAB 16) |
| vi. | Planning and Heritage Advisory Committee | Councillor Myers (TAB 17) |
| vii. | Board of Police Commissioners No meeting held | Councillor Sadkowski |
| viii. | Library Report | Councillor MacDonald |
| ix. | IMSA Interim Board | Mayor Boyer |

- | | | |
|-------|---------------------------------------|--------------------------------------|
| x. | Environment Advisory Committee | Deputy Mayor Skinner-Robertson |
| xi. | Academy Condo Board | Mayor Boyer (TAB 12) |
| xii. | Friends of the Annapolis Pool Society | Councillor Sadkowski (TAB 18) |
| xiii. | Audit Committee | Councillor Myers (TAB 19) |

14. **Correspondence**

- i. Letter to Mayors and Wardens from the Honourable John Lohr, Minister of Municipal Affairs **(TAB 20)**
- ii. 2025 Season Update for the Pool / Yearly Request **(TAB 21)**

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. Plans to buy, sell or lease property **(TAB B to follow)**
- ii. Public security
- iii. Legal issues

16. **Adjournment**

Next meetings

CleanFoundation Presentation	Feb 24 @ 4:00 pm
MEDC Roundtable (Legion)	Feb 24 @ 6:30 pm
Board of Police Commissioners	Feb 25 @ 12 pm
Condo Board	Feb 27 @ 6:00 pm
Planning and Heritage Advisory Committee	Mar 3 @ 4:00 pm
Committee of the Whole	Mar 5 @ 6:00 pm
Marketing and Economic Development	Mar 11 @ 6:00 pm
Committee Board of Police Commissioners	Mar 12 @ 9:00 am
Regional Emergency Management Organization (REMO) (Middleton)	Mar 13 @ 6:30 pm
Environment Advisory Committee	Mar 14 @ 9:30 am
IMSA	Mar 19 @ 10:00 am
Inclusion, Diversity, Equity and Accessibility (Middleton)	Mar 19 @ 2:00 pm
Council	Mar 19 @ 6:00 pm
ACIMWG (Town of Annapolis Royal)	Mar 27 @ 6:30 pm



**Town of Annapolis Royal
 Council Meeting
 Unapproved Minutes
 January 22, 2025 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, Active Living Coordinator Noah Scanlan (left at 6:41 pm), and Recording Secretary Kim Dunning Presenting: CEO Ramsay Duff, Director of Finance Tamara Halladay and Dr. Ken Buchholz (left at 6:22 pm) Member of the Public: Roger Lindala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	None
6. Approval of Agenda	MOTION #C2025-01-22-01 The agenda was approved as presented by unanimous consent.
Edits to the Minutes	None
7. Approval of Minutes	MOTION #C2025-01-22-02 The Council Meeting Minutes of December 18, 2024 were approved by unanimous consent.

- 8. Presentations**
 Annapolis Royal Nursing Home Rebuild Project Update – Ramsay Duff, CEO and Tamara Halliday, Director of Finance
 CEO Duff gave an overview on the rebuild project and the plan is to replace the existing facility. This will be a facility with 96 single rooms with private baths, and the plan is to start building in 2027, break ground by 2028, and complete the project by 2030. They are currently waiting for formal notice from the Province to start.

Deputy Mayor Skinner-Robertson asked about the 10-15 acres that is needed which could be difficult to find. CEO Duff responded that they have an external agent to investigate locations, and it does look like the facility will be located in the County rather than in Annapolis Royal. Councillor Myers asked about whether housing for employees and healthcare for the additional residents would be a problem. CEO Duff stated that housing for employees will be addressed during the hiring process, and there are discussions being held between the Province and the Housing Authority on these issues. Regarding the healthcare question, there should be sufficient coverage. Dr. Buchholz added that there are plans for additional staff to work with Long Term Care. Councillor Sadkowski asked about the existing building, what will happen to it and what will happen with the existing businesses located there. CEO Duff responded that they

couldn't answer for the business side, but didn't think that there would be a problem. Regarding the existing building, it would up to the Province to decide, and it would provide a year's notice with respect to what would happen with the building. They thought that, given the condition of the building, the Province would likely find a use for it. Mayor Boyer asked if they had investigated the property near the causeway, as this could be an option. CEO Duff responded that they had looked into this but it may be too small as they need a minimum of 11 acres, and this is less than that.

CEO Duff closed the presentation advising that, as they get closer to starting the build, they will come back more formally as things progress and discuss holding open houses.

Mayor Boyer thanked them all for attending and sharing the presentation.

9. Public Input
None

10. New Business

- i. Recreation Strategic Plan – Noah Scanlan, Active Communities and Recreation Coordinator (title differs from next sentence?)
Active Living Coordinator (ALC) Scanlan gave a brief overview of the Recreation Strategic Plan. They added that they will include the Participaction Community Challenge (to page 17) as this is a good idea. Councillor MacDonald asked about the daily minutes of activity on page 5, and ALC Scanlan responded that the plan is to increase movement on a daily basis instead of a weekly basis. Councillor MacDonald asked about the survey question on page 24 which did not include where the person lived since this information would help with further discussions. It was agreed that this should be added to the surveys going forward. Councillor Myers asked about what the plan is to communicate all the programs and ALC Scanlan responded that website, Facebook, etc. Would be used and that there are plans for new paper products and online distribution of these. They would also like to have in-person presentations, and all promotional materials would redirect people to the website. Deputy Mayor Skinner-Robertson asked about dance, as this wasn't mentioned in the plan, and ALC Scanlan will investigate this as there are a few dance resources in the community. Deputy Mayor Skinner-Robertson also asked about girls 6-8 as they didn't see anything specific for them in the plan, and ALC Scanlan will investigate this. A Young Outdoor Women's event was held and was a success. Councillor Sadkowski stated that this was a great report, and a lot of work went into drafting this. They asked if there could be more activities for the MPAL Program and ALC Scanlan suggested that they emailsome ideas as the gym isn't booked for activities on Saturdays so that could be used.

It was recommended to approve the plan.

MOTION #C2025-01-22-03

It was regularly moved and seconded that Council approve the Active Living Strategy for the Town of Annapolis Royal dated January 9, 2025. **Motion carried.**

- ii. Solar Electricity for Community Buildings Pilot Program

CAO Millett-Campbell advised that Mayor Boyer asked for this to be included in the Council package, and this was discussed during the last Environment Advisory Committee meeting. They added that there is a zero-interest loan for municipalities and communities. They advised that there are several grants that the Town has applied for other projects and if these get approved, staff will not have the capacity to take on another large project. Councillor MacDonald asked if there was the possibility of applying for this later, and CAO Millett-Campbell responded that they did not know if this would be extended. Councillor Myers asked if a presentation can be arranged for Council to get more information about this, and it was suggested that Halifax Solar could possibly provide a presentation. CAO Millett-Campbell stated that they may not be neutral enough as they are a business. Mayor Boyer also added that the Town is not in a financial position now to finance such a project up front. A presentation would be helpful to answer questions like:

- How will it affect a resident's bill?
- What are the potential cost savings?
- How will it affect residents?

It was agreed to arrange for a presentation for Council to get a clearer idea of what it entails.

- iii. **ACTION:** Organize a presentation on Solar Electricity for Community Buildings Pilot Program

NAME: CAO Millett-Campbell

DUE: January 29, 2025

- iv. Appointment to IDEA Governance Committee

CAO advised that the Inclusion, Diversity, Equity and Accessibility (IDEA) program was approved by Council in December, and the Program specifies who needs to be on the committee.

MOTION #C2025-01-22-04

It was regularly moved and seconded that Council approve 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-years until December 1, 2027.

Motion carried.

11. Unfinished Business

None

12. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2025-01-22-05

It was regularly moved and seconded that Council approve the re-adoption of Travel Policy 2024-07 dated June 20, 2024. **Motion carried.**

MOTION #C2025-01-22-06

It was regularly moved and seconded that Council approve the repeal of Council Remuneration Policy 2013-2 dated June 8, 2013 and its replacement with Council Remuneration Policy 2025-02 dated January 2025. **Motion carried.**

MOTION #C2025-01-22-07

It was regularly moved and seconded that Council approve the repeal of Hospitality Policy dated January 24, 2019 and its replacement with Hospitality Policy 2025-01 dated January 2025. **Motion carried.**

MOTION #C2025-01-22-08

It was regularly moved and seconded that Council approve the repeal of Council Expense Policy #2009-3 dated April 20, 2009. **Motion carried.**

Marketing and Economic Development Committee

MOTION #C2025-01-22-09

It was regularly moved and seconded that Council approve Version 6 of the Mandate of the Annapolis Royal Twinning Committee with Royan, France dated January 2025. **Motion carried.**

MOTION #C2025-01-22-10

It was regularly moved and seconded that Council approve the appointment of at least two members of 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. **Motion carried.**

13. Reports from Committees, Boards and Commissions

- i. Mayor's Report
As presented. Mayor Boyer added that they will be attending a Violence Against Women Workshop on January 28, 2025.
- ii. Chief Administrative Officer's Report
As presented. CAO Millett-Campbell added that they did not attend the Code of Conduct meeting on Monday, due to the road conditions and the CAOs' IMSA meeting this afternoon was cancelled due to some of the CAOs not being ready to make a recommendation. Councillor MacDonald asked about the economic development projects and CAO Millett-Campbell advised that this is a joint working group project to hire an Economic Development Coordinator for three years for the three municipalities involved.
- iii. Planning Services Report
Attached.
- iv. Water Report
Attached.

- v. Marketing and Economic Development Committee
Attached.
- vi. Planning and Heritage Advisory Committee
Attached.
- vii. Board of Police Commissioners
No meeting.
- viii. Twinning Committee
Attached. Deputy Mayor Skinner-Robertson will forward this report to Councillor MacDonald going forward, to be reported at the Marketing and Economic Development Committee.
- ix. Library Report
Attached.
- x. IMSA Interim Board
Attached.
- xi. Environment Advisory Committee (EAC)
Attached.
- xii. Academy Condo Board
No update.
- xiii. Friends of the Annapolis Pool Society
Attached. Councillor Sadkowski added that the Annual General Meeting will be held on February 4, 2025 at 6:00 pm at the Music Room in the Community Hub.

14. Correspondence

None

MOTION C#2025-01-22-11

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 one legal advice matter at 7:07 pm. **Motion carried.**

MOTION C#2025-01-22-13

It was regularly moved and seconded that Council move out of camera at 7:50 pm. **Motion carried.**

15. Next Meeting

February 19, 2025

16. Adjournment

The meeting was adjourned at 7:51 pm.

Amery Boyer, Mayor

Kim Dunning, Recording Secretary

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

Marketing and Economic Development Committee

The MEDC meeting in January saw chair, Daniela Beasant, and vice chair, Anne Crossman, both reappointed to their positions. In addition, the MEDC budget was discussed, and it was agreed that the committee will continue an email discussion to review the existing Marketing Plan, make suggestions for a new plan, and make recommendations for the 2025/26 budget. A summary of the recent Natal Days meeting was provided, which included the theme for 2025 which is "Cradle of Our Nation". Julia Hall was appointed as the new Parade Marshall. The day and route of the 2025 parade will be discussed with Chief Kane, but the preference of the group is to move it back to Monday and make some additional route adjustments. The next meeting is February 10th which is when they expect to appoint a chairperson and treasurer. The Twinning Committee is still in early stages and there will be a call-out for new members soon. MEDC is recommending Council accept the 6th version of the mandate and the process of establishing a Twinning Committee bank account is underway.

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.

Twinning Committee Report January 2025

The twinning committee has not convened, as of yet. A call went out in the Jan/Feb version of the Town Crier for volunteers to sit on the committee. Pending, ratification of Version 6 of the Twinning Committee mandate and once a few volunteers have stepped forward, a kick off meeting will be called and the committee will be established a chair, co-chair, treasurer and signatories for the bank account will also be established. Amery reached out to the French consulate, and they indicated that the general call for projects issued by the Ministry of Europe and Foreign Affairs, applications must be submitted between March 1 and May 30, 2025. They also indicated that the current budgetary problems in France are likely to have a negative impact on the overall budget.

In the interim, brief entries on Dugua Day and Bastille Day will be submitted to the Annapolis Valley Community Events.

