

Town of Annapolis Royal
Council Meeting
Agenda
May 21, 2025 at 6:00 pm

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 – April 16, 2025 **(TAB 1)**
9. Presentations
10. Public Input
11. New Business
 - i. Quarterly Finance Updates
 - a. Q4 General Operating **(TAB 2)**
 - b. Q4 Capital **(TAB 3)**
 - c. Q4 Water Utility Results **(TAB 4)**
 - ii. Strategic Plan – Meeting date
 - iii. Annapolis Royal Volunteer Fire Department – Draft Agreement **(TAB 5) DM**
 - iv. Nova Scotia Federation of Municipalities – Library Motion **(TAB 6) DM**
12. Unfinished Business
 - i. Wharf Update
13. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #1

... that Council approve the provincially mandated Seasonal Business Reduction for 2025 for the following properties: roll #92274 an amount of \$5,749.83; roll #1408402 an amount of \$1,083.95 and roll #4542975 an amount of \$4,520.81.

MOTION #2

... that Council approve the write-off roll #00092398 and roll #04997409 interim taxes in the amounts of \$856.24 and \$3,956.01 respectively for the Town of Annapolis Royal for the Town owned properties.

MOTION #3

... that Council approve the tax rebate/reduction for the following not-for-profit properties for the 2025 year:

roll #00479993 in the amount of \$2,311.50,
roll #02355256 in the amount of \$3,525.00,
roll #00092428 in the amount of \$768.00,
roll #02045486 in the amount of \$199.50,
roll #02045494 in the amount of \$2,341.50,
roll #03611957 in the amount of \$1,315.50,
and roll #1033204 in the amount of \$1,143.00.

MOTION #4 (TAB 7)

... that Council approve the First Reading of the Repeal and Replace Non-Profit Organization Property Tax Reduction By-Law #205 dated May 2025.

MOTION #5

... that Council approve to set the date for the Second Reading on June 18, 2025.

MOTION #6 (TAB 8)

... that Council approve the First Reading of the Repeal of the Pension By-Law #82 dated April 2025.

MOTION #7

... that Council approve to set the date for the Second Reading on June 18, 2025.

MOTION #8 (TAB 9)

... that Council approve to repeal and replace the Human Resources Policy and Procedures #2024-08 dated June 2024 with the Human Resource Policy and Procedures #2025-08 dated May 2025.

MOTION #9

... that Council approve to appoint Councillor Sadkowski and Councillor MacDonald to the Human Resources Committee for a term of two-years until December 31, 2026.

MOTION #10

... that Council approve to rescind the Policy Establishing the Marketing and Economic Development Committee #2019-02 dated January 21, 2019.

MOTION #11 (TAB 10)

... that Council approve to rescind the Policy on Computer Purchase #2004-3 dated October 18, 2004.

MOTION #12 (TAB 11)

... that Council approve to rescind the COVID-19 Property Tax Financing Program Policy #2020-02 dated June 4, 2020.

MOTION #13 (TAB 12 to follow)

... that Council approve the Memorandum of Understanding between the Salvation Army Emergency Disaster Services and Annapolis Regional Emergency Management Organization (Annapolis REMO).

Planning and Heritage Advisory Committee

MOTION #14 (TAB 13)

... that Council approve the applicant at 154 St George Street be given heritage approval to change the window material, keeping the same pattern 25-09-HER, providing the requirements of the Land Use By-Law are met.

14. Reports from Committees, Boards and Commissions

- | | |
|---|---|
| i. Mayor's Report | Mayor Boyer (TAB 14) |
| ii. Chief Administrative Officer's Report | CAO Millett-Campbell (TAB 15) |
| iii. Planning Services Report | CAO Millett-Campbell (TAB 16) |
| iv. Water Report | for Council Review (TAB 17) |
| v. Planning and Heritage Advisory Committee | Councillor Myers (TAB 18) |
| vi. Library Report | Councillor MacDonald |
| vii. IMSA Interim Board | Mayor Boyer (TAB 19) |
| viii. Environment Advisory Committee | Deputy Mayor Skinner-Robertson (TAB 20) |
| ix. Academy Condo Board | Mayor Boyer |
| x. Friends of the Annapolis Pool Society | Councillor Sadkowski (TAB 21) |

15. Correspondence

16. In-camera

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

- i. In-camera minutes of April 16 2025 (TAB A)

Business Items

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

17. Adjournment

Next meetings

Police Board Community Engagement Session (Music Room)	May 20 @ 6:00 pm
IMSA	May 21 @ 10:00 am
ACIMWG (Town of Middleton)	May 22 @ 6:30 pm
Planning and Heritage Advisory Committee	Jun 2 @ 4:00 pm
Committee of the Whole	Jun 4 @ 6:00 pm
Environment Advisory Committee	Jun 13 @ 9:30 am
Council	Jun 18 @ 6:00 pm
Board of Police Commissioners	Jun 11 @ 10:00 am
Regional Emergency Management Organization (REMO) (Annapolis Royal)	Jun 12 @ 6:30 pm



**Town of Annapolis Royal
 Council Meeting
 Unapproved Minutes
 April 16, 2025 at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:00 pm stating that the meeting was being live streamed.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Heather Sadkowski, Councillor Sybil Skinner-Robertson, Councillor Lynn Myers, CAO Sandi Millett-Campbell, and Recording Secretary Donna Neath
3. Regrets	None
4. Absents	None
5. Additions to Agenda	In-camera 16. New Business ii. Labour relations and contract negotiations New Business 11. v. Meet and Greet Update
6. Approval of Agenda	MOTION #C2025-04-16-01 The agenda was approved with the above additions as presented by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #C2025-04-16-02 The Council Meeting Minutes of March 19, 2025 were approved by unanimous consent.

9. Presentations

None.

10. Public Input

11. New Business

- i. Request for Proposal – Shoreline Restoration Project Manager
 CAO Millett-Campbell advised that the Town had received three proposals. Council reviewed the recommendation from staff.

MOTION #C2025-04-16-03

It was regularly moved and seconded that Council award the Shoreline Restoration RFP to CBWES Inc. in the amount of \$88,462.50 including HST from the 2025-2026 capital budget. **Motion carried.**

- ii. Request for Decision – Volunteer Award 2025
 Mayor Boyer shared some additional support information for each candidate and CAO Millett-Campbell explained the scoring system to all. Each Councillor was asked to vote

on the names provided and this was given to CAO Millett-Campbell. The highest score nomination will be notified to see if they will accept the award.

- iii. Provincial Capital Assistance Program (PCAP)
CAO Millett-Campbell gave some background on the application and project. There were issues with extreme weather and high tide. The project is for the extension of the Chapel Street forcemain extension at a cost of \$342K, and this grant will cover 50%. They are unable to provide a timeline until the grant has been received and approved. The deadline for submission is April 28, 2025.

MOTION #C2025-04-16-04

It was regularly moved and seconded that Council approve the application to the 2025 Provincial Capital Assistant Program (PCAP) for funding of the Chapel Street Forcemain Extension. **Motion carried.**

- iv. Sustainable Communities Challenge Fund (SCCF)
CAO Millett-Campbell advised that the deadline for submission is April 22, 2025.

MOTION #C2025-04-16-05

It was regularly moved and seconded that Council support the application to the Sustainable Communities Challenge Fund for the Shoreline Restoration Project. **Motion carried.**

- v. Meet and Greet Update
These were the items that were discussed at the Meet and Greet Council held on April 14, 2025:
- tax increase
 - strategic plan
 - sidewalks on Victoria Street
 - wharf and what is happening
 - skills inventory of seniors and retirees that would benefit the community
 - volunteer opportunities

12. Unfinished Business

- i. Wharf Update
CAO Millett-Campbell gave an overview of the issues experienced with finding a solution, and there was a discussion on using 4x4 posts and nautical ropes. They also discussed closing the wharf for the winter months as suggested by the Insurance company, and this will be discussed later.

MOTION #C2025-04-16-06

It was regularly moved and seconded that Council extend the wharf closure to June 30, 2025 to install wooden barriers. **Motion carried.**

13. Recommendations from Committees, Boards and Commissions

Committee of the Whole

MOTION #C2025-04-16-07

It was regularly moved and seconded that Council approve the \$3,033,675 Town Operating Budget for 2025-2026 with tax rates at \$1.76 and \$3.26 respectively for Residential and Commercial. A new fire rate will be added that was formerly included in the overall tax rate. That new rate for 2025-2026 will be set at .001042 and will be broken out on the tax bills moving forward. **Motion carried.**

MOTION #C2025-04-16-08

It was regularly moved and seconded that Council approve the 2025-2026 General Capital Budget of \$1,337,627. **Motion carried.**

MOTION #C2025-04-16-09

It was regularly moved and seconded that Council approve Salary Administration Policy #2025-09 dated April 2025. **Motion carried.**

MOTION #C2025-04-16-10

It was regularly moved and seconded that Council repeal Environment Advisory Committee Policy #2024-02 and replace it with Environment Advisory Committee Policy #2025-07 dated April 2025. **Motion carried.**

MOTION #C2025-04-16-11

It was regularly moved and seconded that Council appoint Myriah Robertson to the Environment Advisory Committee for a term of two-years until December 31, 2026. **Motion carried.**

Planning and Heritage Advisory Committee

MOTION #C2025-04-16-12

It was regularly moved and seconded that Council provide heritage approval to the applicant at 258-264 St George Street to change window and door materials to aluminum and steel respectively (maintaining the existing look) at the space currently occupied by the coffee shop, as detailed in application AR25-05-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

MOTION #C2025-04-16-13

It was regularly moved and seconded that Council provide heritage approval to the applicant at 89 Victoria Street to change window insert material to vinyl, as detailed in application AR25-07-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

Marketing and Economic Development Committee

MOTION #C2025-04-16-14

It was regularly moved and seconded that Council consider dissolving the Marketing and Economic Development Committee and developing proposals for the future

within the context of the Town's draft Strategic Plan, and that Council make a decision regarding reassigning responsibilities for the development of proposals.

Motion carried.

Councillor MacDonald provided the background for this motion which included an exit report submitted by this committee. Council will be looking for alternative solutions for any responsibilities that need to be assigned, and there is the option to revisit this during the strategic plan discussions.