Cheryl Anderson and Madeline Hoyle requested a meeting with the Mayor and Deputy Mayor to discuss the potential of coordinating observance of the 250th Anniversary of the arrival of the United Empire Loyalists in Annapolis Royal. Rob Hawk who is a member of the White Plains Historical Society in White Plains, NY, is eager to create a shared commemoration with Annapolis Royal. Several local and Nova Scotia families have shared heritage with families in White Plains, NY and arrived in Nova Scotia through Annapolis Royal. We will bring this to the Twinning Committee and MEDC for consideration. They have also expressed interest in the past, in twinning, so this might be a future avenue to explore.

Annapolis Valley Regional Library & Friends of the Annapolis Royal Library Reports to Council

Friends of the Annapolis Royal Library (FoL) – 2025-01-08

The first meeting of 2025 for FoL happened on Wednesday, January 8th, 2025, in the Dugua Room at the Community Hub. The meeting had quorum and a number of issues were covered by the agenda:

- The annual book sale in November 2024 was the most successful yet with 850 customers over 2 days which resulted in the sale of over 5,000 books. With sales and donations, the event took in \$7,220. Over 70 volunteers help make that event happen.
- Reports were received from the Treasurer, Branch Supervisor, Marketing, and Membership – all are in good stead.
- New book storage made possible with the support of Public Works (sea can in Public Works yard) is proving very successful. Minor repairs and some maintenance work will be undertaken to make it secure and attractive.
- In acknowledgement of African Heritage month, the construction of a Lego portrait of Rose Fortune will take place on February 7th & 8th – public unveiling will be February 12th at 2PM. The Lego portrait is based on the stunning new painting created by James Middleton which was unveiled during Rose Fortune’s induction into the Nova Scotia Business Hall of Fame in 2024.
- Planning is underway for their AGM on March 5th which, unfortunately conflicts with COW. They plan to update their bylaws at this AGM.
- The next meeting is at 2PM on February 5th.

Annapolis Valley Regional Library Board (AVRL) 2025-01-16

This was the first meeting of the AVRL board following the appointment of new Municipal councils in November 2024. The board met at Berwick Town Hall and was fully attended. The monthly meetings alternate between virtual and in-person. The meeting was 3 hours and did not achieve completion of the full agenda:

- The make-up of the board executive remains “as is” with Janet Ness, citizen representative for the Town of Wolfville, as chair. Vice chair is Jill Cox, citizen representative for the Town of Middleton, Treasurer is Councillor Emily Lutz of Kings County.

Town of Annapolis Royal Environmental Advisory Committee

Council representative’s Report for Meeting Jan 10, 2024 from 9:30-10:30

A regular meeting was not convened as a quorum was not achieved. The members present worked to brainstorm proposal for Annapolis Royal’s environmental priorities to be submitted to the Joint Action Plan which will be drafted by the CleanFoundation representative. The final priorities will be ratified by the EAC at the next meeting.

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.

**Town of Annapolis
Royal
Income Statement**



31-Dec-24

AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
REVENUE						
TAXES	\$ -	\$ 1,594,386	\$ 1,595,513	99.93	\$ 1,438,421	\$ 1,595,513
GRANTS IN LIEU OF TAXES	\$ -	\$ 475,290	\$ 474,637	100.14	\$ 470,768	\$ 497,784
SERVICE PROVIDED TO OTHER GOV	\$ 1,695	\$ 31,950	\$ 46,950	68.05	\$ 61,994	\$ 104,600
CONDITIONAL TRANSFERS FED PROV	\$ -	\$ -	\$ -	0.00	\$ 1,000	\$ 324,439
LICENCES AND PERMITS	\$ 30	\$ 6,927	\$ 5,534	125.17	\$ 3,728	\$ 7,100
FINES	\$ 751	\$ 1,851	\$ 6,000	30.85	\$ 5,889	\$ 8,000
RENTALS/LEASES/SALES	\$ 3,495	\$ 33,791	\$ 37,532	90.03	\$ 42,033	\$ 50,200
RETURN ON INVESTMENTS	\$ 2,533	\$ 30,756	\$ 22,500	136.69	\$ 28,539	\$ 30,000
PENALTIES & INT ON TAXES	\$ 2,310	\$ 14,557	\$ 6,750	215.67	\$ 8,748	\$ 9,000
CONCESSIONS AND FRANCHISES	\$ 10,254	\$ 137,508	\$ 86,025	159.85	\$ 110,346	\$ 126,400
UNCOND. TRANS. OTHER GOV	\$ 10,489	\$ 156,467	\$ 156,467	100.00	\$ 143,967	\$ 191,956
RECREATION	\$ 100	\$ 51,365	\$ 56,500	90.91	\$ 31,335	\$ 67,000
MARKETING	\$ 1,500	\$ 139,546	\$ 8,030	1737.80	\$ 169,242	\$ 214,969
TOTAL REVENUE	\$ 33,157	\$ 2,674,394	\$ 2,502,438	106.87	\$ 2,516,008	\$ 3,226,961

EXPENSES

AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
GENERAL GOVERNMENT SERVICES						
LEGISLATIVE	\$ 6,360	\$ 117,103	\$ 138,544	84.52	\$ 105,185	\$ 173,288
GENERAL ADMINISTRATIVE	\$ 15,799	\$ 169,004	\$ 169,308	99.82	\$ 145,463	\$ 220,090
TAXATION	\$ 814	\$ 32,786	\$ 58,409	56.13	\$ 13,515	\$ 64,062
OTHER GENERAL ADMINISTRATIVE	\$ 1,574	\$ 29,093	\$ 32,180	90.41	\$ 26,963	\$ 40,046
Totals	\$ 24,548	\$ 347,986	\$ 398,440	87.34	\$ 291,126	\$ 497,485
PROTECTIVE SERVICES						
POLICE PROTECTIONS	\$ 49,526	\$ 382,103	\$ 382,044	100.02	\$ 331,709	\$ 503,238
LAW ENFORCEMENT	\$ 253	\$ 5,775	\$ 8,545	67.58	\$ 6,231	\$ 11,394
FIRE PROTECTION	\$ -	\$ 139,987	\$ 138,485	101.08	\$ 138,485	\$ 166,840
EMERGENCY MEASURES	\$ -	\$ 3,932	\$ -	0.00	\$ -	\$ 6,910
TREES/ANIMALS	\$ -	\$ 22,354	\$ 26,529	84.26	\$ 22,302	\$ 26,904
Totals For:	\$ 49,778	\$ 554,151	\$ 555,603	99.74	\$ 498,727	\$ 715,286
TRANSPORTATION SERVICES						
COMMON SERVICES	\$ 9,033	\$ 117,515	\$ 138,209	85.03	\$ 109,927	\$ 180,118
ROAD TRANSPORT	\$ 6,915	\$ 587,882	\$ 596,661	98.53	\$ 49,117	\$ 623,168
Totals For:	\$ 15,948	\$ 705,397	\$ 734,869	95.99	\$ 159,044	\$ 803,286
ENVIRONMENTAL HEALTH SERVICES						
SEWERAGE & HEALTH SERVICES	\$ 14,717	\$ 158,861	\$ 202,560	78.43	\$ 137,707	\$ 243,485
GARBAGE COLLECTION & DISPOSAL	\$ 181	\$ 74,344	\$ 73,810	100.72	\$ 66,618	\$ 92,438
Totals For:	\$ 14,899	\$ 233,205	\$ 276,370	84.38	\$ 204,325	\$ 335,923
RECREATION & MARKETING SERVICE						
RECREATION FACILITIES	\$ 5,077	\$ 55,593	\$ 64,906	85.65	\$ 62,064	\$ 84,327
MARKETING	\$ 4,754	\$ 55,765	\$ 40,389	138.07	\$ 97,865	\$ 50,991
Totals For:	\$ 9,831	\$ 111,358	\$ 105,295	105.76	\$ 159,929	\$ 135,318
CULTURAL SERVICES						
	\$ 2,245	\$ 19,558	\$ 17,731	110.31	\$ 16,867	\$ 22,653
ECONOMIC DEVELOPMENT						
	\$ 13,452	\$ 95,750	\$ 84,771	112.95	\$ 74,429	\$ 99,686
FISCAL SERVICES						
	\$ 73	\$ 43,457	\$ 46,935	92.59	\$ 44,333	\$ 68,185

AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
TRANSFER TO OWN RESERVES	\$ -	\$ 256,000	\$ 256,000	0.00	\$ -	\$ 257,000
UNCONDITIONAL TRANSFERS OTHER	\$ 27,725	\$ 201,061	\$ 209,409	96.01	\$ 181,230	\$ 292,139
TOTAL INCOME	\$ 33,157	\$ 2,674,394	\$ 2,502,438	106.87	\$ 2,516,008	\$ 3,226,961
TOTAL EXPENSES	\$ 158,498	\$ 2,567,923	\$ 2,685,424	95.62	\$ 1,630,009	\$ 3,226,961
TOTAL TO DATE	-\$ 125,342	\$ 106,471	-\$ 182,985	11.25	\$ 885,999	

Town of Annapolis Royal
 Fiscal Year Period April 01,2024 To December 31, 2024
 FUND04 - General Capital and FUND03 Water Capital



Account	Account Name	Actual	Budget
04-44111Z	TCA - Recreation Facilities - Playground	\$52,910	\$ 100,000
04-31113Z	TCA - Sanitary Sewers - Lift Station Pumps (wetlands and Riverview Drive)	\$13,652	\$ 17,000
04-39111Z	TCA - Town Hall Equipment - Commercial Panel	\$4,714	\$ 5,000
04-31112Z	TCA - Sanitary Sewers - Solar Panels	\$103,710	\$ 118,000
04-38111Z	TCA - Police Equipment - Radios	\$19,929	\$ 22,000
04-38111Z	TCA - Police Equipment - Car	\$70,194	\$ 69,000
04-36111Z	TCA - PW Equipment - Side by Side	\$51,176	\$ 57,000
04-31113Z	TCA - Sanitary Sewers - Lift Station Wetlands	\$33,823	\$ 30,000
04-44111Z	TCA - Recreational Facilities - Pool (GAS TAX)	\$30,000	\$ 30,000
NEW	Water Meter Reader	\$18,177	\$ 18,200
03-34522Z	Water Mains - Water Main Saddles (IN PROGRESS)	\$0	\$ 28,000
		\$398,285	\$494,200



Town of Annapolis Royal
 Fiscal Year Period April 01,2024 To December 31,2024
 FUND02 - Water Operating

INCM		REVENUE	AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
I002		FUND 2 - INCOME							
I	02-11100Z		Metered Sales Residential	\$38,935.83	\$124,116.72	\$122,625.00	101.22	\$120,721.92	\$ 163,500.00
I	02-11200Z		Metered Sales Commercial	\$24,017.38	\$79,663.42	\$82,500.00	96.56	\$82,629.70	\$ 110,000.00
I	02-12100Z		Flat Sales Residential	\$0.00	\$0.00	\$0.00	0.00	\$0.21	\$ 0.00
I	02-13100Z		Public Fire Protection Hydrant	\$0.00	\$110,130.00	\$110,130.00	100.00	\$110,130.00	\$ 110,130.00
I	02-14000Z		Sprinkler Service	\$400.00	\$1,200.00	\$1,200.00	100.00	\$1,200.00	\$ 1,600.00
I	02-16000Z		Interest on Sales Accounts	\$90.13	\$1,161.80	\$1,125.00	103.27	\$1,039.67	\$ 1,500.00
I	02-18500Z		Non-Operating Revenue	\$180.00	\$1,226.00	\$1,874.97	65.39	\$1,106.00	\$ 2,500.00
I	02-18501Z		Water Deposits for Tenants	\$0.00	\$100.00	\$0.00	0.00	\$0.00	\$ 0.00
I	02-18900Z		Non Operating Other Miscellane	\$0.00	\$0.00	\$0.00	0.00	\$1,154.91	\$ 0.00
I	02-19500Z		Interest Income - Bank	\$434.70	\$6,889.79	\$6,450.03	106.82	\$6,429.15	\$ 8,600.00
Totals For: I002				64,058.04	324,487.73	325,905.00	99.57	324,411.56	397,830.00
Totals For: INCM				64,058.04	324,487.73	325,905.00	99.57	324,411.56	397,830.00
EXPN		EXPENSES							
X002		FUND 2 - EXPENDITURES							
E	02-21430Z		Main Source of Supply	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$(9,854.59)
E	02-21500Z		Share Oper. Maint. Costs (Well Field)	\$25,973.92	\$81,608.16	\$81,000.00	100.75	\$78,871.62	\$ 108,000.00
E	02-22400Z		Pumping Expense - NS Power	\$280.85	\$1,297.33	\$1,874.97	69.19	\$1,208.64	\$ 2,500.00
E	02-22900Z		Other Pumping (Propane) Expense	\$0.00	\$243.26	\$187.47	129.76	\$187.61	\$ 250.00
E	02-23000Z		Water Treatment - Chemicals	\$0.00	\$356.28	\$1,874.97	19.00	\$1,016.52	\$ 2,500.00
E	02-23400Z		Customer Meter Repairs/Replace	\$0.00	\$292.00	\$1,800.00	16.22	\$6,467.83	\$ 2,400.00
E	02-23500Z		Chrlorine Plant Repairs & Maintenance	\$0.00	\$196.31	\$375.03	52.35	\$453.53	\$ 500.00
E	02-23600Z		Water Treatment Plant Building Repairs	\$0.00	\$24.43	\$299.97	8.14	\$93.86	\$ 400.00
E	02-23601Z		Lequille Water Storage Tower	\$0.00	\$2,268.22	\$0.00	0.00	\$0.00	\$ 0.00
E	02-23699Z		Water Safety Regulations	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$ 250.00
E	02-23700Z		Water Testing Expenses	\$786.14	\$10,674.29	\$10,125.00	105.43	\$8,046.16	\$ 13,500.00
E	02-23800Z		Water Lines Maintenance Expens	\$0.00	\$20,898.69	\$19,445.00	107.48	\$6,195.90	\$ 19,445.00
E	02-23801Z		Fire Hydrant Maintenance	\$0.00	\$1,101.81	\$500.00	220.36	\$1,222.86	\$ 500.00
E	02-23900Z		Tools/Equipment Purchase and R	\$0.00	\$536.85	\$749.97	71.58	\$716.17	\$ 1,000.00
E	02-24100Z		Public Works Salary Expense	\$3,705.16	\$36,524.64	\$40,105.35	91.07	\$41,474.79	\$ 53,473.85
E	02-24101Z		Public Works - EI	\$48.92	\$625.06	\$802.53	77.89	\$1,045.77	\$ 1,070.00
E	02-24102Z		Public Works - CPP	\$128.72	\$1,657.50	\$2,652.03	62.50	\$2,707.10	\$ 3,536.00
E	02-24104Z		Public Works - Medical	\$55.20	\$134.58	\$490.00	27.47	\$490.30	\$ 700.00
E	02-24105Z		Public Works - Pension	\$186.10	\$1,583.31	\$1,500.03	105.55	\$1,465.74	\$ 2,000.00

Town of Annapolis Royal
 Fiscal Year Period April 01,2024 To December 31,2024
 FUND02 - Water Operating

	AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
E 02-24106Z	Public Works - Life/LTD	\$68.05	\$478.51	\$412.47	116.01	\$455.65	\$ 550.00
E 02-24107Z	Public Works - WCB	\$15.73	\$978.71	\$1,537.47	63.66	\$1,715.65	\$ 2,050.00
E 02-24108Z	Public Works - Training Expens	\$309.85	\$3,037.17	\$2,500.00	121.49	\$715.84	\$ 2,500.00
E 02-24200Z	Public Works - Gen Office Expe	\$12.77	\$474.05	\$1,378.53	34.39	\$670.95	\$ 1,838.00
E 02-24300Z	Public Works - Equipment Expen	\$158.51	\$1,784.19	\$1,473.75	121.06	\$4,577.72	\$ 1,965.00
E 02-24400Z	Public Works - General Shop Ex	\$529.75	\$3,697.08	\$7,355.97	50.26	\$3,943.52	\$ 9,808.00
E 02-24410Z	Public Works - Building Insura	\$0.00	\$447.00	\$399.00	112.03	\$399.00	\$ 399.00
E 02-24411Z	Public Works - Tank Insurance	\$0.00	\$2,244.00	\$1,974.00	113.68	\$1,974.00	\$ 1,974.00
E 02-24500Z	Public Works - Truck Expense	(\$53.31)	\$4,095.77	\$3,696.75	110.79	\$2,801.95	\$ 4,929.00
E 02-25100Z	Admin - Salaries	\$6,220.21	\$61,144.82	\$58,779.24	104.02	\$52,909.65	\$ 76,413.00
E 02-25111Z	Admin - EI	\$32.30	\$944.70	\$1,043.00	90.58	\$856.08	\$ 1,313.00
E 02-25112Z	Admin - CPP	\$71.48	\$2,781.25	\$2,838.08	98.00	\$2,447.50	\$ 3,623.00
E 02-25113Z	Admin - Life/LTD	\$97.92	\$909.64	\$917.28	99.17	\$846.98	\$ 1,223.00
E 02-25114Z	Admin - Pension	\$289.82	\$3,001.50	\$2,999.97	100.05	\$3,109.96	\$ 4,000.00
E 02-25115Z	Admin - Medical	\$75.93	\$718.48	\$1,189.53	60.40	\$1,116.14	\$ 1,586.00
E 02-25116Z	Admin - WCB	(\$146.20)	\$1,534.49	\$1,753.47	87.51	\$1,525.95	\$ 2,338.00
E 02-25200Z	Admin - General Office Expense	\$544.95	\$15,461.53	\$9,704.97	159.32	\$13,058.27	\$ 12,940.00
E 02-25211Z	Admin - Other Expense Building	\$438.45	\$17,654.04	\$19,326.78	91.34	\$7,277.24	\$ 25,769.00
E 02-25300Z	Auditor Expense	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$ 3,329.99
E 02-25310Z	Legal Expense	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$ 500.00
E 02-25330Z	Board of Public Utilities Regu	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$ 845.00
E 02-26000Z	Depreciation	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$ 64,862.70
E 02-29220Z	CMHC Principal May 2010	\$0.00	\$7,540.94	\$7,240.47	104.15	\$7,240.47	\$ 7,240.47
E 02-29221Z	CMHC Interest May 2010	\$0.00	\$638.89	\$939.36	68.01	\$939.36	\$ 939.36
Totals For:	X002	39,831.22	289,589.48	291,242.41	99.43	260,246.28	435,105.78
Totals For:	EXPN	39,831.22	289,589.48	291,242.41	99.43	260,246.28	435,105.78
Total Income:		\$ 64,058.04	\$ 324,487.73	\$ 325,905.00	99.57	\$ 324,411.56	\$ 397,830.00
Total Expenses:		39,831.22	289,589.48	\$ 291,242.41	99.43	260,246.28	435,105.78
Totals:		\$ 24,226.82	\$ 34,898.25	\$ 34,662.59	0.13	\$ 64,165.28	\$(37,275.78)



TOWN OF ANNAPOLIS ROYAL

Topic: Equipment Replacement Policy	Supersedes: N/A
Policy No.: 2015-1 Effective Date: 2016-05-16	Date approved by Council: MOTION #C-2016-05-16-10

Policy Statement:

1.0 PURPOSE:

The purpose of this Equipment Replacement Policy is to propose a vehicle replacement plan for the Town to follow, and the specific vehicle and equipment needs and requirements of the Town. This policy reflects the vision of the Town of Annapolis Royal to create a multi-year vehicle and equipment replacement plan that will serve as a guide in providing direction to meet needs. This is a living document that will be modified and updated annually to reflect changes in the Town’s organizational climate, the changing needs of citizens and changes in the automotive and equipment industry. The Town of Annapolis Royal Department of Public Works is assigned the overall responsibility for managing the Pubic Works’ fleet of vehicles and construction/maintenance equipment. The Annapolis Royal Police Department is responsible for the fleet of vehicle and police equipment. These Departments, in conjunction with the Town CAO¹, work to: develop vehicle and equipment specifications; develop vehicle and equipment replacement schedules, acquire vehicles and equipment; and reassign and dispose of vehicles and equipment. The vehicle and equipment maintenance function are assigned solely to the Department of Public Works and to the Annapolis Royal Police Department.

2.0 ORGANIZATIONS AFFECTED:

This policy shall apply to all vehicles and equipment of the Town of Annapolis Royal that is managed by Department of Public Works and the Annapolis Royal Police Department.

3.0 POLICY:

It is the policy of the Town of Annapolis Royal to enforce all guidelines dictated in this policy regarding maintenance, replacement time, and specifications of all vehicles and equipment for departments of Public Works and the Annapolis Royal Police.

4.0 OBJECTIVES:

The primary objectives of the Town is to control the overall cost of operating and maintaining the fleet of vehicles and equipment, to maintain vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet, to standardize the composition of the fleet and to accurately budget for maintenance and replacement costs. All new purchases for vehicles and equipment are part of the budget cycle and are coordinated through the CAO for recommendation.

5.0 ACQUISITION:

¹ Chief Administrative Officer

The goal of the Town's acquisition practices is to obtain the lowest possible price and the highest possible quality for vehicles and equipment. All purchases of vehicles and equipment will follow the applicable purchasing codes. Annually before the preparation of the Town Budget, the Public Works Superintendent and the Annapolis Royal Chief of Police will review the equipment replacement schedule and plan for the acquisition of replacement vehicles and equipment. Any request for new equipment that would increase the size of the fleet must be cost justified to the CAO and Town Council.

6.0 MAINTENANCE:

The goal of the Department of Public Works and the Police Departments vehicle and equipment maintenance practices is to keep vehicles and equipment in sound operating condition. Preventative maintenance routines and intervals followed by our staff are based on local driving conditions and manufacturer's recommendations for each type of vehicle or equipment and each type of maintenance service. Maintenance costs represent a significant portion of the total cost to own and operate a vehicle or piece of heavy equipment and tend to increase as a vehicle or equipment ages. Escalating maintenance costs are a key factor in determining when to replace a vehicle. In addition to the added cost of maintenance as a vehicle ages, there is an additional cost to the Town when a vehicle is in the garage receiving maintenance and not available for use. Preventive maintenance is the key to avoiding the repair or replacement of costly major vehicle components such as engines, transmissions and drive trains.

7.0 REPLACEMENT:

As with other aspects of vehicle and equipment management, replacing a vehicle too soon or too late wastes money. The Department of Public Works has developed and will continue to develop accurate replacement standards based on industry guidelines and years of experience in operating and maintaining vehicles and equipment.

The goal is to analyze the costs associated with a vehicle or piece of equipment and identifying the point when, on average, a vehicle is reasonably depreciated but not yet incurring significant maintenance costs. By replacing the vehicle or piece of equipment at this point, the Town can avoid escalating maintenance costs and optimize resale value. The three criteria that are considered when establishing the replacement schedule were mileage, age and use. Any request for replacement equipment must be cost justified to the CAO and Town Council.

8.0 DEVELOPMENT OF GUIDELINES AND PROCEDURES:

The Public Works Superintendent and the Chief of Police have inventoried existing vehicles and equipment and have also prepared a replacement schedule for all public works and police pieces. The schedule will be updated annually and will be used as the basis for planning for the replacement of vehicles and equipment through the Town budget. The vehicle and equipment replacement schedule will include the following information for each vehicle or unit of capital equipment:

- a. Age in years, also known as life
- b. Usage in hours or kilometers
- c. Useful life (based on commonly used standards for municipal vehicles and equipment)
- d. Cost of maintenance
- e. Overall condition: mechanical, operating, safety, or appearance
- f. Downtime
- g. Availability of replacement parts
- h. Funding

The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/or hour and/or mileage criteria. Additional consideration is given to functionality and overall condition of the

vehicle or equipment.

As vehicles reach the threshold miles or age of replacement criteria, a vehicle maintenance evaluation is performed by a Department of Public Works and Police employees. The evaluation form will be provided to the Public Works Superintendent and Chief of Police for further review and consideration. If the evaluation proves the vehicle would be economical to retain for an additional year, the vehicle will be targeted for retention. Depending on the availability of funds, vehicles and equipment will be replaced when they are at the end of their economic life, no longer safe to operate, not reliable enough to perform their intended function, or there is a demonstrated cost savings to the Town of Annapolis Royal.

9.0 VEHICLE CATEGORIES:

For purposes of review the vehicles and equipment of the Town have been listed below. Each type of equipment is described below, along with an outline of why it is essential to the operations of the Town. Replacement cost, useful life range, and actual life usage information, for each item is summarized below in **Figure 1**.