14. Reports from Committees, Boards and Commissions

- i. Mayor's Report
Attached.
- ii. Chief Administrative Officer's Report
As presented.
- iii. Planning Services Report
As presented.
- iv. Water Report
As presented. CAO Millett-Campbell advised that Public Works is looking into high levels of wastewater. They are also looking into the age of the equipment as this might be a cause of the problem and advised that the Department of Environment is aware and is currently working with the Town.
- v. Marketing and Economic Development Committee
Attached.
- vi. Planning and Heritage Advisory Committee
Attached.
- vii. Board of Police Commissioners
No meeting.
- viii. Library Report
Attached.
- ix. IMSA Interim Board
Attached.
- x. Environment Advisory Committee
Deputy Mayor Skinner-Robertson advised that this report has not been submitted as new committee members are currently going through orientation.
- xi. Academy Condo Board
Included in Mayor's report.
- xii. Friends of the Annapolis Pool Society

Attached.

- xiii. Audit Committee
No meeting.

15. Correspondence

None

MOTION #C2025-04-16-15

It was regularly moved and seconded that Council move in camera to approve the in-camera minutes and discuss personnel matters and labour relations and contract negotiations at 6.58 pm. **Motion carried.**

MOTION #C2025-04-16-17

It was regularly moved and seconded that Council move out of camera at 6:52 pm. **Motion carried. Motion carried**

16. Next Meeting

May 21, 2025

17. Adjournment

The meeting was adjourned at 6:58 pm.

Amery Boyer, Mayor

Donna Neath, Recording Secretary

Mayor's Report, April 9, 2025

- Mar 25, 2025 Virtual meeting with Dr. David Barclay of Dalhousie University and Bill Crossman to discuss next steps for possible 3rd and final test of proposed small scale tidal power turbine. He stated that he would be meeting with his research students on March 28 to see if they were interested in taking on the project.
Attended Town budget meeting.
- Mar 26, 2025 Assisted Bill Crossman in completing the Ocean Frontier Institute's Community Climate Adaptation Fund draft application template. David Barclay and Dominic Groulx of Dalhousie University have since agreed to take on the research project associated with the construction (\$20,000 - \$30,000) and testing of the third turbine prototype for the small-scale community tidal project. They would be the lead applicants at no cost to the town if the funding is approved.
- Mar 27, 2025 Attended ACIMWG¹ meeting at the County office. The topic was human resources. It looks like there are good opportunities for joint training sessions and continued information sharing. The next meeting will be at Annapolis Royal Town Hall on April 24, 2025.
- Mar 30, 2025 Travelled to Kingsport to take pictures of what the community did with their old wharf (see PowerPoint attached).
- Apr 2, 2025 Attended Twinning Committee meeting.
- Apr 3, 2025 Attended memorial service for Elder Agnes Madeline Potter at the Bear River Cultural Centre with the CAO and Police Chief
- Apr 4, 2025 Attended follow-up meeting on shoreline restoration project
- Apr 4, 2025 Responded to call from Jason Molloy of Salteire re Town budget
- Apr 7, 2025 Request from CBC Radio for French interview on April 8, 2025 re response to Minister Lohr's letter to municipal units dated February 11, 2025 on the subject of resource development in the Province. Coordinated response with NSFM President & CEO.
- Apr 9, 2025 Radio Canada interview
- Scheduled interview for video by Province on shoreline restoration project; the lead on this is Elizabeth MacDonald, the Director of Communications for NS-Environment and Climate Change. Spider Video Tv is handling the video.
- Scheduled interview with Abbey Vickers, MES Candidate, School for Resource and Environmental Studies, Dalhousie University for her research project: "Support for Resilient Tourism Research Project in Annapolis Royal".

¹ Annapolis County Inter-Municipal Working Group

- Apr 14, 2025 Public Meet and Greet with Council at the Legion from 4:15 to 6:15 pm with refreshments
- Apr 16, 2025 Plan to attend IMSA² and Condo Board meetings (virtually and in person respectively)..
- Apr 17, 2025 Plan to attend IDEA³ Governance Committee meeting virtually.
- Apr 24, 2025 Plan to attend ACIMWG meeting at Town Hall.
- Apr 28, 2025 Intermunicipal dinner with members of Council from Annapolis County, and the towns of Middleton and Annapolis Royal. The Town of Annapolis Royal is the host and the event will take place at St Luke's Church.
- May 6, 2025 Plan to attend Twinning Committee meeting.
- May 19 to 23 Planned stay at home vacation with three visiting tourists (aka sisters)
- May 20, 2025 The Board of Police Commissioners is hosting a community meeting on the subject of policing from 6:00 to 7:00 pm at the Music Room at the Hub
- May 28, 2025 Plan to attend 1714 Royal Canadian Army Cadet Ceremonial Review 28 May 2025 at Branch 21 Royal Canadian Legion 1830hrs as Reviewing Officer for the Parade. This is the graduation ceremony for the Army Cadet individual achievements made over the 2024-2025 year. It consists of a Marching Parade followed by a few short speeches from invited guests and dignitaries. After the parade, the cadets each do a short presentation on a lesson they have learned to parents and guests. . The Cadets are between the ages of 12-18 years old and come from communities spanning from Granville to Bear River.

IMSA

A meeting was held on March 25. Meeting minutes to follow. The next meeting will be on April 16 at 10:00 am.

Condominium Board

Currently working on list of contractors for Condo Corporation and have been asked to provide a draft description of the relationship between the Town and the Condo Corporation. A Committee has been formed to review the Declaration and a Town position will need to be formulated and reviewed with Council. The next meeting is on April 16, 2025.

Amery Boyer

² Inter Municipal Service Agreement – Interim Board of Directors

³ Inclusion, Diversity, Equity and Accessibility

Planning and Heritage Advisory Committee

Planning:

Ideas for housing development (smaller scale houses). We have no minimum house size, but we have a minimum frontage. Rezoning is another option such as doing away with RSU (to have accessory structures). Discussion regarding long-term vacant houses, some of which are heritage properties. All of this would need to be addressed in the scheduled LUB/MPS review.

Vacant properties: A motion was moved to send recommendation to council to examine vacant property by-laws. Moved and passed

Heritage properties page needs to be updated. Need to be scored with a blurb. Task team may be needed to complete this. Information dealing with designated properties needs to be fleshed out on the website to a certain degree. Note to council as a topic of discussion. Ken will bring information on all the properties that need to be added.

Heritage:

Applicant at 258-264 St George street requesting heritage approval to change windows and doors to materials to aluminum and steel. Motion carried.

Applicant at 89 Victoria Street requesting heritage approval to change window insert material to vinyl. Motion carried.

Newsletter May issue topic – this month, Mike will write up a blurb regarding the updating of heritage property information.

Annapolis Valley Regional Library

The last AVRL board meeting was on March 17th – the next meeting is on April 17th in Berwick and so a full report will not be available until May Council meeting.

A meeting has been scheduled between the Town, AVRL, and the Innovation Lab board to discuss next steps for the Innovation Lab as the society wishes to wind down their operations. That meeting is on May 13th.

The last Friends of the Library (FoL) meeting was on April 2nd. This was the first meeting following their AGM – Rion Microys is now the President of the Friends of the Library.

The FoL are in a good financial position with a current balance of \$15,686. Their Speakers Series is proving to be a popular programming element – it's well-attended with varied subjects. They are getting their Summer Market table planning under way – they will be at the Market the 1st and 3rd weekend of every month.

Attached to my report is a new document that they will be doing annually – the FOL Mini Report. This report is sent out to all stakeholders connected to FoL.

The next FoL meeting is May 7th.

Friends of the Annapolis Pool Society Committee

The committee met on March 27th, 2025. The committee is looking to hire a Certified Pool Operator for the 2025-2026 season. The position has been advertised on Facebook and an honourarium will be provided for the pool season. The successful candidate will be required to complete a certification course in Truro (expenses paid). The certification is valid for 5 years so ideally, the successful candidate will return to the position for the next 4 pool seasons.

Security cameras for the pool area have been approved by the committee and will be purchased in the coming weeks.

The committee has been successful with some grant requests; however, we are waiting to hear back from others.

The Skilled Trades class at AWEC are going to be constructing and painting four "Change Huts" on the west side of the pool yard. The huts are going to be freestanding units to allow for increased change space during high traffic times (school swims, etc.).

**Town of Annapolis
Royal
Income Statement**



31-Mar-25

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	\$ -	\$ 498,232	\$ 497,784	100.09	\$ 493,581	\$ 497,784
SERVICE PROVIDED TO OTHER GOV	\$ 80,795	\$ 115,180	\$ 104,600	110.12	\$ 138,519	\$ 104,600
CONDITIONAL TRANSFERS FED PROV	\$ 151,000	\$ 151,000	\$ 324,439	46.54	\$ 1,000	\$ 324,439
LICENCES AND PERMITS	\$ 950	\$ 8,205	\$ 7,100	115.56	\$ 7,568	\$ 7,100
FINES	\$ 177	\$ 4,549	\$ 8,000	56.86	\$ 7,338	\$ 8,000
RENTALS/LEASES/SALES	\$ 4,065	\$ 44,786	\$ 50,200	89.22	\$ 50,141	\$ 50,200
RETURN ON INVESTMENTS	\$ 514	\$ 33,764	\$ 30,000	112.55	\$ 39,292	\$ 30,000
PENALTIES & INT ON TAXES	\$ 1,005	\$ 18,785	\$ 9,000	208.73	\$ 11,176	\$ 9,000
CONCESSIONS AND FRANCHISES	\$ 12,095	\$ 160,333	\$ 126,400	126.85	\$ 139,924	\$ 126,400
UNCOND. TRANS. OTHER GOV	\$ 10,489	\$ 191,956	\$ 191,956	100.00	\$ 191,956	\$ 191,956
RECREATION	-\$ 765	\$ 63,560	\$ 67,000	94.87	\$ 52,381	\$ 67,000
MARKETING	-\$ 50,368	\$ 294,617	\$ 214,969	137.05	\$ 112,408	\$ 214,969
TOTAL REVENUE	\$ 209,958	\$ 3,179,352	\$ 3,226,961	98.82	\$ 2,683,703	\$ 3,226,961