- 9.1 2019 Ford F550 1 Ton – This is the Town’s main snowplow, dump truck and salt truck. This is also used for maintenance of roads, sidewalks, sewer and water lines.
SPECS: 4x4, automatic, V-8 Twin Turbo, 11’ Dump Box, Power windows & heated mirrors.
- 9.2 2024 Kubota RTV X1100C, the Town owns one SxS which is used for sidewalk plowing/Salting, trail maintenance, and transporting equipment off-road in areas not accessible by truck.
SPECS- basic model with dump body, drop salter, and V Plow
- 9.3 2020 Chev ½ ton – This vehicle is used mostly by the PW superintendent for similar functions as the other ½ ton. Use of this vehicle extends the life of the 1 ton, which is substantially more expensive to replace (\$25K versus \$70K). This truck also serves as a backup for the primary maintenance truck.
SPECS: Basic model with power tailgate.
- 9.4 2024 Kubota LX3310 – This is the Town’s main sidewalk snow blower and it also maintains trails and roads. The front-end loader doubles for other Town uses.
SPECS: 68” wide, 30 Horsepower, Factory Cab, complete with air, narrow turf tires.
- 9.5 2019 Backhoe – This machine is used for repairing water breaks, shouldering roads, moving snow, sewer breaks, and the like. This also serves as a back-up for the 1 ton for snow clearing.
SPECS: 4x4, Turbo, Ext. Hoe, quick attachments.
- 9.6 2015 Kubota Zero Turn mower – This is used for mowing the trails and it used only as a backup. This is relatively inexpensive to run instead of the cost of a multi-functional machine.
SPECS: Zero turn radius and 60 inch cut.
- 9.7 2022 Kubota Zero Turn mower was purchased in 2022. This is used exclusively for mowing town owned lands. This is relatively inexpensive to run instead of the cost of a multi-functional machine.
SPECS: Zero turn radius and 60 inch cut.

- 9.8 2021 Charger –This is a back-up car which permits ARPD² to be able to answer calls when on stand-by, acts as a secondary operational vehicle, and is used for administrative duties when required. The on-call member may take this car with them to their house which permits them to respond directly to calls without having to come in to get the marked car. When the primary car is down for repair or used otherwise, this vehicle is used to continue daily operational duties. SPECS: Police Package, heavy duty suspension, All wheel drive, cloth front bucket seats, vinyl rear seat, heavy duty battery, etc.
- 9.9 2019 Durango – This is the main Police car which is used daily. This car is used between 10-12 hours per day. This car was purchased in 2021. SPECS: Police Package, heavy duty suspension, all-wheel drive, cloth front bucket seats, vinyl rear seat, heavy duty battery, etc.

Figure 1: Summary of Vehicles and Equipment Status Report (as of December 2024)

² Annapolis Royal Police Department

Vehicle Type	Replacement Cost (in dollars)	Useful Life Range (in years)	Actual Years of Use	Actual KM	Actual Hours
2019 Ford F550 Truck (1 ton)	125,000	10	6	18,656	
2020 Chev(1/2 ton)	50,000	10	5	32,012	
2024 side by side	43,000	10	.5		92
2024 Kubota	111,000	10	1		92
2019 Backhoe	75,000	12	5		664
2015 Kubota Zero Turn Mower	9,000	7	12		495
2022 Kubota Zero Turn Mower	9,000	8	3.5		160
2021 Charger	85,000	5	1	11,600	
2019 Durango	85,000	5	3	84,000	

10.0 REPLACEMENT POINT SYSTEM: **Figure 2** is a scoring schema used for rating the condition of the various equipment pieces and identifies the need for replacement based on their score. These scores can be found in *Appendix A*.

Appendix B identifies the equipment replacement year and the associated dollar values for annual reserve allocations.

**Used November 2022 hours

Figure 2: Replacement Point System

Factor	Points
Age	1 point for each 10% (year of chronological age, based on in-service date) of estimated useful life
KM/Hours	1 point for each 15,000 kilometer or 750 hours of use
Type of Service	1 to 5 points are assigned based on the type of service that the vehicle or equipment had during most of its life. The more severe the type of service performed the higher the number assigned. (included snow corrosion)
Reliability	1 to 5 points are assigned depending on the frequency that a vehicle or equipment piece is in the shop for repair. The more the frequency of shop visits the higher the number.
Maintenance	1 to 5 points are assigned based on total life maintenance and repair costs (not including repair of accident damage). A 5 is assigned to a vehicle with life repair costs equal or greater to the vehicle's original purchase price and a 1 is given to a vehicle with life repair costs equal to 20% or less of its original purchase cost.
Condition	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. a scale of 1 to 10 points is used with the higher the number the worse the condition.
Criticality & ease of replacement	1 to 5 points is allocated to the critical elements of reliance on this equipment and the ease of replacement. If the equipment is absolutely necessary and cannot function otherwise, the score is 5. If the equipment can easily be replaced or rented out the lower the score.
Point ranges	
Under 25 points	Condition I: Excellent
26 to 30 points	Condition II: Good
31 to 35 points	Condition III: Qualifies for replacement
36 or more points	Condition IV: Needs immediate consideration

Appendix A

Factor	F550 Truck Year: 2019 (1 Ton)	
Age	5/10 = 50%	
	6	
KM/Hours	1 (18,656 KM)	
Type of Service	5	
Reliability	3	
Maintenance	4	
Condition	9	
Criticality	5	
Total	33	
Point ranges		
Under 25 points	Condition I: Excellent	
26 to 30 points	Condition II: Good	
31 to 35 points	Condition III: Qualifies for replacement	
36 or more points	Condition IV: Needs immediate consideration	

Factor	2020 Chev (1/2 ton)	
Age	4/10 = 40%	
	5	
KM/Hours	1.4 (32,012 KM)	
Type of Service	4	
Reliability	1	
Maintenance	2	
Condition	2	
Criticality	5	
Total	21	
Point ranges		
Under 25 points	Condition I: Excellent	
26 to 30 points	Condition II: Good	
31 to 35 points	Condition III: Qualifies for replacement	
36 or more points	Condition IV: Needs immediate consideration	

Appendix A (continued)

Factor	2024 Kubota RTV X1100C	
Age	1/10=10%	1
KM/Hours	92 hrs (.1)	
Type of Service	3	
Reliability	1	
Maintenance	1	
Condition	1	
Criticality	4	
Total	11.1	
Point ranges		
Under 25 points	Condition I: Excellent	
26 to 30 points	Condition II: Good	
31 to 35 points	Condition III: Qualifies for replacement	
36 or more points	Condition IV: Needs immediate consideration	

Factor	2024 Kubota	
Age	0/10 = 0%	1
KM/Hours	92 hours	
Type of Service	5	
Reliability	1	
Maintenance	1	
Condition	1	
Criticality	5	
Total	14	
Point ranges		
Under 25 points	Condition I: Excellent	
26 to 30 points	Condition II: Good	
31 to 35 points	Condition III: Qualifies for replacement	
36 or more points	Condition IV: Needs immediate consideration	

Appendix A (continued)

Factor	2019 Case Backhoe	
Age	5/12=.42%	
	5	
KM/Hours	664 hours	
Type of Service	5	
Reliability	1	
Maintenance	3	
Condition	3	
Criticality	5	
Total	23	
Point ranges		
Under 25 points	Condition I: Excellent	
26 to 30 points	Condition II: Good	
31 to 35 points	Condition III: Qualifies for replacement	
36 or more points	Condition IV: Needs immediate consideration	

Appendix A (continued)

Factor	2015 Kubota Zero Turn Mower	
Age	8/7 =114%	12
KM/Hours	.67	495 hours
Type of Service	5	
Reliability	5	
Maintenance	5	
Condition	5	
Criticality	4	
Total	37	
Point ranges		
Under 25 points	Condition I: Excellent	
26 to 30 points	Condition II: Good	
31 to 35 points	Condition III: Qualifies for replacement	
36 or more points	Condition IV: Needs immediate consideration	

Factor	2022 Kubota Zero Turn Mower	
Age	2/8=25%	3.5
KM/Hours	.21	160 hrs
Type of Service	5	
Reliability	1	
Maintenance	1	
Condition	3	
Criticality	4	
Total	18.7	
Point ranges		
Under 25 points	Condition I: Excellent	
26 to 30 points	Condition II: Good	
31 to 35 points	Condition III: Qualifies for replacement	
36 or more points	Condition IV: Needs immediate consideration	

Appendix A (continued)

Factor	2021 Charger
Age	.5/5=10% 1
KM/Hours	.8 (11,600KM)
Type of Service	5
Reliability	2
Maintenance	1
Condition	1
Criticality	5
Total	15.8
Point ranges	
Under 25 points	Condition I: Excellent
26 to 30 points	Condition II: Good
31 to 35 points	Condition III: Qualifies for replacement
36 or more points	Condition IV: Needs immediate consideration

Factor	2019 Durango
Age	3/5=60% 6
KM/Hours	5.6 (84,000 KM)
Type of Service	5
Reliability	3
Maintenance	3
Condition	3
Criticality	5
Total	30.6
Point ranges	
Under 25 points	Condition I: Excellent
26 to 30 points	Condition II: Good
31 to 35 points	Condition III: Qualifies for replacement
36 or more points	Condition IV: Needs immediate consideration

Appendix B

Town of Annapolis Royal Vehicle and Equipment Replacement Year

Equipment	Life/Useful	Dollar Value	25/26	26/27	27/28	28/29	29/30	30/31
Ride on	3/6	\$9K	\$1.5	\$1.5	\$1.5*	\$1.5	\$1.5	\$1.5
1 Ton F550	6/10	\$125K	\$12.5	\$12.5	\$12.5	\$12.5*	\$12.5	\$12.5
Durango Car	3/5	\$85K	\$17	\$17*	\$17	\$17	\$17	\$17
Police Car	.1/5	\$72K	\$14.4	\$14.4	\$14.4*	\$14.4	\$14.4	\$14.4
2019 Case Backhoe	6/12	\$75	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25
2024 Kubota	1/10	\$111K	\$11	\$11	\$11	\$11	\$11	\$11
2020 Chev (1/2 ton)	5/10 Water capital	\$50K	\$5	\$5	\$5	\$5	\$5*	\$5
Side by side	1/10	\$43K	\$4.3	\$4.3	\$4.3	\$4.3	\$4.3	\$4.3
		TOTALS	\$72K	\$72K20	\$72K	\$72K	\$72K	\$72K

(*) Year of Anticipated Replacement



NSFM 2025 SPRING CONFERENCE

Inn on Prince

The NSFM 2025 Spring Conference will be held at the Inn on Prince in Truro, April 30 – May 2. The planning committee is diligently working on an interesting and informative program. Watch the *Monday Memo* for updates. The event will commence the afternoon of April 30, with optional site tours and conclude by noon on May 2. Official conference opening: morning of May 1. We look forward to hosting you in Truro. Room block is open

- Room rate: \$139 ++ s/d
- Contact: (902) 895-1651
- Please indicate you are booking into the Nova Scotia Federation of Municipalities room block

Best Western Glengarry

- When the Inn on Prince is full, a block of rooms is available at the Best Western Glengarry (Room rate \$169 ++ s/d)
- Glengarry contact info: (902) 893-4311 or [Click Here](#)



Annapolis Royal

— Nova Scotia —

REQUEST FOR DECISION

TOPIC: Approval of Budget Increase

DATE:11FEB25

PROPOSED BY: DMO/D Knox

TAB # & REFERENCES	n/a
BACKGROUND	This winter has been a series of small storms and consistently sub-freezing temperatures necessitating increased salt usage. Further, TIR did not allow the Town to get salt from them due to lack of supply and lack of personnel to load the salt. This has led to increased costs on securing a new supplier. This budget line has been spent as of today.
PROPOSAL	That Council approve an additional \$10,000 for of securing salt for Town streets and sidewalks. This amount should get the Town till the end of March.
BENEFITS	This will allow Public Works to continue purchasing salt to spread on streets and sidewalks in accordance with Town Policy 2023-09 (Snow and Ice Control) and to provide a safe environment for walking and driving.
DISADVANTAGES	This is additional spending outside of current budget.
COSTS & SOURCE OF FUNDING	\$10,000.00 GL 01-23237Z for the 2024-2025 general operating budget
STAFF REVIEW/ COMMENTS	Safety is paramount, and our residents deserve traction.
CAO REVIEW/ COMMENTS	Unfortunately, this is a budget line item that depends on the weather and this year we have had many snow days. We are only half way through the winter season and have spent the current budget on the salt GL.
DRAFT MOTION/ RECOMMENDATION	"...that Council approves an additional \$10,000 in GL 01-23237Z for the purchase of salt in the general operating 2024-2025 budget.

CAO'S INITIALS: smc

TARGET DECISION DATE: February 2025



Town of Annapolis Royal Policy

TITLE: Water Utility Cross Connection and Backflow Prevention	
POLICY NO.: 2025-03	SUPERSEDES: N/A
EFFECTIVE DATE:	APPROVED BY COUNCIL MOTION NO.:

1. Purpose

The purpose of this program is to inform Town of Annapolis Royal (ToAR) water utility customers of the potential for cross contamination within the water utility, ensure public health safety through a continued safe water supply, and provides backflow prevention device information that would reduce the risk to our water utility and to help ensure the safety and cleanliness of the water that is produced by the water utility.

This document will serve to inform residents of precautions that can be taken to avoid cross contamination, situations which could require the installation of backflow prevention devices within their supply line to reduce the possibility of a backflow incident and also outline the acceptable backflow prevention devices and their proper inspection and maintenance requirements for those devices.

2. Definitions

- 2.1 Air Gap as it relates to the plumbing trade is the unobstructed vertical space between the water outlet and the flood level of a fixture. This arrangement will prevent any contaminants from flowing into the potable water system by siphonage and is the least expensive form of backflow prevention. Common instances where an air gap is warranted include:
- Filling a swimming pool
 - Animal watering stations
 - Filling any large container with potable water

2.2 Approval to Operate

- 2.2 Backflow is a term in plumbing for an unwanted flow of water in the reverse direction. Contamination of potable water supplies with foul water can be a serious health and safety risk.
- 2.3 Backflow Prevention Devices is a device that is installed on a property owner's lateral water line that allows water to flow in one direction but never in the opposite

direction. Its sole job is to prevent drinking water from being contaminated due to backflow. It is typically installed as close as possible to the entry point of the water lateral entry into the premises.

- 2.4 Back Pressure is a resistance or force opposing the desired flow of fluid through pipes, leading to friction loss and pressure drop. Back Pressure occurs when the facility pressure is greater than the water distribution system supply pressure. Common causes or sources of back pressure include pumps, elevated piping, and thermal expansion, private wells for irrigation, pressurized containers and process water systems.
- 2.5 Back Siphonage can occur when negative pressure exists within the water distribution system, for example during annual water main blow off and hydrant flushing. Back siphonage is caused by negative pressure from a vacuum (or partial vacuum) in the supply piping. Back siphonage reverses normal flow in the system and can pull contaminants into the drinking water. Potential circumstances that may cause back siphonage are any high demand situations including water main breaks, service interruptions due to lateral repairs, fire emergency water withdrawal, inadequate public water system source and/or storage capacity, high demand by customers, etc.
- 2.6 Cross Connection is defined as a link, structural arrangement, or potential connection where potable water in a distribution system can be exposed to or come into contact with unwanted contaminants that may adversely affect water quality in the Water Utility distribution system. A cross connection can also occur when unwanted contaminants are drawn into the system. It is the physical point at which it is possible for a non-potable substance to come in contact with the drinking water system whether by back pressure or back siphoning. These contaminants could include any form of gas, liquid, or solid that would adversely affect water quality when introduced into the water utility.
- 2.7 DECC refers to the Department of Environment and Climate Change.
- 2.8 Risk Classification
 - 2.8.1 Minor Risk Classification – Any Cross Connection or potential cross connection that constitutes only a nuisance and that results in a reduction in only aesthetic quality of water (colour, odour, or taste with few to no health effects).
 - 2.8.2 Moderate Risk Classification – Any minor hazard connection that has a low probability of becoming a severe hazard and would constitute a nuisance and objectionable if introduced into a domestic water supply.
 - 2.8.2.1 Types of Facilities: Office buildings, multi-service interconnected facilities, schools, colleges, shopping malls, multi-tenant single service facilities, premises with sprinklers (no glycol), or restaurants

2.8.3 High Risk Classification – Any type of cross-connection or potential cross-connection involving water that has additives or substances that under any concentration can create danger to health and is likely to result in serious injury or death.

2.8.3.1 Types of Facilities – Hospitals, labs, mortuary facilities, plants using radioactive materials, petroleum processing and storage facilities, chemical or plating plants, commercial laundries, sewage facilities, automotive shops, dry cleaners, car washes, food and beverage processing plants, premises where access is restricted, dockside facilities for ships, premises with sprinkler systems with glycol loops.

2.9 Potable Water, also known as drinking water, is water that is safe for consumption and can be used for food preparation.

2.10 Town of Annapolis Royal Water Utility- Water Utility

2.12 Water Service Lateral (Lateral line) is the pipe that provides water from the water main in the street to a home or business. For residences this pipe is usually 3/4” inch in size and runs from the water main into the home where the water meter is installed. A typical water service lateral includes a tap at the main, a length of pipe to a location at or near the street right-of-way line, a curb stop and box, and another length of pipe into the building being served.

3. Requirements for a Backflow Prevention Device

3.1 As per the regulations set by the DECC in the Town’s approval to operate, a backflow prevention device is required wherever there is a risk of contamination.

3.2 The Water Utility may require a customer to install a proper backflow prevention device when a high risk classification facility has been identified or is to be connected to the Water Utility.

3.3 If a backflow prevention device is required, the cost for installation, maintenance and testing of the device is the responsibility of the Water Utility customer. Backflow prevention devices are required to be installed on all new water service connections and sprinkler service connections supplying the following types of units:

- Multi-unit Residential
- Industrial
- Commercial
- Institutional
- Premises serviced by private booster pumps
- Residential connections assessed by the Water Utility as presenting a risk to the system based on the system pressure at the connection location.

4. Type of Backflow Prevention Device

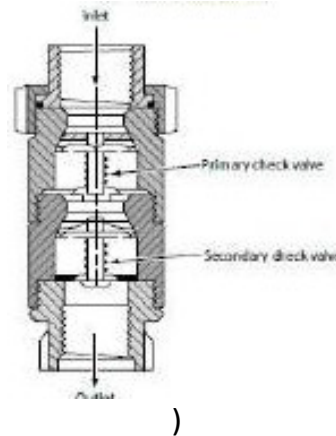
- 4.1 Installation, maintenance, field testing and selection of all backflow prevention devices must conform to the latest revision of CSA B64.10 and CSA B64 series as well as the National Plumbing Code of Canada, latest edition.
- 4.2 The type of backflow prevention device to be selected is determined by the degree of hazard for the specific premises. The degree of hazard can be evaluated by referencing CSA B64.10/B64.10.1 Table B.2 Guide to Degree of Hazard – Premise.

5. Hazard Classification Framework

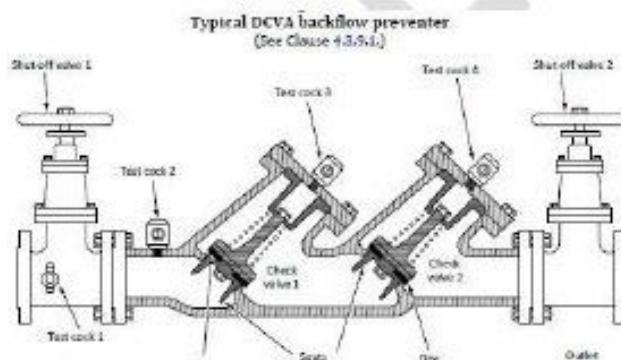
- 5.1 The type and Installation of backflow preventers must adhere to the National Fire Protection Association Standards. Backflow prevention devices on sprinkler service connections must be approved by the relevant authorities.
- 5.2 The following are examples of backflow prevention devices that shall be used based on risk classification (see definitions) and the hazard identified:

- Minor Hazard - Dual Check Valve (DuC)

TYPICAL DuC BACKFLOW PREVENTER

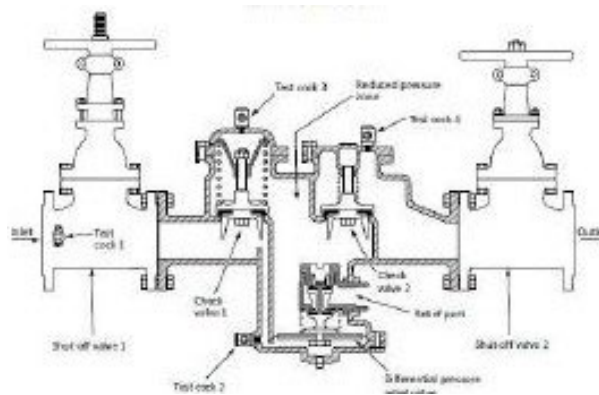


- Moderate Hazard - Double Check Valve Assembly (DCVA)



- Severe Hazard - Reduced Pressure Principle (RP)

TYPICAL RP BACKFLOW PREVENTER



6. Proper Installation of a Backflow Prevention Device

- 6.1 Backflow prevention devices must be installed immediately downstream of the water meter in a horizontal position and isolated with shut off valves on the inlet and outlet side for servicing when required. A water connection is not permitted between the water meter and backflow prevention device.
- 6.2 Where a pump is installed on a fire protection system, the backflow prevention device is to be installed downstream of the pump. A hydraulic analysis must be submitted under the seal of a professional engineer in order to obtain an approval to locate the backflow prevention device upstream of the fire pump.
- 6.3 Reduced Pressure Principle backflow prevention devices are not allowed upstream of the fire pumps under any circumstances. Reduced Pressure Principle backflow prevention devices are not permitted to be installed within the below grade meter chamber.
- 6.4 In the event of the failure of a backflow prevention device, there can be a significant volume of water discharged during a backflow condition. An appropriately sized floor drain must be installed and positioned to accept the volume of water that may be discharged.

7. Schedules for Testing Backflow Prevention Devices

- 7.1 Testing of backflow prevention devices should be completed:
 - Upon Installation
 - When cleaned, repaired or overhauled
 - When relocated
 - Annually
 - Following alterations to the water supply systems upstream of the device
 - Following a backflow incident.

8. Inspection and Testing of Backflow Prevention Devices
- 8.1 Only persons with valid Cross Connection Control (CCC) certification as issued by the Atlantic Canada Water and Wastewater Association (ACWWA), the American Water Works Association (AWWA), or approved equivalent certification authority, can install, inspect and test backflow prevention devices.
- 8.2 A tag must be displayed on the backflow prevention device indicating the following information:
- Name and address of owner(s) of the device
 - Location of device
 - Type of device
 - Manufacturer, serial number, size of device
 - Date of last test
 - Tester initials, name of employer of tester, tester license number.
- 8.3 The Water Utility customer is solely responsible for all costs associated with the inspection, testing, repair, replacement, and maintenance of any backflow prevention device servicing their water system.
- 8.4 The Water Utility customer may also be responsible for any costs incurred by the utility due to a failure of their backflow prevention device or to prevent a backflow incident from occurring in the water distribution system.

9. Backflow Incident Response Procedures

Operation and maintenance performance standards activity: Backflow Incident Response

Objectives: To ensure the safety and quality of the water being supplied to Water Utility customers through timely response to a backflow incident.

Performance Standard

- Activity
 - 9.1.1 Locate and repair the cause of backflow and assess the risk.
 - 9.1.2 Identify the affected area and work to limit the spread of contamination.
 - 9.1.3 Call DECC regional office (during working hours) and inform them of the situation. Decisions will be made with respect to which customers need contacting and whether to issue a health advisory.
 - 9.1.4 Communicate with customers affected by the incident. Inform them as to what precautions should be taken to protect their health, and what the Water Utility is doing to correct the situation in coordination with the DECC.
 - 9.1.5 Flush affected parts of the water distribution system to remove any contaminants and check chlorine residual to ensure a minimum of 0.25

ppm of Chlorine at the dead ends affected from the contamination.

- 9.1.6 Disinfect affected parts of the system to reduce the risk of waterborne disease.
- 9.1.7 Collect water quality samples after restoring normal operating pressure, including coliform and possibly certain chemical samples, to confirm that the system meets drinking water standards.
- 9.1.8 Report all findings to DECC and all related repairs or processes undertaken.

9.2 Record Information

9.2.1 The documentation of the incident will include:

- Date
- Time
- Any Damages, or Repairs needed or to be completed.
- Water sample records from the backflow incident
- Records will be maintained a minimum of five (5) years.