EXPENSES

AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
GENERAL GOVERNMENT SERVICES						
LEGISLATIVE	\$ 25,320	\$ 156,394	\$ 173,288	90.25	\$ 168,873	\$ 173,288
GENERAL ADMINISTRATIVE	\$ 21,399	\$ 224,607	\$ 220,090	102.05	\$ 199,202	\$ 220,090
TAXATION	\$ 2,030	\$ 38,899	\$ 64,062	60.72	\$ 18,748	\$ 64,062
OTHER GENERAL ADMINISTRATIVE	\$ 1,763	\$ 34,975	\$ 40,046	87.34	\$ 33,230	\$ 40,046
Totals	\$ 50,511	\$ 454,874	\$ 497,485	91.43	\$ 420,053	\$ 497,485
PROTECTIVE SERVICES						
POLICE PROTECTIONS	\$ 55,743	\$ 522,628	\$ 503,238	103.85	\$ 451,975	\$ 503,238
LAW ENFORCEMENT	\$ 3,897	\$ 10,178	\$ 11,394	89.33	\$ 10,350	\$ 11,394
FIRE PROTECTION	\$ -	\$ 168,342	\$ 166,840	100.90	\$ 166,840	\$ 166,840
EMERGENCY MEASURES	\$ 6,910	\$ 10,842	\$ 6,910	156.90	\$ 6,235	\$ 6,910
TREES/ANIMALS	\$ 2,093	\$ 24,447	\$ 26,904	90.87	\$ 25,337	\$ 26,904
Totals For:	\$ 68,642	\$ 736,437	\$ 715,286	102.96	\$ 660,737	\$ 715,286
TRANSPORTATION SERVICES						
COMMON SERVICES	\$ 14,384	\$ 160,897	\$ 180,118	89.33	\$ 148,141	\$ 180,118
ROAD TRANSPORT	\$ 16,129	\$ 639,707	\$ 623,168	102.65	\$ 89,827	\$ 623,168
Totals For:	\$ 30,513	\$ 800,605	\$ 803,286	99.67	\$ 237,967	\$ 803,286
ENVIRONMENTAL HEALTH SERVICES						
SEWERAGE & HEALTH SERVICES	\$ 12,918	\$ 200,444	\$ 243,485	82.32	\$ 191,184	\$ 243,485
GARBAGE COLLECTION & DISPOSAL	\$ 89	\$ 92,736	\$ 92,438	100.32	\$ 89,448	\$ 92,438
Totals For:	\$ 13,007	\$ 293,180	\$ 335,923	87.28	\$ 280,631	\$ 335,923
RECREATION & MARKETING SERVICE						
RECREATION FACILITIES	\$ 8,383	\$ 78,804	\$ 84,327	93.45	\$ 83,007	\$ 84,327
MARKETING	\$ 10,161	\$ 71,628	\$ 50,990	140.47	\$ 107,884	\$ 50,991
Totals For:	\$ 18,545	\$ 150,432	\$ 135,318	111.17	\$ 190,890	\$ 135,318
CULTURAL SERVICES						
	\$ 1,947	\$ 26,230	\$ 22,653	115.79	\$ 24,229	\$ 22,653
ECONOMIC DEVELOPMENT						
	\$ 14,609	\$ 136,192	\$ 99,686	136.62	\$ 94,367	\$ 99,686
FISCAL SERVICES						
	\$ 20,315	\$ 63,954	\$ 68,185	93.79	\$ 62,197	\$ 68,185

AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
TRANSFER TO OWN RESERVES	\$ -	\$ 256,000	\$ 257,000	99.61	\$ 446,171	\$ 257,000
UNCONDITIONAL TRANSFERS OTHER	\$ 18,898	\$ 259,625	\$ 292,139	88.87	\$ 266,460	\$ 292,139
TOTAL INCOME	\$ 209,958	\$ 3,179,352	\$ 3,226,961	98.52	\$ 2,683,703	\$ 3,226,961
TOTAL EXPENSES	\$ 236,987	\$ 3,177,528	\$ 3,226,961	98.47	\$ 2,683,703	\$ 3,226,961
TOTAL TO DATE	-\$ 27,030	\$ 1,825	-\$ 0	0.06	\$ 0	

Town of Annapolis Royal
 Fiscal Year Period April 01,2024 To March 31, 2025
 FUND04 - General Capital and FUND03 Water Capital



Account	Account Name	Actual	Budget
04-44111Z	TCA - Recreation Facilities - Playground	\$77,938	\$ 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	\$133,589	\$ 131,941
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
		\$453,192	\$508,141

Town of Annapolis Royal
 Fiscal Year Period April 01,2024 To March 31,2025
 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	\$42,669.54	\$166,942.50	\$163,500.00	102.11	\$160,615.81	\$ 163,500.00
I	02-11200Z		Metered Sales Commercial	\$24,918.31	\$104,581.73	\$110,000.00	95.07	\$108,366.01	\$ 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	\$1,600.00	\$1,600.00	100.00	\$1,600.00	\$ 1,600.00
I	02-16000Z		Interest on Sales Accounts	\$91.23	\$1,595.57	\$1,500.00	106.37	\$1,453.41	\$ 1,500.00
I	02-18500Z		Non-Operating Revenue	\$181.95	\$1,407.95	\$2,500.00	56.32	\$1,346.00	\$ 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	\$234.39	\$7,864.62	\$8,600.00	91.45	\$8,557.76	\$ 8,600.00
Totals For: I002				68,495.42	394,222.37	397,830.00	99.09	393,224.11	397,830.00
Totals For: INCM				68,495.42	394,222.37	397,830.00	99.09	393,224.11	397,830.00
EXPN		EXPENSES							
X002		FUND 2 - EXPENDITURES							
E	02-21430Z		Main Source of Supply	\$3,693.76	\$3,693.76	(\$9,854.59)	(37.48)	(\$9,854.59)	(\$9,854.59)
E	02-21500Z		Share Oper. Maint. Costs (Well Field)	\$27,980.83	\$109,588.99	\$108,000.00	101.47	\$107,318.54	\$ 108,000.00
E	02-22400Z		Pumping Expense - NS Power	\$342.08	\$2,419.15	\$2,500.00	96.77	\$2,296.11	\$ 2,500.00
E	02-22900Z		Other Pumping (Propane) Expense	\$0.00	\$243.26	\$250.00	97.30	\$187.61	\$ 250.00
E	02-23000Z		Water Treatment - Chemicals	\$0.00	\$356.28	\$2,500.00	14.25	\$2,353.47	\$ 2,500.00
E	02-23400Z		Customer Meter Repairs/Replace	\$0.00	\$2,255.71	\$2,400.00	93.99	\$8,152.05	\$ 2,400.00
E	02-23500Z		Chrlorine Plant Repairs & Maintenance	\$1,319.22	\$1,545.18	\$500.00	309.04	\$453.53	\$ 500.00
E	02-23600Z		Water Treatment Plant Building Repairs	\$0.00	\$613.65	\$400.00	153.41	\$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	\$331.02	\$250.00	132.41	\$0.00	\$ 250.00
E	02-23700Z		Water Testing Expenses	\$694.45	\$13,682.25	\$13,500.00	101.35	\$12,829.09	\$ 13,500.00
E	02-23800Z		Water Lines Maintenance Expens	\$0.00	\$20,898.69	\$19,445.00	107.48	\$6,658.17	\$ 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	\$668.28	\$1,000.00	66.83	\$716.17	\$ 1,000.00
E	02-24100Z		Public Works Salary Expense	\$4,796.54	\$49,328.23	\$53,473.85	92.25	\$50,767.16	\$ 53,473.85
E	02-24101Z		Public Works - EI	\$82.17	\$864.15	\$1,070.00	80.76	\$987.38	\$ 1,070.00
E	02-24102Z		Public Works - CPP	\$216.87	\$2,289.98	\$3,536.00	64.76	\$3,271.82	\$ 3,536.00
E	02-24104Z		Public Works - Medical	\$0.00	\$134.58	\$700.00	19.23	\$637.98	\$ 700.00
E	02-24105Z		Public Works - Pension	\$176.86	\$2,096.47	\$2,000.00	104.82	\$1,606.20	\$ 2,000.00

Town of Annapolis Royal
 Fiscal Year Period April 01,2024 To March 31,2025
 FUND02 - Water Operating