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: Audit Committee Policy	
POLICY NO.: #2025-04	SUPERSEDES: 2019-01 January 21, 2019
EFFECTIVE DATE:	APPROVED BY COUNCIL MOTION NO.:

Policy Statement:

1. Purpose

- 1.1 The Audit Committee (the “Committee”) assists Town Council (“Council”) in fulfilling its oversight responsibilities relating to finance and audit matters delegated to management by Council.
- 1.2 In particular, the Committee assists Council by reviewing:
 - 1.2.1 Key financial information that will be provided to the province or made public;
 - 1.2.2 Strategic financial plans, operating and capital budgets;
 - 1.2.3 External and/or internal audit activities;
 - 1.2.4 The system of internal controls, risk management and financial information technology;
 - 1.2.5 Cash and investment management activities;
 - 1.2.6 Insurance coverage of significant risks and uncertainties.

2. Scope

- 2.1 This Policy is applicable to all serving members of the Town of Annapolis Royal Audit Committee.

3. References

- 3.1 Nova Scotia Government Act (MGA) Section 44.

4. Definitions

- 4.1 CAO means the Chief Administrative Officer for the Town of Annapolis Royal.
- 4.2 Director of Finance means the Director of Finance and Treasurer for the Town of Annapolis Royal as appointed by the CAO.

5. Composition, Operations, and Accountability

- 5.1 The Committee shall be comprised of at least two Council members plus one citizen appointment. The Committee shall be appointed by Council. The citizen appointee is not a member of Council or an employee of the Town, and this person cannot be related to a member of Council or to an employee of the Town.
- 5.2 Citizen appointments will be for two-year terms. Citizen appointees shall possess knowledge and understanding of financial and investment matters.
- 5.3 The Chief Administrative Officer (CAO) of the Town or his or her appointee shall be the Secretary of the Committee.

- 5.4 The Chief Administrative Officer and Director of Finance shall be non-voting members of the Committee.
- 5.5 The Chair shall be a member of Council and shall be elected annually by the Committee.
- 5.6 The Committee shall meet at least two times each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee's duties and responsibilities.
- 5.7 The Committee shall meet with the external auditors as it deems appropriate to consider any matter that the Committee or auditors determine should be brought to the attention of Council.
- 5.8 Through the CAO, the Committee may request members of the Town's senior management to attend meetings of the Committee as deemed necessary.
- 5.9 All members of the Committee must have training through the Department of Municipal Affairs with a minimum grade of 60%.
- 5.10 Committee members who fail to attend two (2) consecutive meetings, without a reason accepted by the Committee Chair, may be recommended to Council to be dismissed from the Committee. Committee members may be dismissed by Council, on recommendation by the Audit Committee, if they fail to fulfill the identified responsibilities/mandate of the Committee.
- 5.11 All Committee members serve without pay.
- 5.12 The Committee provides open avenues of communication among management, employees, external auditors and Council.

6. Duties and Responsibilities

- 6.1 Financial Information.
 - 6.1.1 The Committee will review the following financial information that will be provided to the Province or made public;
 - 6.1.1.1 Annual audited financial statements;
 - 6.1.1.2 Management discussion and analysis that accompanies the audited financial statements.
 - 6.1.2 Ensure that meaningful financial information regarding current financial results and up to date forecasts is received on a timely basis, and that it provides information required for decision making.
 - 6.1.3 Review:
 - 6.1.3.1 the appropriateness of accounting policies and financial reporting practices and any proposed changes thereto;
 - 6.1.3.2 any new or pending developments in accounting and reporting standards; and
 - 6.1.3.2 significant estimates contained in the financial statements and other financial information.
 - 6.1.4 The Committee will:
 - 6.1.4.1 assess the performance of the external auditor;
 - 6.1.4.2 review and recommend that Council approve the engagement or reappointment of the external auditor by:
 - 6.1.4.2.1 reviewing, assessing and receiving assurances as to the independence of the external auditor;

- 6.1.4.2.2 reviewing the provision of non-audit plan services performed by the external auditor;
- 6.1.4.2.3 reviewing the external audit plan including the engagement letter, materiality limits, staffing, timetable and proposed fees;
- 6.1.4.2.4 if necessary, requesting to meet with the external auditor without management present;
- 6.1.4.2.5 reviewing matters with respect to the conduct and reporting of the external audit with particular reference to any difficulties encountered or restrictions imposed by management; and
- 6.1.4.2.6 receiving and reviewing the external auditors
 - 6.1.4.2.6.1 audit report;
 - 6.1.4.2.6.2 findings with respect to the appropriateness of accounting policies, management estimates and significant accounting and/or reporting issues;
 - 6.1.4.2.6.3 management letter including managements responses thereto and the evaluation of the internal control system; and
 - 6.1.4.2.6.4 other matters of relevance identified in the audit.
- 6.1.4.2.7 The Committee will periodically evaluate the need for the establishment of an internal audit function and make appropriate recommendations to the Council.

7 Finance and Risk Management items, including but not limiting to;

- 7.1 Completion of meaningful financial data is provided on a timely basis and ensure compliance with the reporting requirements of the provincial government.
- 7.2 Policies including those used in the preparation of the external financial statements.
- 7.3 Adequacy of internal controls.
- 7.4 Assess banking services and recommend any changes to Council.
- 7.5 And minutes of the Investment Committee, including adequacy and use of town reserves and surplus funds and investment practices of the Town.

8 Administration

- 8.1 The meeting of the Committee will be held at least bi-annually.
- 8.2 Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.
- 8.3 The CAO and Director of Finance may provide staff support to the Committee.
- 8.4 All meetings are open to the public as per the Municipal Government Act.
- 8.5 A quorum consisting of 2 voting members of the Committee; of which one (1) must be a Councillor and one (1) must be a member of the public, or two (2) members of Council. Each Committee member is entitled to one vote and

decisions will be my majority vote of those present. In the absence of the Chair of the Committee, the members will appoint one of the members of Council to act as Chair of the meeting. In the event of a tie vote, the motion is defeated.

9 Review of the Committee

9.1 The Committee will review this policy annually.

10 Repeal and Replace

10.1 The policy known as Policy Establishing the Audit Committee as adopted by Council on January 21, 2019 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
Deer Task Team Terms of Reference (February 2025)

Objective:

To identify the scope and landscape of the deer population issue in Annapolis Royal, determine the regulatory landscape and present a range of potential evidence-based options (including costs and success rate) with the aim of presenting options for the consideration of town residents and Council.

Task Team Composition:

The Deer Task Team (DTT) shall be composed of a minimum of four (4) residents of Town of Annapolis Royal plus additional representatives from the immediate area who may wish to participate and at least one (1) representative who is a Town Councillor.

The committee shall elect a chair, from amongst its members for a term of one (1) year or until the work of the committee is completed, whichever comes first. The DTT shall be open to additional participants willing to commit time to execute the mandate and tasks assigned to the team.

Duties & Responsibilities:

1. Identify the scope and landscape of the deer population management issue for Annapolis Royal.
 - Delineate the issues that are of concern for Annapolis Royal residents regarding the local deer population
 - Using available or no-cost objective methods, attempt to broadly quantify the magnitude of the issue(s)
 - Identify local experts and key stakeholder to consult
 - Identify evidence-based options that other jurisdictions have used to manage deer populations, in Nova Scotia, Canada and other locations.
2. Determine and summarise the regulatory requirements for managing deer populations in Nova Scotia.
3. Identify and summarise a range of potential evidence-based options for addressing deer population management including:
 - actions required to execute the option,
 - resources needed, including estimated costs, and
 - success rate where other jurisdictions have implemented a given option.
4. Present the results to the town and town council.

General Administration:

- The team shall meet regularly as necessary to execute its mandate.
- Meetings shall be open to the public.
- The Task Team shall maintain decision and action-item based notes.
- The Task Team may seek information and advice from local experts and key stakeholders who can help fulfill the mandate of the Task Team.
- The Task Team reports to council.



To: COUNCIL

From: Ken Knox DMO/D

Date: February 6, 2025

RE: Request for an Alteration to a Registered Heritage Building

Application Information:

Applicant: [REDACTED]

Location: 430 St George Street

Request: That Council approves the application.

Background:

The applicant is asking for permission to change the door of the garage to a style which is more visually in keeping with the rest of the house. To add a (steel/vinyl) door in place of a window at the rear of the property, to build a low wooden deck (without railing) and to add a privacy screen (wood, <2m in height) - both of these also being at the rear of the property (pics below).



Description of Historic Place:

430 St George Street was built circa. 1840 for Peter Bonnett. The house began as a Gothic Revival home and today appears more as a simple Greek Revival style home. This house reflects the various nineteenth century trends and influence of individual owners on the architectural appearance of the town.

Heritage Value:

The Peter Bonnett House is valued for its age, historical associations and architectural style.

The house was built circa. 1840 for Peter Bonnett. Bonnett purchased the land from famed writer and politician Thomas Chandler Haliburton and it is thought the house is built on the foundation of an Acadian homestead. Bonnett and family resided in the house until 1870, during a period of great expansion and commercial development for Annapolis Royal. As County Sheriff for nearly thirty years and Judge of the Probate Court, Bonnett was well known throughout the community. The house is somewhat unique in Annapolis Royal due to the numerous changes Bonnett and other residents made to the home. The house began as a Gothic Revival home and today appears more as a simple Greek Revival style home. It complements the upper St. George Street streetscape where no two houses are exactly alike, reflecting various nineteenth century trends and influence of individual owners on the architectural appearance of the town.

Character-defining Elements

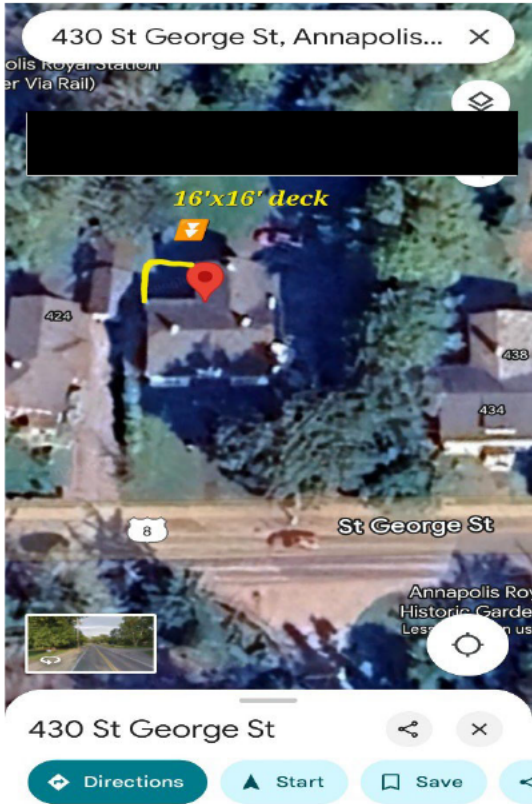
Character defining elements of the Peter Bonnett House relate to its Greek Revival style and include:

- truncated gable bell cast roof;
- heavy overhang and return of cornice;
- large front dormer with decorative wood trim cutting through the main cornice;
- form and massing;
- decorative detail on dormer;
- open front porch with heavy overhang and columns;
- building set back on east side of street;
- wood clapboard.

Analysis:

Staff recommends that these alterations and repairs will enhance the heritage value of the building.

Draft Recommendation: *“that Council gives the applicant at 430 St George Street heritage approval to change the garage door, add a door in place of a window at the rear of the property, add a low deck and privacy screen, also at the rear of the property, as detailed in application 25-02-HER, providing all conditions of the Land Use By-Law are met.”*



QUOTE
2501-ST-0001

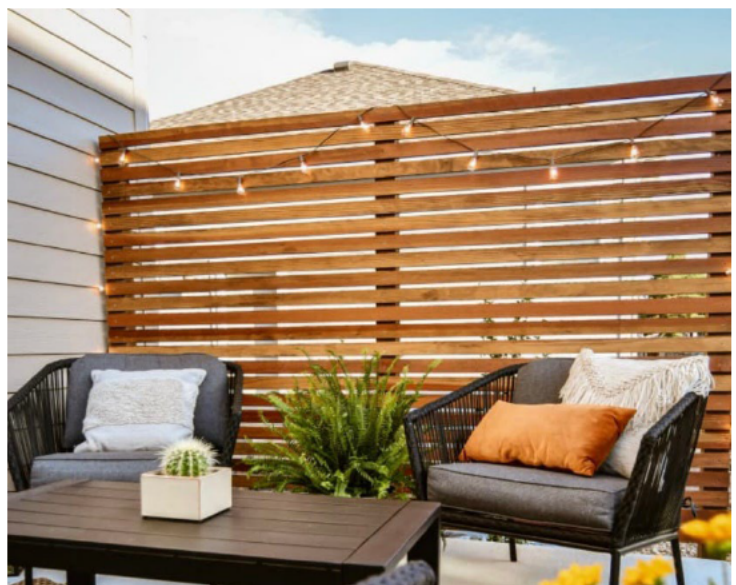


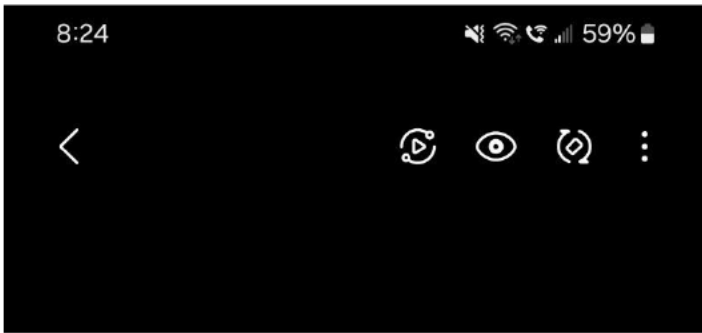
VERSION: #1	TYPE: Renovation
PROJECT: Annapolis Job	PO:

SOLD TO: BILL TO: SHIP TO:

ITEM	QTY	CODE	PRODUCT TYPE
1	1	PS	SINGLE DOOR : EXTREME HIGH DEFINITION - STEEL SERIE
SINGLE DOOR : EXTREME HIGH DEFINITION - STEEL SERIE R.S.O. DIM: 34' 7/16 x 83' 3/8 FLUSH, PRE-FINISHED WHITE 10 YEAR DOOR SLAB (32") QS-GRILLS LEA, 20 X 64 15-LITE GEORGIAN GRILLS LEA RH - IN SWING 6-5/8" JAMB AND SILL FRAME 6-5/8" + 1 1/4" STORM DOOR BEING APPLIED EXTERIOR VINYL CLAD WHITE STANDARD VINYL CLADED BRICKMOLD 1 5/8" WHITE CHROME HINGES DRILL FOR DEADBOLT (2 HOLES O/C 5 1/2"); 2 1/8" DEADBOLT BORE BACK SET @ 2 3/8" EXTERIOR SIZE: 33' 7/16 X 82' 3/8 NFRC ER: 22 U-FACTOR: 1.53 SI - 0.27 US:FP 13805-00303 NAFS - CONFORMS TO AAMA / WDMA / CSA 101 / I.S.2A-140-08 AND A440S1-09 SINGLE FULL-LITE STEEL IN-SWING HINGED DOOR, CLASS R-PG30-SHD, SIZE TESTED 972 X 2102 (38X83) PDP +1440 PA (+30PSF) WRTP 360 PA (7.52 PSF), NDP -1440 PA (-30PSF) CAN A3 LEVEL			

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TBR 7710.05 - FRASER PRO HOME CENTRE
(ANNAPOLIS)
 Annapolis Royal NS, CA B0S 1A0



Fax: (190) 253-2150 x 1

Customer
 Clearsky Inc

Phone:
 Cell:

Project:
 Email:

Quotation no.: 3602243-1
Prepared by: Ray Saulnier

Description: Acadia 138 classic CC ice white (solid)
Date: 2024/12/19 **Expires on:** 2025/01/18

Model: Acadia 138, Classic CC

Quantity: 1

Size: 8' 0" x 7' 0" (width x height)

Sections: 1 3/8"-thick galvanized steel, insulation R-12
 26-gauge galvanized steel, woodgrain finish; Each section is built with solid mechanical interlocking InterLok® single contact InterLok weatherstripping. Pressure injected polyurethane foam insulation.

Color: Ice White

PVC Black complete Bottom Weatherstrip

It's "U"-shaped rubber weatherstripping remains flexible during cold weather.

White PVC Complete Frame Weatherstrip

The double lip PVC frame weatherstrip keeps cold wind out.



Hardware: None



Material subtotal \$ 1,190.78

HST \$ 178.62

Your price \$ 1,369.40

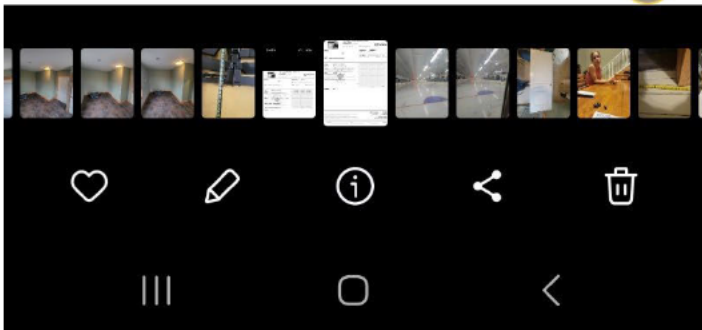
(Taxes Included)

(Installation not included)

Unless otherwise stated herein, this quotation does not include the following: Opening and jamb preparation, inside and external wiring, electrical controls and mounting plates. Openings must be ready for installation. Openings must be square, plumb, level, and true.

This quotation is submitted according to the standard Garage Inc. terms and its products. A measurement and evaluation of the premises by a professional is highly recommended and will confirm the precise size of your project. To serve you better, please specify the quotation number with your order. QUOTATION VALID FOR 30 DAYS.

Accepted by: _____ Date: _____ P.O.# _____



Town of Annapolis Royal
Application for Changes to Heritage Property

Note: No development may occur prior to issuance of heritage approval, development and/or building permits

Applicant/Owner:	[REDACTED]
Address:	430 St. George
Phone Number:	
General description of work:	Add deck, change garage door, change window to door, add privacy screens
Reason for proposed work:	

Exterior Changes	Yes	No	Explanation of changes—please include colour references and material to be used
Siding (Please specify material and colour)		✓	
Windows (Please specify material e.g., wood, vinyl, etc)	✓		Window to door steel / vinyl in place of window
Doors, Storm Doors, etc. (Please specify material e.g., metal, aluminum or wood and colour)			
Roof (Please specify material e.g., asphalt, metal, etc and colour)		✓	
Other (Please describe)			

Signs

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

Approximate size: _____ Proposed colours: _____

Please include a picture, diagram or sketch with your application

For planned alterations or repairs that are not specifically indicated on this application, please describe:

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

Date: Feb 6 2025 Signature: [REDACTED]

Please note:

Your application will be reviewed by the Planning and Heritage Advisory Committee at its next monthly meeting. Any approvals received will be valid for work as indicated on this application. If you begin a project and additional work is necessary or planned you must submit another application indicating the additional work. If you have any questions about this application form or its approval please call 532-2043.



Mayor's Report, February 10, 2025

- January 14, 2025 attended MEDEC meeting
- January 15, 2025 attended IMSA meeting virtually
- January 16, 2025 attended Condo Board meeting
- January 22, 2025 delivered three 20-minute presentations on Mayor and Town Crier roles for primary school students from Jan 22 to 24 at Town Hall
- January 27, 2025 wrote to AVRL to request meeting to discuss upcoming capital expenditures for the library
Inter municipal dinner in Bridgetown 5:00 to 7:00 pm – all three municipal units in Annapolis County in attendance. This meeting was hosted by the Municipality of the County of Annapolis. It was agreed that these dinners will be held quarterly for all members of Council. It was agreed that the Town of Annapolis Royal would host the next one on April 28, 2025.
- January 28, 2025 did not attend Gender Based Violence program in Kingston due to bad weather – event to be streamed
- January 30, 2025 attended Annapolis County Inter-Municipal Working Group meeting and presentation by Daniela Siggia-Beasant on economic development; both the County and the Town of Middleton to decide on whether or not to join the Valley Regional Enterprise Network (REN) or share an economic development position with the Town of Annapolis Royal
- January 31, 2025 tour of Acadian Seaplants cancelled due to low attendance number and weather conditions
- February 4, 2025 Condo meeting. The Board is looking for a new Building Superintendent,
- February 6, 2025 Virtual meeting with Deputy Mayor and Sebastien Rodst, Decentralized cooperation (twinning) for all the Atlantic Provinces, re commercial aspects of visit to Royan in October
- February 6, 2025 sent email message to Mayor Corkum regarding Council's response to recent letter on library funding; no response as at time of writing
- February 10, 2025 Drafted response for letter of support for Mid Valley Region Physician Recruitment & Retention Committee. Letter sent on February 11, 2025.
- February 12, 2025 plan to attend training session on conflict of interest with Jason Haughn
- February 20, 2025 plan to attend next Condo Board meeting

IMSA

Next meeting is scheduled for Wednesday, February 18.

Condominium Board

A strategic plan has been drafted and a new purchasing policy has been approved. Interim cleaning arrangements are in place pending the recruitment of a new Building Superintendent. The exterior doors to the Library entrance have been repaired pending the ordering and installation of either a new single door or double doors. Work is to begin shortly for re-glazing of remaining window panes (199 panes in wooden windows in frames), weatherizing windows (223) and doors (24), and prepping, priming and painting of 2 coats on trim on the sides of the library, Ritchie Street, School Street, and St George street. VSB is the contractor. The Condominium Corporation is also seeking suggestions for enhancing its profile in the community. The next meeting is on February 20, 2025.

Amery Boyer



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

Number of Building Permits		Building Value
JAN	0	\$0.00
YTD 2024-2025:	10	\$1,531,938.00

2024-5 Total Dev/Building Permit Fees	
Total Fees for January	\$50.00
Total Fees YTD	\$6,418.50

Civic Address	30 Victoria St.
Permit	25-01
Type	Development
Construction	Solar Panels
Fee	\$50.00
Est. Value	\$32,000.00

Civic Address	
Permit	
Type	
Construction	
Fee	
Est. Value	

Civic Address	
Permit	
Type	
Construction	
Fee	
Est. Value	

Civic Address	
Permit	
Type	
Construction	
Fee	
Est. Value	

Total Permit Summary

		Current Month	Fiscal YTD	Prev. Year Month	Prev Yr. YTD
Residential	New	0	2	0	1
	Reno/Addition	0	8	0	2
	Accessory	1	5	2	9

Other (Signs, Occupancy, etc.)	0	3	0	3
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		Current Month	Fiscal YTD	Prev. Year Month	Prev Yr. YTD
Commercial	New	0	0	0	0
	Reno/Addition	0	0	1	1
	Accessory	0	1	0	0

3-Year Comparative Data			
	2024/5	2023/4	2022/3
Total permits for JAN:	0	1	2
	2024/5	2023/4	2022/3
Total Estimated Value JAN:	\$0.00	\$500,000.00	\$63,000.00
	2024/5	2023/4	2022/3
Total Build Permits YTD:	10	4	6
	2024-2025	2023-2024	2022-2023
Total Estimated Value YTD:	\$1,531,938.00	\$832,500.00	\$2,293,000.00

ANNAPOLIS ROYAL FIRE INSPECTION REPORT 2024/5

Address	INSP DATE	Type of Letter	DEF REP DATE	STATUS UPDATE	DEF CORR	COMP. LET. DATE
NO ACTIVITY						



Water Tests 2025

Date Collected	Date Tested	9094 Hwy 8 Lequille		5 St. Anthony		144 Victoria Street		Wastewater
		Water Present/Absence	Chlorine Residual	Water Present/Absence	Chlorine Residual	Water Present/Absence	Chlorine Residual	
1/14/2025	1/14/2025	Absent	0.9	Absent	1.01	Absent	0.83	
1/22/2025	1/22/2025	Absent	0.83	Absent	1.17	Absent	0.98	
1/25/2025	1/25/2025	Absent	0.97	Absent	0.98	Absent	1.05	
2/4/2025	2/4/2025	Absent	not indicated	Absent	not indicated	Absent	not indicated	



MEDC Report by Councillor Adele MacDonald
Feb 12, 2025

With a full agenda and all members present, the committee primarily focused on finalizing the items to be included in the 2025-26 MEDC budget to be submitted to Council for the upcoming budget meetings. Additional time was spent refining the idea of a ‘Marketing Plan’ which resulted in intention to create a plan and report that is based on the budgeted items as well as acknowledging the existing marketing work of the Town and how those things tie together. The committee is committed to supporting the marketing work of the Town and will provide ad or social media post materials whenever possible/appropriate to help reduce operational work for staff.