	AcctName	Current Month	Fiscal YTD	YTD Budget	% Used	Prior YR YTD	Annual Budget
E 02-24106Z	Public Works - Life/LTD	\$51.48	\$635.28	\$550.00	115.51	\$468.47	\$ 550.00
E 02-24107Z	Public Works - WCB	\$123.15	\$1,336.59	\$2,050.00	65.20	\$1,848.61	\$ 2,050.00
E 02-24108Z	Public Works - Training Expens	\$0.00	\$3,248.35	\$2,500.00	129.93	\$715.84	\$ 2,500.00
E 02-24200Z	Public Works - Gen Office Expe	\$302.95	\$1,043.00	\$1,838.00	56.75	\$1,493.05	\$ 1,838.00
E 02-24300Z	Public Works - Equipment Expen	\$69.40	\$2,035.23	\$1,965.00	103.57	\$5,012.13	\$ 1,965.00
E 02-24400Z	Public Works - General Shop Ex	\$1,166.70	\$6,667.97	\$9,808.00	67.99	\$7,403.08	\$ 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	(\$434.07)	\$5,395.50	\$4,929.00	109.46	\$4,080.93	\$ 4,929.00
E 02-25100Z	Admin - Salaries	\$9,294.91	\$82,872.21	\$76,413.00	108.45	\$72,087.91	\$ 76,413.00
E 02-25111Z	Admin - EI	\$75.66	\$1,285.04	\$1,313.00	97.87	\$1,239.06	\$ 1,313.00
E 02-25112Z	Admin - CPP	\$197.15	\$3,673.25	\$3,623.00	101.39	\$3,418.68	\$ 3,623.00
E 02-25113Z	Admin - Life/LTD	\$97.92	\$1,203.40	\$1,223.00	98.40	\$1,201.34	\$ 1,223.00
E 02-25114Z	Admin - Pension	\$289.82	\$3,870.96	\$4,000.00	96.77	\$3,925.09	\$ 4,000.00
E 02-25115Z	Admin - Medical	\$99.46	\$1,016.86	\$1,586.00	64.11	\$1,837.11	\$ 1,586.00
E 02-25116Z	Admin - WCB	\$201.84	\$2,131.68	\$2,338.00	91.18	\$2,045.65	\$ 2,338.00
E 02-25200Z	Admin - General Office Expense	\$907.16	\$18,157.52	\$12,940.00	140.32	\$15,225.16	\$ 12,940.00
E 02-25211Z	Admin - Other Expense Building	\$1,176.95	\$21,029.75	\$25,769.00	81.61	\$10,526.75	\$ 25,769.00
E 02-25300Z	Auditor Expense	\$3,329.99	\$3,329.99	\$3,329.99	100.00	\$3,357.86	\$ 3,329.99
E 02-25310Z	Legal Expense	\$0.00	\$0.00	\$500.00	0.00	\$0.00	\$ 500.00
E 02-25330Z	Board of Public Utilities Regu	\$870.00	\$870.00	\$845.00	102.96	\$845.00	\$ 845.00
E 02-26000Z	Depreciation	\$64,383.16	\$64,383.16	\$64,862.70	99.26	\$64,862.70	\$ 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	(\$386.29)	\$ 939.36
Totals For:	X002	121,506.41	449,436.23	435,105.78	103.29	400,519.01	435,105.78
Totals For:	EXPN	121,506.41	449,436.23	435,105.78	103.29	400,519.01	435,105.78
Total Income:		\$ 68,495.42	\$ 394,222.37	\$ 397,830.00	99.09	\$ 393,224.11	\$ 397,830.00
Total Expenses:		121,506.41	449,436.23	\$ 435,105.78	103.29	400,519.01	435,105.78
Totals:		<u><u>\$ (53,010.99)</u></u>	<u><u>\$ (55,213.86)</u></u>	<u><u>\$ (37,275.78)</u></u>	<u><u>-4.20</u></u>	<u><u>\$ (7,294.90)</u></u>	<u><u>\$ (37,275.78)</u></u>

**Draft Emergency Services Agreement Between
the Town of Annapolis Royal (Town) and
the Annapolis Royal Volunteer Fire Department (Department)**



The Fire Services Agreement made in duplicate, this _____ day of _____, 2025

Between:

Town of Annapolis Royal
Hereinafter called the "Town"

And

Annapolis Royal Volunteer Fire Department
Hereinafter called the "Department"

Purpose

The goal is for fire-fighting apparatus/equipment to meet the applicable National Fire Protection Association (NFPA) certification standards. The expectation would be that the Department members have the tools and equipment to safely do their jobs.

Relating to fire-fighting infrastructure, such as water supply and distribution, that is monitored by Fire Underwriters Survey, FUS is a national organization that provides data on public fire protection for fire insurance statistical work and underwriting purposes for subscribing insurance companies. This rating is integral to insurance carriers deciding if they are willing to underwrite a risk and at which premium.

1.0 Goal, Objectives and Principles

- 1.1 The goal of this agreement is to maintain and improve the delivery of emergency services to the residents of the Town of Annapolis Royal, Nova Scotia. This will be achieved through the following objectives:
 - Clear articulation of responsibilities
 - Regular, open and transparent communications

- 1.2 The drafting and implementation of this agreement is based on the following principles:
 - Mutual recognition of the individual roles and responsibilities of the Town and ARVFD
 - A willingness to negotiate with fairness and integrity
 - A desire to improve and maintain strong lines of communications between the parties

- 1.3 For the purposes of this Agreement and any communication, negotiation or agreement required under this Agreement, the representative of the Town will be Chief Administrative Officer of the Town, from time to time, or the person designated by the CAO for this purpose. The representative of the Department will be the Chief or the person designated by the Chief for this purpose. By entering into this Agreement both the Town and the Department acknowledge and agree that the person so designated by this Clause have the ability to bind the Town and the Department, accordingly.

2.0 Term of Agreement

- 2.1 The term of this Agreement is five (5) years, beginning on April 1, 2025 until March 31, 2030. It shall renew automatically for an additional (2) two-year term. Upon renewal, the terms of the Agreement shall be as agreed in writing by both parties.

3.0 Communications

- 3.1 The Department will submit an annual written report to the Town summarizing emergency calls volumes and type. This report will be submitted annually to the Chief Administrative Officer in April
- 3.2 The Department and the Town will hold at least one annual meeting, providing a forum to address issues, resolve concerns and flag potential future problems.

4.0 Roles and Responsibilities

- 4.1 ARVFD will provide the following emergency services, on behalf of the Town, to its residents and visitors:

- Fire suppression
- Medical response
- Motor vehicle accidents response
- Water rescue (both marine and freshwater)
- Ice rescue
- Assistance as requested by the Town Police
- Response to commercial and residential alarms
- Fire apparatus and vehicle ongoing monthly/annual maintenance

- 4.2 ARVFD and the Town agree to make use of the Nova Scotia Municipal Government Act (MGA) registration process as a mechanism to document the type and level of emergency service to be provided.

- 4.3 ARVFD Responsibilities

- 4.3.1 When any fire or other emergency (“Emergency”) is reported to the Department as taking place in any part of the Town of Annapolis Royal), the Department shall sound its alarm and, to the best of its ability, shall respond to the Emergency.

- 4.3.2 The Department shall be dispatched to the scene of any Emergency within the Town and shall endeavour to control the Emergency. No members of the Department shall be considered or deemed to be, nor shall it be held out to them that they are, employees of the Town; for greater certainty, the Town shall indemnify them against any liability contemplated by Section 301(2) and the applicable provisions of Section 300 of the Municipal Government Act and shall show evidence of coverage and indemnity.
- 4.3.3 The Department will submit a financial summary to the Town by August 1 each year. This summary will include the following: the requested operational grant for the next fiscal year, a description of how the operational grant for the preceding year was dispersed.
- 4.3.4 The Town will implement a special Fire Service Area Rate effective 2025-2026 so as to provide sustainable long-term funding for emergency services in the Town of Annapolis Royal.
- 4.3.5 The Department will notify the Director of Finance on the approximate cost of the new / refurbished replacement NFPA approved front-line fire suppression vehicle by 2050. The Town will budget appropriately for a replacement vehicle which will meet standard fire vehicle requirements (not including such extras as chrome rims and bumpers, for example).

4.4 Town Responsibilities

- 4.4.1 The Town will support the ARVFD in the delivery of these emergency services through:
- Administration of the fire rate on an ongoing basis the operating grant is to be allocated to the following items: electricity, water, heat, insurance, snow ploughing, vehicle fuel, vehicle repairs, radios and pagers, telephone and pagers, training, gear and supplies, and annual dues and fees. It is acknowledged that the Municipality of the County Annapolis pays the WCB premiums for the volunteer firefighters.
 - Support in the recruitment and retention of volunteers
 - Provision of annually inspected frontline firetruck, recorded as a capital item with the Town.
 - Town staff is permitted access to the building at any time to operate and maintain the chlorine analyzer.
 - Plowing the front and back of the Fire Hall on a priority basis after snowfall, with completion of plowing as schedule allows. This excludes commercial events.
 - Provision of hydrants and winter maintenance.
 - Permit use of Town gas and diesel tanks and charge, on a cost recovery basis without markup or service charge, on a quarterly basis.
 - Town will not charge the meter rate on the water fill meter and the fire department will pay the water consumption on the quarterly basis on this line.

- 4.4.2 The Town shall, and will for the duration of the term of this Agreement pay the department by the in two payments one in July and one in January, provide to the Department the totality of any and all funds received by the Town, from any source, directly attributable to the Department or to fire protection generally and any and all funds which may be received by the Town by the imposition of any tax, rate or assessment for fire services.
- 4.4.3 The Town will, in the event that the fire truck is not operational, expend all reasonable assistance, efforts and funds to obtain for the Department a temporary replacement for the fire truck. In the event that the fire truck ceases to function and must, in the reasonable discretion of the Department, be replaced, the Town will provide such funds and assistance as may be reasonably required to obtain a fire truck, new to the Department.

5.0 Regional Emergency Management Organization (REMO)

- 5.1 In the event of a natural disaster or weather event, ARVFD will participate as a member of the REMO structure together with other municipal governments and the province of Nova Scotia.
- 5.2 When the REMO Incident Command system is activated, ARVFD will provide a senior member to serve within the unified command structure.
- 5.3 In the event of an Emergency, the decision to open comfort centres will be made by REMO.

6.0 Services Beyond Scope of Agreement

- 6.1 From time to time, or in a state of emergency, the Annapolis Royal Volunteer Fire Department may be requested to provide a service not covered in this agreement. In that event the following shall apply;
 - 6.1.1 Before any service is provided, authorized persons for each party (defined below) shall mutually agree to;
 - 6.1.1.1 Define, to the extent reasonably possible, the nature of the service including number personnel required
 - 6.1.1.2 Any limitations of the potential extraordinary service (e.g., the amount of time the service will be provided, or equipment involved)
 - 6.1.1.3 The cost for the service.
- 6.2 Only at such time as the nature of the service and its cost are mutually agreed and set forth in writing shall the party providing the service undertake the activity and receiving party be liable for payment.
- 6.3 For the Town of Annapolis Royal authorized persons are:
 - 6.3.1 CAO, and or
 - 6.3.2 Director of Finance

6.4 For the Annapolis Royal Volunteer Fire Department authorized persons are:

- 6.4.1 Chief, and or
- 6.4.2 Deputy Chief

7.0 Entire Agreement

- 7.1 This agreement, including the transitional Appendix A attached, represents the complete agreement of the Parties relating to the subject matter of the Agreement and it cannot be varied by any verbal or other agreement between the Parties unless done so in writing, executed by both Parties and approved by Council and the Executive of the Fire Department.
- 7.2 This Agreement shall ensure to the benefit of and be binding upon the Parties hereto, their successors and assigns.

For the Town of Annapolis Royal

Witness

Mayor Amery Boyer

CAO Sandi Millett Campbell

For the Annapolis Royal Fire Society

Witness

Chief Andrew Cranton

President



How to Engage in NSFM’s Advisory Committees on Areas of Municipal Interest

This guide provides an overview of how the Advisory Committees on Areas of Municipal Interest function and how your council can take part.

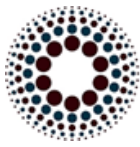
The mandate of the Advisory Committees on Areas of Municipal Interest is to **generate advocacy priorities for NSFM by advising and guiding responses to requests and issues delegated by the Board of Directors.**

Your municipal council is now able, by a motion of council, to submit requests for a particular issue to become an advocacy priority for NSFM. Municipal councils can send their requests to the Board of Directors. **A template motion is provided below on page 3.**

After reviewing your council’s request, the Board or CEO may delegate it to the appropriate Advisory Committee. The Advisory Committees are struck under the following Areas of Municipal Interest:

- ⊗ **Public Safety** – This advisory committee will review issues related to policing services, fire prevention, and emergency response, among other public safety issues.
- ⊗ **Climate Change** – This advisory committee will review issues related to sustainable development, energy production, biodiversity, and adaptation planning, among other issues related to climate change.
- ⊗ **Infrastructure** – This advisory committee will review issues related to asset management, infrastructure deficits, and maintenance costs, among other issues related to infrastructure.
- ⊗ **Municipal Autonomy** – This advisory committee will review issues related to municipal discretion, capacity, and collaboration, among other issues related to municipal autonomy.
- ⊗ **Equity and Community Wellbeing** – This advisory committee will provide opportunities for education and knowledge sharing amongst the membership related to promoting the voices of under-represented individuals in local government, and collaboration amongst diverse community stakeholders.

How often do these committees meet? Advisory Committees shall meet a minimum of four (4) times per calendar year but may meet more frequently. Urgent and time sensitive requests will be responded by the Advisory Committee Chair calling an unscheduled meeting.



How will requests be responded to?

The NSFAM Board or CEO will review requests received by a motion of council before delegating them to an Advisory Committee. Following this decision, the requesting council(s) will be notified by the NSFAM staff supporting that committee.

Following their review, Advisory Committees will submit their recommended response to the Board for approval.

Recommended responses to member requests will come in one of three forms:

- ☉ The issue should become or be integrated with an advocacy priority of NSFAM;
- ☉ The issue should continue to be monitored by the Board but is not recommended as an advocacy priority at this time;
- ☉ The issue is not a viable advocacy priority and not a priority of NSFAM.

Responses will be conveyed to members after the Board meeting in which the recommended response is approved.

When a request is reviewed by the Board or CEO and not delegated to an Advisory Committee, a response will be provided on a shorter timeline.

How will Advisory Committees conduct their review?

Advisory Committees will use the collective insights of its members and the Advocacy Prioritization Policy to advise and guide responses to delegated issues and requests.

Advisory Committee Members will use the Prioritization Framework of the Advocacy Prioritization Policy to review requests.

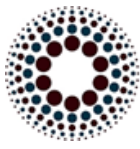
In the case that a request becomes an NSFAM advocacy priority, the Advisory Committees will continue to provide advice and guidance on next steps and technical details.

What happens if requests do not fit within the established Areas of Municipal Interest?

The Areas of Municipal Interest shall be reviewed by the NSFAM membership at least every five (5) years (i.e.: 2028). Prior to this five-year review, if a request does not fit within one of these Areas of Municipal Interest, the Board is able to strike an ad hoc committee.

Are there some issues that are not eligible to become a NSFAM Advocacy Priority?

Members should review the screening criteria Section 7 of the Advocacy Prioritization Policy below, which outlines types of issues are not eligible as an Advocacy Priority.



NSFM endeavours to focus advocacy efforts on matters that will make a difference to most Nova Scotian municipalities.

Issue screening is required to identify issues that align with NSFM’s core mandate, and to identify those that are outside the scope of this mandate. For this purpose, Section 7 of the Advocacy Prioritization Policy provides the following guidance.

NSFM will not engage in issues which:

- ☉ Are outside municipal interests;
- ☉ Are deeply divisive or ideological in nature;
- ☉ Are partisan in nature (i.e.: could lead to NSFM being perceived as being supportive of a specific political party or candidate);
- ☉ Involve conflicts between individual municipalities;
- ☉ Involve the internal issues of a municipality; or
- ☉ Promote the interests of individual businesses.

What is the Library of Municipal Interest?

The Library of Municipal Interest is a database of all Resolutions and Statements of Concern since 2019, all member requests delegated to Advisory Committees or an ad hoc committee, the resulting responses, and any supporting research. All requests and issues will be added to the Library of Municipal Interest to support optimal tracking of membership concerns over time.

If you have any further questions, please send them to info@nsfm.ca.

Template Motion

“Be it resolved that the council of [insert name of your municipal unit] request the NSFM Board of Directors to consider [insert issue of concern] as an advocacy priority for NSFM.

Be it further resolved that this council believes that this issue would be best reviewed by the [insert name of Advisory Committee of best fit or request an ad hoc committee].”

Preceding this language with “Whereas” lines to provide a rationale can also be included.

This is only an example and requests do not need to be phrased in this way. However, a motion of council is necessary.

Here is a chronological timeline indicating the process by which requests will be submitted and responded to



Motion from Nova Scotia Federation of Municipalities (NSFM) conference on Annapolis Valley Regional Library (AVRL)

WHEREAS:

Public libraries provide collections, programs and services, on behalf of the Town of Annapolis Royal and the Province of Nova Scotia, that contribute financially to the health and wellbeing of the citizens of Nova Scotia;

AND

Public libraries in Nova Scotia can no longer successfully sustain said collections, programs and services due to rising costs, and are unable to provide living wages for the majority of library staff;

AND

The current funding formula for public libraries in Nova Scotia does not account for Municipal contributions for capital costs, and the funding formula has now expired;

AND

Funding for public libraries in Nova Scotia is currently under review by the provincial government;

I MOVE THAT

The issue of adequate and sustainable funding for public libraries in Nova Scotia be brought forth to the Nova Scotia Federation of Municipalities Board for consideration as an advocacy priority.



**TOWN OF ANNAPOLIS ROYAL
NON-PROFIT ORGANIZATION PROPERTY TAX REDUCTION
BY-LAW #205**

1.0 Definitions

- (1) “Non-profit organization” means any community, charitable, fraternal, recreational, cultural or sporting organization that is incorporated under the Society’s Act through the Nova Scotia Registry of Joint Stock Companies.
- (2) “Tax Reduction” means a reduction in the amount of taxes payable on a property from the amount calculated using the commercial tax rate to the amount calculated using the residential tax rate.

2.0 Tax Reduction

- (1) The Council of the Town of Annapolis Royal will grant a reduction, effective April 1, 2010, to each of the non-profit organizations listed in Schedule 1 provided that they meet the criteria outlined in Section 3.0 below. All applicable area rates for any property approved for a tax reduction would remain payable at full rates.
- (2) Identified organizations listed in Schedule 1 will not be guaranteed a tax reduction in subsequent years. These organizations, along with new applicants, will be reviewed on an annual basis. Application must be made each fiscal year by March 31 for the Town’s next fiscal year beginning on April 1. Tax reduction status will be awarded on the criteria for tax reduction as outlined in this bylaw and the organization’s ability to provide all information requested.

3.0 Criteria for Tax Reduction

To be eligible for a reduced property tax rate, the applicant must:

- (A) demonstrate a benefit to Town residents in general;
- (B) be open for public use;
- (C) be a non-profit organization with a volunteer board of directors;
- (D) generate at least 30 percent of **its** operating funds from non-governmental sources;
- (E) be able to demonstrate that the assessed address/location is the site of the program(s) and/or service(s) that are provided to Town residents; and
- (F) demonstrate financial need based on suitable financial statements.

4.0 Ineligible Organizations

The following types of organizations shall not be eligible for a reduction in their property tax rate:

- (A) Organizations that provide professional services to the private sector in addition to non-profit services.
- (B) Healthcare facilities funded by the private sector, or by the federal and/or provincial government. Examples would include long-term residential care facilities and nursing homes.
- (C) Non-profit housing organizations, housing cooperatives, small option homes, and residential living units.
- (D) Administrative offices or non-program sites for recreation and social service organizations funded by the federal and/or provincial government.

5.0 Repeal

Council hereby repeals the Property Tax Reduction By-law passed by Town Council on March 25, 2010.

6.0 This by-law is effective date of publication.

This is to certify that the foregoing is a true copy of a by-law passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held the day of , 2025.

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Annapolis Royal this day of , 2025.

CAO Sandi Millett-Campbell

FIRST READING:	May 21, 2025
“NOTICE OF INTENT” PUBLICATION:	May 8, 2025
SECOND READING:	
MINISTERIAL APPROVAL:	N/A
DATE OF PUBLISHING:	
POSTED TO THE TOWN WEBSITE:	

SCHEDULE 1

Potentially Eligible Non-Profit Organizations as at March 31, 2025:

Historical Association of Annapolis Royal

Masonic Lodge

Annapolis Heritage Society

Annapolis Royal Historic Gardens

Annapolis Region Community Arts Centre (ARCAC)



TOWN OF ANNAPOLIS ROYAL
REPEAL OF PENSION BY-LAW # 207

1. AUTHORITY

Pursuant to the Municipal Government Act (MGA), Section 45 – Pension Plan.

Local government by-laws may only be amended or repealed by by-law. Amendment and repeal by-laws are subject to the same requirements as the legislative authority to establish a new one. The adoption procedures outlined in Part VII, By-laws, Section 168 and 169 apply to all by-laws including a repeal by-law.

2. TITLE

This Bylaw is entitled the “Repeal of Pension By-law #82”.

3. PURPOSE

By-law #107 hereby repeals By-law #82 – Pension By-law.

4. EFFECTIVE DATE

The by-law is effective upon publication of passage of the By-law.

This is to certify that the foregoing is a true copy of a By-law passed at a duly convened meeting of the Council of the Town of Annapolis Royal, held the day of , 2025.

Given under the hand of the Chief Administrative Officer and the seal of the Town of Annapolis Royal this day of , 2025.