MEDC acknowledged the excellent work done by Annapolis County in conjunction with Tourism Nova Scotia to produce a video that promotes Annapolis Royal and area. The video can be seen at: https://m.youtube.com/watch?v=y-u_WTjzmGw

The committee was advised that Annapolis Royal Pride planning is underway with a whole new group. The event is dedicated to supporting the LGBTQ2S community but will also act as an economic driver for the community at large.

A Natal Day Committee update was provided. The group has secured volunteers for all the key governance positions on the committee and has a number of volunteers in place for key events. Additional volunteers are being sought. MEDC members who served on past Natal Day Committees noted that this group is well ahead of schedule in their planning and organization for 2025 and should be commended.

Also noted was that MEDC itself is short on citizen volunteer, Natal Days Committee needs volunteers, and the Twinning Committee needs volunteers so MEDC will focus its March Town Crier message on encouraging those opportunities.

The Roundtable agenda was finalized and it will occur on February 24th at 6:30PM at the Legion – all of Council is invited. The next MEDC meeting is March 11th at 6PM.

Twinning Committee Report to MEDC by Deputy Mayor Sybil Skinner Robertson
February 2025

Activities:

- Met with previous committee members to handover of information.
- Made contact with the representatives of the City of Royan. Agreed that the dates are Oct 16-20th. They are willing to host 10-12 people.

- Have asked for more detail regarding the intent to add a commercial aspect to the twinning relationship. In a meeting with Sebastien Rodts (Expert Francophonie Economique, Consulat Générale de France dans les Provinces Atlantiques/ Gouvernement de Nouveau Brunswick) and Daniela Siggia Beasant the following clarifications were identified and will be subsequently shared with the Mayor and Mme. Isendick-Malterre, A meeting to discuss this and other aspects of the Twinning relationship will be scheduled as soon as possible.
- Reached out to M. Roalnd Blanc at AMACADIE (Association Des Maratimes Acadie Charentes, regarding potential for a tour of les Pays Basques in the week preceding 16 Oct. We will need to manage this relationship carefully to ensure we respect appropriate protocol between the City of Royan and AMACADIE.
- Contacted the members of the previous Twinning Committee to see if they want to participate this time, while many are not able to, they are willing to share their learning with the new committee.
- So far new committee members include Susan Jost, Amery Boyer, Myriah Robertson. Heather Sadkowski and Anne Crossman have agreed to support the committee.
- Mary Ann Gauvin, Présidente de la Société Acadienne de Clare, is discussing with her organisation whether they will participate.
- Contacted AWEC to identify if the French or History Teacher has students who might be interested in participating in the committee or visit. She will introduce me and can think of several students who might be interested.
- Reached out to the county to ask for participation including attendance at the visit
- Added Journée Dugua de Mons Day, 275 St. George St., Annapolis Royal, Oqwa'titek Amphitheatre, Jun 18, 2:00pm (flag raising and cake) and Fête nationale de France/Bastille Day, same location on July 14, 2:00pm (flag raising and cake) to the county community events guide, as well as confirming that the flag raising for Canada day is being included by Parks Canada in their submission (that flag raising accompanied by signing of O Canada will begin at 11:15.
-



PHAC Feb 3:

We will make a list of things we would like to learn more about. We spoke about land use and creating opportunities to give residence owners access to information – guide them back to the website. No planning reports. Kim needs info by 24th of Feb for Town Crier newsletter – use information that is timely (ie fencing in spring time). Ken will submit.



Friends of the Annapolis Pool Society Meeting

The Annual General Meeting was held on February 4th, 2025. The Board of Directors was elected for the 2025-2026 season (please see attached 2025 Season Report which provides a list of elected members as well as the planned activities for the 2025 pool season). Given the large expenses which were incurred on the repairs last year, the Pool Society has been able to retain \$85,836.54 in reserves for future repairs and expenses. The Pool Society worked very hard to raise the funds to have the repairs completed within the year. They will be starting the hiring process for Lifeguard staff in the coming months. Grant writing process is also underway.



Audit Committee Meeting January 21st via Zoom

Andy Forse of Kent and Duffett gave a background and overview of the audit process. The audit will provide opinions on the fairness of financial records, assessing whether an outside observer would reach the same conclusion. Auditors evaluate the risk to determine the extent of testing required, which doesn't involve 100% verification. They quantify the magnitude of errors, accounting for various types, using a concept called materiality. Ultimately, a financial indicator report is produced to reflect the health of the budget, but these reports need to be delivered more promptly to be practically useful. Next steps: reviewing the audit and setting a date, ideally in June or July.



NOVA SCOTIA

Municipal Affairs Office of the Minister



PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

February 11, 2025

Dear Mayors and Wardens:

Recent events in our world are changing the landscape of our province and country. We are experiencing new fiscal challenges that will have a significant impact on our economy. It is clear we need to become more self-reliant. And, at the same time, we need to better integrate our economy with other Canadian provinces and territories.

Our Government has recently announced that Nova Scotia must say “yes” to both a reduction in inter-provincial trade barriers, and to resource development within our province. Both steps need to be taken carefully and in consultation with our communities. Resource development, in particular, is of incredible importance.

If you are supportive and agree, I am asking for you and your council to signal your support for greater resource development within our province - by letter or press release.

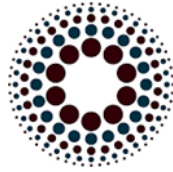
Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers
Juanita Spencer, NSFM



Delivered via email

February 12, 2025

RE: Letter from Honourable John Lohr (February 11)

Hello Elected Municipal Officials,

With regard to the letter received by Mayors and Wardens from the Honourable John Lohr, Minister of Municipal Affairs, dated February 11 (a copy is enclosed for your reference), we recognize that this letter raises important questions and want to let you know that we are actively seeking clarity on these matters. Our goal is to provide you with the insights needed to make informed decisions on these complex issues.

NSFM is aware that there are possible impacts on each municipality, and on you as elected officials, and that more information is needed before you can respond to the request put forth. Know that we are working with the Province to gather that information. Specifically, we are focused on the call for greater resource development within Nova Scotia and the reduction of inter-provincial trade barriers and what this means. We know both are important as we move forward as a province. With regard to the resource development, it is imperative we are clear on the ask and that the Province is aware of limitations, for example, on protection of our watersheds and other water sources, so that we can all move forward together in the best way.

We remain committed to supporting all Nova Scotia municipalities. Through collaboration and open communication, we can leverage our collective strength to navigate these challenges in a way that benefits our communities and benefits the province as a whole. A win-win.

We will reach out as we have further information.

If you have any questions or concerns, please reach out to us at info@nsfm.ca. Hoping this helps!

Sincerely,

Pam Mood
President
Nova Scotia Federation of Municipalities



2025 Season Plans / Request

Prepared for Town of Annapolis Royal
by Friends of the Annapolis Pool Society - Feb 10, 2025



HEALTH RECREATION COMMUNITY

THE ANNAPOLIS COMMUNITY POOL

Registered/Paid Member of:

Lifesaving Society of Nova Scotia
Recreation Facilities of Nova Scotia

Member of:

Monthly working group of Aquatic Facilities in
Western Nova Scotia

Canada Revenue Agency - Official Charitable Organization

853885614RR0001

Nova Scotia - Registry of Joint Stocks Companies

Registry ID 3220053 (Renewal July 2024)

2025-2026 Volunteer Board of Directors

EXECUTIVE:

Lesley Hodder - President
Kendall Burtch-Skinulis - Secretary

MEMBERS-AT-LARGE

Anna Kate Newman
Mark Hebert
Jeannie Montgomery
Sam Anson
Amy Barr

Our Links

annapolispool.org
facebook.com/annapolispool
[instagram @annapolispool](https://instagram/@annapolispool)
canadahelps.org/en/charities/friends-of-the-annapolis-pool-society/

Our Mission

We aim to bring together neighbours, families, and visitors of all ages under the banners of recreation, wellness, and community. We strive to do this at minimal cost to allow aquatic recreation, education, and play become possible for all.

Elizabeth Wight - Vice President
Kathleen Murray - Treasurer

Jess D'Anna
Erin Welch
Eric Melanson
Jeff Hafting
Paula Hafting

2025 Planned Activities

January - May

GRANTS - The society has begun applying for grants. To date both the wage subsidy grants from the province and federal government have been applied for. We have also reapplied for a major grant from Canadian Tire Jumpstart to continue our free programming for the community. Other grants upcoming include regular appeal to Annapolis West Health Foundation who sponsor our free swim lessons and the County of Annapolis who has given operationally in the past. Smaller asks will be made of Middleton Rotary Club, Lions Club of AR, Active Kids/Healthy Kids, and the Community Health Board: Wellness Funds. We also apply for a dozen or so other grants such as Canada Post, Irving, Air Canada, etc. which are difficult to obtain but we always try.

HIRING - We are continuously working on our staffing - tracking our staff's certifications and the courses required to train for the first time or recertify before credentials expire. Most of our guards we trained in 2023 require recertification and so we are sharing courses and guiding our employees (even in the off season) to other pools to retrain. We will begin hiring in March and will be hiring for a Certified Pool Operator position (part-time), as well as two youth Aquatic Co-Managers, and the numerous lifeguards and swim instructors that make up our team. Our paid staff will begin working in various intervals starting in May with our CPO, in June with our co-managers and some after-school lifeguards, and July with our whole aquatic team working full-time.

PROGRAMMING - In May we will begin advertising our pool plans and solidifying our plans with our co-managers. In 2023 we were able to provide 348 swim lesson packages to our local community which included 4 or 8 swim lessons per package. We expect swim lessons to be again our largest commodity, although in more modest numbers as we restart the pool without a General Manager position. In addition public swims, lane swimming, pool rentals, aquatic courses for pre-lifeguards and lifeguards, and evening/weekend swimming will be re-offered in 2025. June will include after-school swimming and school trips.

FACILITY PREPARATION - The pool is usually cleaned and we prepare for water filling in early May. The community cleans the pool and the CPO will manage the chemicals until the pool opens. We also are looking into replacing a piece of our splash pad (\$10,000 roughly) as well as building a few small open air change rooms (similar to beach huts) in partnership with the AWEC Skilled Trades class. We will approach the town for this permission when we have the finalized plans.

JUNE - SEPTEMBER

The pool will operate as programmed with staff running the operations and seeing to the day to day needs including supervision, program execution, facility cleaning, etc. Fundraisers will also occur throughout the season.

OCTOBER - DECEMBER

The pool will be winterized, items stored, and the water turned off. The board will assess the needs of the facility and make winter plans for grant-writing, fundraising, etc. if needed.

"The Lifesaving Society knows that drowning prevention education and training could not happen without partners like the Annapolis Community Pool.

In many communities, there is no easy access to an indoor swimming facility. Swimming lessons are one of the best ways to teach life skills about water safety, and since Annapolis Pool offers free lessons the barriers are some of the lowest in the province."

-Michael Melenchuk, Executive Director, Lifesaving Society, NS, 2024

OUR REQUEST

Our striving focus over the past few years has been to become more inclusive, more available, and more welcoming to all patrons and prospective patrons. We do this by giving away as many of our programs as we can for free. We believe all children have a right to learn to swim and practice swimming in a lifeguarded environment. We write numerous grants, find sponsorships, and fundraise constantly to fulfill our goals.

We serve the two areas (Annapolis County and Digby County) which were recently ranked again the two highest in NS for child/youth poverty by the 2024 Report Card on Child and Family Poverty in Nova Scotia produced by the Canadian Centre for Policy Alternatives-Nova Scotia. One of the report card suggestions includes - "working with local governments to increase investment in barrier-free access to library resources and community sports and recreation services for all children and youth."

We are happy to be one of the recreation providers giving barrier-free access for both swimming lessons and free public lifeguarded swims. We consider the Town's regular investment as participation in joining us in working towards this goal as well as our other goals of providing all-ages access and developing a sense of community and wellness at our facility.

We do hope we can count on your regular commitment of \$8,000 once again in 2025. We will acknowledge your support of the pool in social and print media, on our website, and on physical signs around the facility. Should you require any more information about our goals and plans for 2025, please ask!

Warm regards,



Anna Kate Newman

Friends of the Annapolis Pool Society
annapoliscommunitypool@gmail.com