Sandi Millett-Campbell
Chief Administrative Officer

FIRST READING:	May 21, 2025
“NOTICE OF INTENT” PUBLICATION:	May 8, 2025
SECOND READING:	
MINISTERIAL APPROVAL:	N/A
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	
FORWARDED TO TOWN WEBSITE:	

DRAFT



TOWN OF ANNAPOLIS ROYAL POLICY

Title:
Policy on Computer Purchase

Policy No.: 2004-3

Supersedes: N/A

Effective Date: October 18, 2004

Approval By Council Motion No.: 6

Purpose:

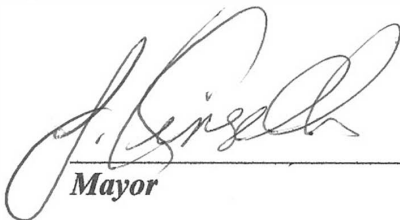
To actively encourage and support use of personal computers by members of Council and staff.

Definitions:

N/A

Policy Statement:

The Town of Annapolis Royal will offer a computer purchase program to council members and municipal employees wishing to purchase computers for their home use through payroll deduction at such time or times determined by Council.




Mayor



Chief Administrative Officer



Date



Date



COVID-19 Property Tax Financing Program Policy

Title: COVID-19 Property Tax Financing Program Policy	
Policy No: 2020-02	Supersedes:
Effective Date: June 4, 2020	Date Approved by Council Resolution: June 4, 2020 Motion No: CoW2020-06-04-03

Town of Annapolis Royal

1. This Policy is entitled the “COVID-19 Property Tax Financing Program Policy.”

2. **Objective:**

The Town of Annapolis Royal is concerned about the health and safety of residents. **The Town of Annapolis Royal** recognizes that facilitating the payment of property taxes in installments will better allow Nova Scotians to follow the public health directives endorsed by the Government of Nova Scotia. This Policy responds to that need by establishing a one-time property tax installment payment program (the “Program”) for owners of residential and commercial properties negatively affected by the COVID-19 global pandemic.

3. **Authority:**

Sections 111 and 112 of the *Municipal Government Act* give Council the authority to provide for the payment of taxes by installments.

Section 113 of the *Municipal Government Act* allows Council to charge interest for non-payment of taxes when due, at a rate determined by policy.

4. **Scope:**

4.1 **Residential** - The following owners of residential property are eligible to participate in the Program:

4.1.1 An owner of a residential property that is the owner’s primary residence, where the owner has experienced financial hardship through a significant reduction in income due to the State

of Emergency declared by the Government of Nova Scotia in response to COVID-19, demonstrated through receipt of Provincial or Federal program assistance, or a Record of Employment (ROE) demonstrating layoff from employment after March 15, 2020;

4.1.2 An owner of a residential property where the owner was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season (excluding AirBNBs);

4.1.3 An owner of a residential property that is rented to one or more tenants, where the owner has experienced a significant reduction in rental income from the property due to the State of Emergency, demonstrated through the following:

[4.1.3.1 Signed affidavit acceptable by the Town of Annapolis Royal that clearly explains financial hardship and relevant provincial/federal and other documentation.

4.2 **Commercial** - The following owners of commercial property are eligible to participate in the Program:

4.2.1 An owner of a taxable commercial property where the property has a total taxable 2020 property assessment value equal to or less than five million dollars (**\$5,000,000**) and where the owner's business or building located on the property has experienced financial hardship through loss of revenue related to the State of Emergency, demonstrated by providing a signed affidavit acceptable to the Town of Annapolis Royal that clearly explains financial hardship and relevant provincial/federal and other documentation.

4.2.2 An owner of a taxable commercial property who has experienced financial hardship through loss of revenue related to the State of Emergency, regardless of the assessed value, where:

4.2.2.1 The owner of the property is a tourism operator registered under the *Tourist Accommodations Registration Act* and the property is used for tourist accommodations (e.g., hotels, motels, bed and breakfasts);

4.2.2.2 The owner of the property carries on the business of an automotive or leisure/recreational vehicle dealership on the property;

4.2.2.3 The owner of the property uses the property as a private or non-profit recreation facility (e.g., golf courses, indoor playgrounds, campgrounds, racing venues);

4.2.2.4 The owner of the property carries on a business on the property in the hospitality industry, including bars, cafes, and coffee shops;

4.2.2.5 The owner of the property carries on a business on the property in the service industry, including hairdressers, nail salons, gyms, tattoo parlours;

4.2.2.6 The owner of the property carries on a business on the property as a health care provider (including, but not limited to, dentists, naturopaths, chiropractors, physiotherapists, physicians and other doctors), where that business has been required to reduce hours as a result of the State of Emergency.

4.3 **Exclusions:** Regardless of sections 4.1 and 4.2 of this policy, the following are not eligible to participate in the Program:

4.3.1 Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency;

4.3.2 Property owners who have received compensation from Business Interruption Insurance towards the payment of property taxes;

4.3.3 Properties occupied by daycare centres in receipt of federal or provincial funding, or those in receipt of other emergency funding;

4.3.4 Properties used for landfill, pipeline, managed forest, parking, and commercial vacant land;

4.3.5 Properties for which there is an active tax agreement with the Town through legislation or bylaw;

4.3.6 Properties owned by non-profit organizations that are funded by the Town or that are partially exempted from property tax;

4.3.7 All properties managed under payment-in lieu-programs.

4.4 **General Requirements**

4.4.1 Installments shall be payable by the person, company or other entity assessed for the property for the current fiscal year.

4.4.2 In order for taxes for a property to qualify for the Program, the taxes for the property must not be in arrears at the time of application.

4.5 **Application**

4.5.1 Property owners wishing to apply to participate in the Program for a property must complete and submit to the Town an application in the form attached as Schedule “A” for Residential applications and Schedule “B” for Commercial applications to this policy.

4.4.3 The application deadline to participate in the Program is June 30th, 2020.

5. **Administration**

5.1 Tax Installments

5.1.1 For applications meeting the Program criteria set out above, property tax payments normally due between May 31st, 2020 and November 30th, 2020 for approved properties may be paid in installments as follows.

5.1.2 For each property, Program participants will pay tax installments as follows:

5.1.2.1 Payments of \$25 per month for six months, payable on or before the last day of each month, commencing in the month the property tax payment is normally due.

5.1.2.2 Following these six months at \$25 per month, monthly payments equal to 1/24th of the balance of the amount eligible for the Program plus interest as set out below. These monthly payments are payable on or before the last day of each month and continue for 24 months.

5.1.3 The rate of interest for the Program will be 5 % per year.

5.1.4 Interest on amounts owing under the Program will be calculated commencing on the date the property tax payment is normally due and continuing until all installments have been paid.

5.2 Terms of the Program

5.2.1 The Treasurer, or his or her delegate, shall approve qualifying applicants.

5.2.2 Payments under the Program must remain in good standing with the municipality throughout the duration of the Program.

5.2.3 Default in payment of an installment when due will result in the following:

5.2.3.1 The balance of outstanding taxes on the applicable property and interest will become immediately due and payable; and¹

5.2.3.2 The outstanding taxes and interest then owing will become subject to the Town's regular rate of interest for overdue taxes of **18%**.

5.2.4 All amounts owing and payable on the property tax account that are not included in the Program are due on their normal dates and any amounts not paid when due will be subject to the Town's regular rate of interest for overdue taxes of **18%**.

5.2.5 Payments received by the Town of Annapolis Royal from a property owner will first be applied to any installments due under the Program, in priority to any other taxes or other amounts owing by the owner to the Town.

6. **Responsibilities**

6.1 Council will:

7.1.1 Monitor the implementation and administration of this policy and make any amendments required for the effective and efficient operation of the Program.

7.2 The **Chief Administrative Officer/Director of Finance** will:

7.2.1 Be responsible for the administration and implementation of this policy and the Program; and

7.2.2 Identify necessary amendments to this policy in consultation with Council and managerial staff and make recommendations accordingly to Council.

7. **General Provisions**

Payments received by mail are deemed to be paid on the date received by the Town of Annapolis Royal.

Certification

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 4th day of June, 2020.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal this 4th day of June, 2020.



Sandi Millett-Campbell
Chief Administrative Officer





To: Council

From: Ken Knox, DMO/D

Date: May 1, 2025

RE: Request for Alteration to a Registered Heritage Building

Location: 154 St George Street

Requested Action: That Council consider the request

Background: The applicants seek to replace the front windows keeping the same six over six pattern and including matching the pattern with exterior muntin bars, but changing the material from wood to vinyl. NB the wooden window trim will be replaced with wood matching the original. The applicant also seeks to change the door material to steel.

Description of Historic Place



The Robertson-McNamara House at 154 St George Street, Annapolis Royal, Nova Scotia is a two-and-one-half storey structure built circa 1785 in the Neo-classical style. It has a gable roof and is clad in wood shingles. The Robertson-McNamara House is located close to the street on a narrow lot in an area of designated heritage buildings, facing the waterfront. The municipal designation includes the house and the property.

Historic Value

The Robertson-McNamara House, as recognized by its heritage designation, is valued for its age and history. The land on which the home is located is part of that granted to James Horlock, who was a carpenter with the Board of Ordnance at Fort Anne. It was included in the parcel of land that newly arrived Loyalist Frederick Davoue purchased in 1784 and subsequently divided into several lots. Davoue sold the lot in 1787 to Scotsman William Robertson "on which said William Robertson's dwelling stands." Robertson built the house in the year or two before his purchase of the land, suggesting its existence prior to the agreement to purchase. A native of County Perth, he was a colonel in the local militia, the agent for Indian affairs in Annapolis County and served in the provincial house of assembly from 1808 to 1811. Robertson had constructed wharves and storehouses, now gone, on the waterfront across the street from the house.

Members of the Robertson family owned the property until 1846 when it was sold to James McNamara, a blacksmith and saddle maker. The McNamara family owned the house until 1906. For nearly a decade in the early part of the twentieth century, the Robertson-McNamara House was owned by local lumber baron Frank Barnjum. In the 1970s and 1980s the house was operated as a museum by the Historic Restoration Society (Annapolis Heritage Society). The house has since returned to private ownership and an extensive restoration in 1996 has preserved much of its character.

Architectural Value

The Robertson-McNamara House was built during the Loyalist migrations to Annapolis Royal at the end of the American Revolution. The house was originally built in the Neo-classical style, with a central entrance and symmetrical facade. However, the building has been substantially altered due to a fire in the early twentieth century. At the time of the fire, the western third of the building was damaged and removed. The house originally had a double front door located centrally in a porch. The entrance is now a single door located on the side of the building and the original door location is now used as a window. Due to the fire, one first-storey and two second-storey windows were lost from the facade.

The Robertson-McNamara House is a two-and-one-half storey wood framed building with a one-and-one-half storey ell. The house maintains some of the symmetry of its earlier design with paired windows on each floor facing the street. The windows themselves are double hung six-over-six wooden sash windows. The building has a distinctive high gable roof with close eaves and verges. The house has a full basement with a rubble foundation. Wooden clapboard with wooden end boards has been used as siding.

Source: Town of Annapolis Royal municipal heritage files, Annapolis Heritage Society, 136 St. George Street, Annapolis Royal, Nova Scotia

Character-defining Elements

- wood frame construction;
- one-and-one-half storey ell;
- high gable roof with close eaves and verges;
- paired windows on each floor facing the street;
- double hung six-over-six wooden sash windows;
- full basement with a rubble foundation;
- clad in wooden clapboard with wooden end boards;

Analysis: Staff recommends that the changes be approved

Draft Recommendation: *"...that Council gives the applicant at 154 St George Street heritage approval to change the window material, keeping the same pattern, and changing the door to steel, providing the requirements of the Land Use By-Law are met."*

Town of Annapolis Royal

Application for Changes to Heritage Property

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

Applicant/Owner:	[REDACTED]
Address:	154 St. George Street Annapolis Royal
Phone Number:	[REDACTED]

General description of work: This is a revision to our previous planned changes to the windows at the front of the house, and the front door.

Reason for proposed work: To improve appearance, performance and functionality of existing windows and front door (all are in compromised condition).

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)	X		Replace existing moldy, rotted and leaky front windows with 6 over 6 Kalktech Supreme Simulated Divided Lite Vinyl double pane windows.
Doors, Storm Doors, etc. (Please specify material e.g., metal, aluminum or wood and colour)	X		Replace existing rotted and leaky front doors with insulated steel door with simulated divided lite window.
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:

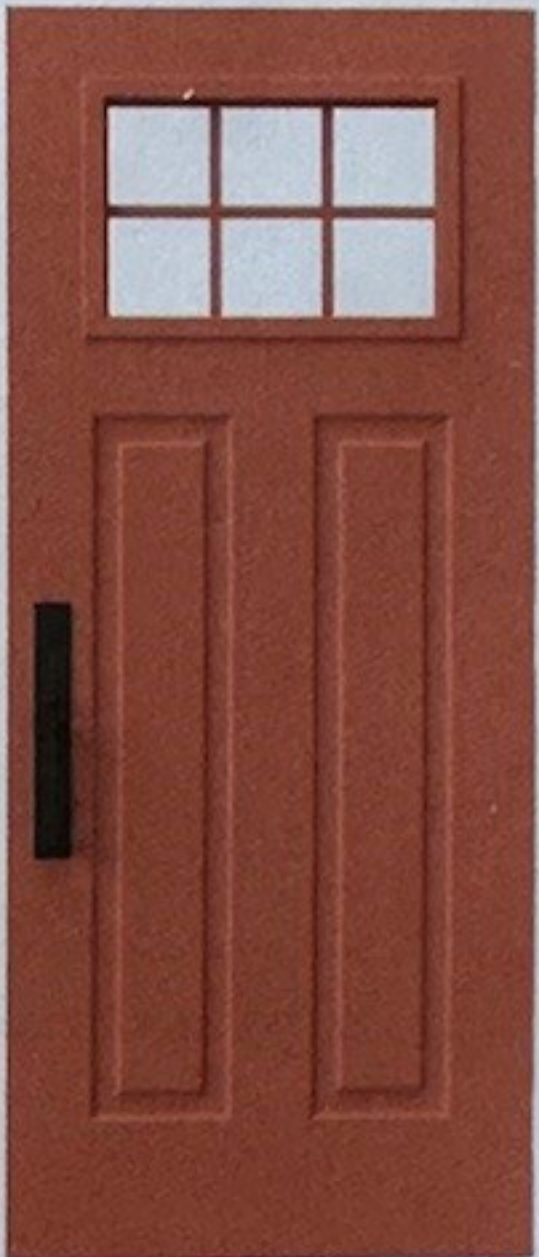
Please include any other information you feel is relevant to this application:

Date: 24/04/2025 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.

● Benjamin Moore, Claret Rose 2008-20



● Sico, Sketch Paper 6206-21

Distinction grille
22" x 14 7/16"

3-9
22





Mayor's Report, May 2025

Apr 9, 2025 Radio Canada interview

Interview for video by Province on shoreline restoration project; the lead on this is Elizabeth MacDonald, the Director of Communications for NS-Environment and Climate Change. Spider Video Tv is handling the video.

Interview with Abbey Vickers, MES Candidate, School for Resource and Environmental Studies, Dalhousie University for her research project: "Support for Resilient Tourism Research Project in Annapolis Royal".

Apr 14, 2025 Public Meet and Greet with Council at the Legion from 4:15 to 6:15 pm with refreshments. Approximately 19 or 20 people were in attendance.

Apr 16, 2025 Attended IMSA¹ and meeting virtually. Missed regular meeting of Condo Board due to scheduling conflict with CoW.

Apr 17, 2025 Attended IDEA² Governance Committee meeting virtually.

Apr 24, 2025 Attended ACIMWG³ meeting at Town Hall. It was agreed that a register would be established for correspondence between the group and the Province to ensure follow-up on matters of interest.

Apr 25, 2025 Attended General Meeting for the Condo Corporation followed by social event.

Apr 27, 2025 Attended Condo General Meeting.

Apr 28, 2025 Intermunicipal dinner with members of Council from Annapolis County, and the towns of Middleton and Annapolis Royal. The Town of Annapolis Royal hosted the event St Luke's Church.

May 2, 2025 CBC interview on Shoreline Project

May 4-9, 2024 Assisted Natal Day Chair with confirming rain venues for Natal Day weekend events

May 5, 2025 Completed required Code of Conduct training for elected officials

May 6, 2025 Attended Twinning Committee meeting.

May 9, 2025 Met with CAO to go over list of AVRL documents and chronology of events regarding the Evans bequest.

May 19 to 23 Planned stay at home vacation with three visiting tourists (aka sisters)

May 20, 2025 The Board of Police Commissioners is hosting a community meeting on the subject of policing from 6:00 to 7:00 pm at the Music Room at the Hub

¹ Inter Municipal Service Agreement – Interim Board of Directors

² Inclusion, Diversity, Equity and Accessibility

³ Annapolis County Inter-Municipal Working Group

May 28, 2025 Plan to attend 1714 Royal Canadian Army Cadet Ceremonial Review 28 May 2025 at Branch 21 Royal Canadian Legion 1830hrs as Reviewing Officer for the Parade. This is the graduation ceremony for the Army Cadet individual achievements made over the 2024-2025 year. It consists of a Marching Parade followed by a few short speeches from invited guests and dignitaries. After the parade, the cadets each do a short presentation on a lesson they have learned to parents and guests. . The Cadets are between the ages of 12-18 years old and come from communities spanning from Granville to Bear River.

IMSA

A meeting was held on April 16. Meeting minutes to follow. The next meeting will be on May 22. at 10:00 am.

Condominium Board

The Condo Board held a brief general meeting on Friday, April 25 followed by a social event to honour the Condo's 7th anniversary. Members present expressed their satisfaction for how things are going. There were compliments about how well the new building maintenance staff and contractors are doing. A combination yard and bake sale was announced for Saturday, May 10 to raise funds for social gatherings. The event was sold out of baked goods with only a few items remaining from the yard sale and a found set of keys. The next Board meeting is on May 15.

ACIMWG

The intermunicipal dinner hosted by the Town on April 28 was well attended and went very well. Four representatives were there from Lawrencetown. The dinners is planned for Monday, October 27 in Middleton.

Need to draft a letter to the Province to follow up on the assessment of the structural integrity of the causeway for the next meeting.

Amery Boyer



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

Number of Building Permits		Building Value
APR	1	\$400,000.00
YTD 2024-2025:	1	\$400,000.00

2024-5 Total Dev/Building Permit Fees	
Total Fees for January	\$1,055.50
Total Fees YTD	\$1,055.50

Civic Address	55Victoria
Permit	25-08
Type	Development
Construction	Solar Panels
Fee	\$50.00
Est. Value	\$32,000.00

Civic Address	29 Victoria
Permit	25-11
Type	Building
Construction	Renovation/addition
Fee	\$200.00
Est. Value	\$30,000.00

Civic Address	31-33 Royal Estates Lane
Permit	25-10
Type	Building
Construction	Duplex
Fee	\$805.50
Est. Value	\$400,000.00

Civic Address	
Permit	
Type	
Construction	
Fee	
Est. Value	

Total Permit Summary

		Current Month	Fiscal YTD	Prev. Year Month	Prev Yr. YTD
Residential	New	1	0	3	3
	Reno/Addition	1	0	0	0
	Accessory	1	0	1	1

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

3-Year Comparative Data

	2025/6	2024/5	2023/4
Total permits for APR:	1	3	1
Total Estimated Value APR:	\$400,000.00	\$355,000.00	\$300,000.00
	2025/6	2024/5	2023/4
Total Build Permits YTD:	1	1	1
Total Estimated Value YTD:	\$400,000.00	\$355,000.00	\$300,000.00

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	
4/9/2025	4/9/2025	Absent	0.86	Absent	1.13	Absent	1.14	
4/15/2025	4/15/2025	Absent	0.68	Absent	1.1	Absent	1.05	
4/22/2025	4/22/2025	Absent	0.8	Absent	1.05	Absent	0.97	
4/29/2025	4/29/2025					present	0.9	
5/1/2025	5/1/2025					Absent	1.05	



Planning and Heritage Advisory Committee

We spoke about a more thorough review of the character-defining elements, noting that there are numerous inconsistencies. Ken clarified that, despite these inconsistencies, the elements are not prohibitive, and each case can still be brought forward to the committee for thoughtful consideration. Property owners—especially those with historic homes—should feel welcome and supported in making changes or improvements. The intention is not to discourage updates, but to ensure they align with the unique character of our town while allowing flexibility and dialogue.

Town Crier for June: focusing on topics that are timely with new businesses coming in, directing residents and new residents to our webpage. June – Lynn Myers will do a write up re signage. Due May 23rd.

Next meeting June 2 @4:00 pm.



INTERIM INTERMUNICIPAL SERVICES AGREEMENT BOARD



MEETING MINUTE

Kings Transit Authority



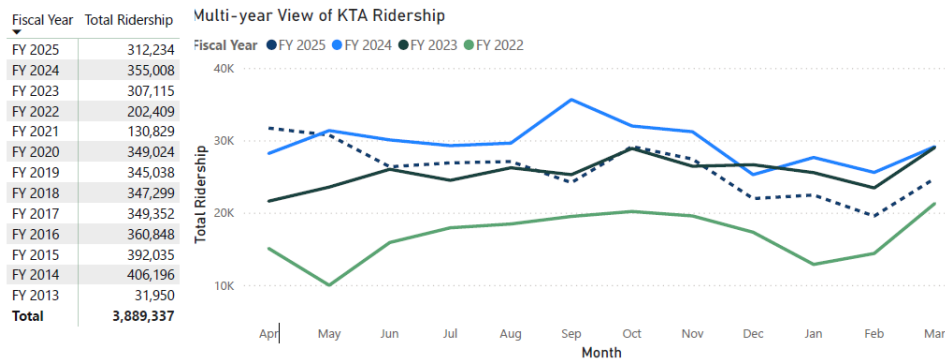
“MEETING MINUTE” BASED ON BOARD MEETING HELD ON APRIL 16, 2025

The April regular monthly meeting of the Interim Intermunicipal Services Agreement Board of Directors was held on April 16, 2025, beginning at 10:00 a.m., in keeping with the normal meeting schedule. The meeting was based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

KINGS TRANSIT AUTHORITY

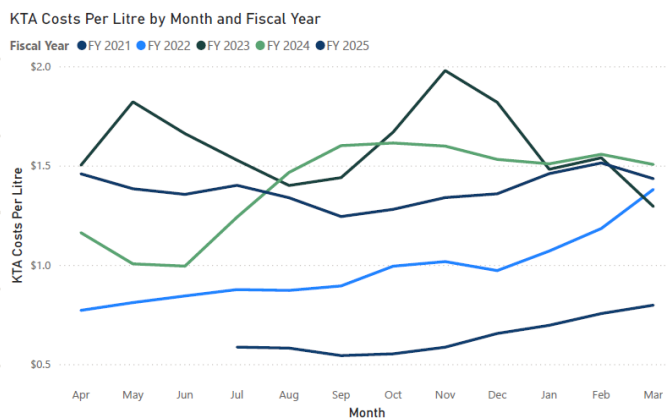
A leadership transition is well underway as Meg Hodges assumed the role of General Manager on April 3, 2025 and has hit the ground running. Mr. Whynot remains available and is providing guidance to Ms. Hodges to ensure a smooth transition. Key projects include:

- Implementation of new bus tracking software with identified issues under investigation.
- Full staffing levels are in place; however, active recruitment for drivers continues to ensure that an acceptable driver pool is in place.
- A review of routes and stops is underway to determine immediate changes that can be implemented to improve service and adhere to schedules and route timing.
- A decision has been made to slow the implementation of battery electric buses to allow time to investigate all possible technology options to ensure a viable service into the future. Investigations will include the continuing use of diesel buses, the use of battery electric buses and the use of hydrogen fueled buses or a combination of the three. More details will be brought before the Board during an upcoming meeting.
- The graphs below provide key performance indicator data for both ridership and fuel costs.



Notes:
 KTA stopped providing service to West Hantz in 2015
 COVID had a significant impact on ridership for a couple of years including and after 2021
 As of May 21, 2024, transfers are no longer counted as riders

Diesel Average Cost	Total Diesel Cost
<small>Includes Taxes Expensed (not posted price)</small>	<small>Includes Taxes Expensed</small>
FY 2025 \$1.38	FY 2025 \$539,691
FY 2024 \$1.39	FY 2024 \$566,538
FY 2023 \$1.59	FY 2023 \$672,054
FY 2022 \$0.97	FY 2022 \$411,623
FY 2021 \$0.64	FY 2021 \$176,067



VALLEY WASTE –RESOURCE MANAGEMENT

Under the leadership of General Manager, Andrew Garrett, focus remains on negotiations with Circular Materials regarding the impending implementation of Extended Producer Responsibility for Packaging and Printed Paper.

- As per the direction of the IMSA Board, a letter to the Honourable Minister Timothy Halman, Nova Scotia Environment and Climate Change, was sent requesting considerations be made for the co-mingling of industrial, commercial and institutional (ICI) recycling in curbside collection programs.
- Circular Materials is in discussions with Divert NS on reporting requirements to determine if ICI recycling can be permitted curbside in collection systems.
- It is likely that items such as polystyrene and flexible plastics (pouches, chip bags) will be recyclable through drop-off depots only.
- Schools and campgrounds are being provided with information about free collection and processing of recycling through private contractors on behalf of Circular Materials. Multi-family properties and First Nations communities are currently receiving service by Valley Waste.
- Negotiations for post collections services at the Management Centres are underway. Staff completed a per-tonne cost analysis to store and deliver recycling materials to Scotia Recycling and have provided that information to Circular Materials.

CAPITAL PROJECTS

- Roscoe Construction is installing the new household hazardous waste building and shelter.
- Palmer and Doherty have almost completed the engineering for the expansion of the East Management Centre transfer station building. Cost estimates have; however, been delayed due to the uncertainty of the current political climate affecting tariffs.
- The wood grinder has arrived and is operational.
- Plans for the expansion of the construction and demolition debris yard has been approved by NSECC. A Request for Proposals will be released for the work once budgets are approved.

2024-2025 TONNAGE SUMMARY

	F2024	F2025	Variance	
Incoming Curbside Materials				
Curbside	21,934	22,025	91	0.41%
Clean-up	2,290	2,578	288	12.56%
	24,224	24,603	379	1.56%
Incoming Customer Materials				
Garbage	14,289	12,585	-1704	-11.93%
Recycling	1,261	1,612	351	27.84%
Organics	718	529	-189	-26.32%
Sorted C&D	2,778	2,865	87	3.13%
Mixed C&D	5,217	5,262	45	0.86%
Metals	186	197	11	5.91%
Yard Waste	275	744	469	170.55%
	24,724	23,794	- 930	-3.76%
Outgoing Materials				
Garbage	28,297	27,218	-1079	-3.81%
Organics	10,685	10,662	-23	-0.22%
Recycling	5,752	5,771	19	0.33%
Sorted C&D	1,382	7,397	6015	435.24%
Metals	675	659	-16	-2.37%
Yard Waste	193	469	276	143.01%
	46,984	52,176	5,192	11.05%

NEXT MEETING

The May regular monthly meeting of the Interim Intermunicipal Services Agreement Board will be held on **May 21, 2025** beginning at **10:00 a.m.** based in the Valley Waste Boardroom with the virtual attendance option, in keeping with the normal meeting schedule



Town of Annapolis Royal
Environment Advisory Committee Meeting
May 9, 2025 9:30-11:30
Council Chambers

The committee welcomed its newest member, Myriah Robertson.

Clean Foundation reviewed the results of the Survey that was recently conducted across Annapolis Royal, Middleton and Annapolis County to gather public input on climate risks community priorities and policy preferences Its purpose was to inform municipal climate action planning and support the development of a Joint Regional Climate Action Plan (JRCAP) tailored to local needs. Twenty-two (22) out of the 152 responses gathered were from Annapolis Royal. Respondents were mainly older (+ 55 years)The majority were from the county. The largest number (16/22) of Annapolis Residents rated themselves as knowledgeable or very knowledgeable about climate change risks and actions. And 18/22 indicated that they were somewhat (6) or very concerned (12) about the effects of climate change on the community. The most frequently identified top 3 concerns for Annapolitans were storm surges/extreme weather, increased flooding and coastal erosion. Drought was the lowest. The top 5 actions that the respondent thought the town should take were protect/restore wetlands and habitats (16 respondents); build flood protection infrastructure (15 respondents); emergency preparedness and planning (14 respondents) and support farmers to adapt to climate change and expand renewable energy (12 respondents each). People indicated that they were willing to volunteer in a variety of ways and that inclusiveness was important to them in any action taken. Further details are available in the CLEAN Foundation presentation in EAC package for May 8, 2025 Further engagement will be conducted in developing the Joint Climate Action Plan.

Deputy Mayor Skinner Robertson presented a summary of some of the key environment-related information from the Spring Nova Scotia Federation of Municipalities.

The Committee has put Clean Foundation and AWEC in contact. CLEAN provides educational programs which may be of use to the staff and students as they study environmental issues.

CLEAN Foundation asked whether the town would be interested in having 'Your Next Ride' come to town, they provide EV demonstrations in. The committee proposed that it could occur around the time that the EV chargers being installed near the Skate Park area are completed, as a bit of a celebration. The CLEAN Foundation representatives will follow up to see if the timing will work.

The committee proposed holding a town clean up just before the Natal Days Weekend (end of July).



Friends of the Annapolis Pool Society Committee

The committee met on April 24th, 2025. It was announced that a Certified Pool Operator has been hired for the 2025-2026 season. The individual will be attending a CPO training in mid-May. This is wonderful news. Additionally, interviews for lifeguards were completed and offers have been sent out. They were very fortunate to receive wage subsidy support for all positions. The Annapolis West Health Foundation has also committed to free swim lessons again for the season.

Pool cleaning was also completed on April 26th and they since have started filling up the pool!

There will be a Thank you and Pool Reopening event, scheduled for Friday June 13th, 2025 at the pool. Invitations will follow.