

Committee of the Whole (CoW)
AGENDA
July 7, 2026 at 5:00 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 COMMITTEE OF THE WHOLE MINUTES
 - i. Committee of the Whole – June 2, 2026 **(TAB 1)**
9. PRESENTATIONS
10. PUBLIC INPUT
11. NEW BUSINESS
 - i. Request For Decision – Heat Pump and Solar Panel Policy **(TAB 2)**
 - ii. Request For Decision – Vacation Pay **(TAB 3)**
 - iii. Town Statement regarding AVRL **(TAB 4)**
 - iv. Wharf Adaptive Re-Use Report **(TAB 5)**
 - v. International Town Crier Competition **(TAB 6)**
 - vi. Move July Council Meeting to July 22
 - vii. Appointment of Traffic Authority
12. UNFINISHED BUSINESS
 - i. Council Engagement Session – Update & Next Steps
 - ii. Re-evaluate Committee of the Whole Meeting date and time

13. CORRESPONDENCE

14. IN CAMERA

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

Approval of Minutes

- i. Committee of the Whole June 2, 2026 In-camera (**TAB A**)

Business Items

- i. Personnel
- ii. Personnel

15. ADJOURNMENT

NEXT MEETINGS:

Environment Advisory Committee	Jul 8 @ 3:00 pm
Valley Regional Services Board of Directors	Jul 15 @ 10:00 am
Interim Board	
Annapolis County Inter-Municipal Working Group Meeting	Jul 16 @ 6:30 pm
Committee of the Whole	Sep 1 @ 5:00 pm
Planning and Heritage Advisory Committee	Sep 8 @ 4:00 pm
Board of Police Commissioners	Sep 9 @ 10:00 am



**Committee of the Whole Meeting
 Unapproved Minutes
 June 2, 2026 at 5:00 pm**

1. Call to Order	Mayor Amery Boyer called the meeting to order at 5:00 pm
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, CAO Sandi Millett-Campbell, Recording Secretary Laura Bright and Kim Dunning Member of the public: Roger Lindala
3. Regrets	None
4. Absents	Deputy Mayor Sybil Skinner-Robertson – leave of absence
5. Additions to Agenda	Removal of New Business v. IDEA Committee Appointment Addition of In Camera iv. Labour relations and contract negotiations v. Personnel matters
6. Approval of Agenda	MOTION #CoW2026-06-02-01 It was regularly moved and seconded to approve the agenda with the above removal and addition by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #CoW2026-06-02-02 The May 5, 2026 minutes were approved as presented by unanimous consent.

9. Presentation
None

10. Public Input
None

11. New Business

- i. Request for Decision – Acting Pay
CAO Millett-Campbell advised that the changes to the Human Resources Procedures and Policy were requested by the Director of Finance to provide clarity around Acting Pay in the absence of the Chief Administrative Officer. The change aligns with policy in other similar organizations.

MOTION #CoW2026-06-02-03

It was regularly moved and seconded to recommend to Council to repeal and replace the Human Resources Procedures and Policy #2026-04 dated June 2026. **Motion carried.**

- ii. Request for Decision – Salary Administration
CAO Millett-Campbell advised that there were discrepancies identified between the Human Resources Procedures and Policy, the Salary Administration Policy and the Police Agreement regarding non union part-time employees. The proposed changes will align all three documents.

MOTION #CoW2026-06-02-04

It was regularly moved and seconded to recommend to Council to repeal and replace the Salary Administration Policy #2026-05 dated June 2026. **Motion carried.**

- iii. Request for Decision – Low Income Tax Exemption
CAO Millett-Campbell advised that the five properties listed all meet the eligibility criteria for the low-income tax exemption.

MOTION #CoW2026-06-02-05

It was regularly moved and seconded to recommend to Council to approve the low-income tax exemption of \$500 each for roll numbers 04572319, 03163458, 10790662, 10790786 and 03622673, provided the accounts are in good standing. **Motion carried.**

- iv. Request for Decision – Police Agreement
CAO Millett-Campbell advised that one of the changes will align the Police Agreement with the Salary Administration Policy. The other changes are to clarify the casual employee Consumer Price Index (CPI) adjustment and eligibility of part-time employees for the Pension Plan.

MOTION #CoW2026-06-02-06

It was regularly moved and seconded to recommend to Council to update the Police Agreement dated June 2026. **Motion carried.**

- v. Nomination for Persons of National Historical Interest
CAO Millett-Campbell advised that Mayor Boyer had brought this item forward and was suggesting nominating Chief Membertou and Pierre Dugua de Mons.

Councillor MacDonald asked if this would be a joint nomination or would it be two separate nominations. Mayor Boyer confirmed that it would be two separate nominations. She advised that of May 2027 and she is seeking Council's support for the nominations before any action is taken.

ACTION: Proceed with nominations for Persons of National Historical Interest

NAME: Mayor Boyer

DUE: September 2026.

- vi. Build Communities Strong Fund
CAO Millett-Campbell reported that Atlantic Canada Opportunities Agency (ACOA) has funding available and is looking for projects with a quick-turn around and where the money would be spent within the fiscal year. The one project that immediately came to mind was the covering for the Farmer's Market Square. This would allow for the space to be used for an extended period of time, help to keep rain off and provide shade. They asked if Council would be supportive of moving forward with the idea.

Councillor Myers asked what percentage of the project would be covered by the funding and the total cost for the tent. CAO Millett-Campbell advised that ACOA is offering 50% reimbursement and the previous amount quoted was \$80,000 but the updated quote is for \$140,750.

Councillor Sadkowski asked if the tent was a permanent structure. CAO Millett-Campbell said yes, that Jost Architects had provided the original concept design years ago, and that engineers had designed it specifically to handle the wind.

Councillor Sadkowski asked if there was a maximum budget amount for projects. CAO Millett-Campbell said no but that ACOA was looking for projects that could move forward quickly. They also noted that the revised quote was much higher than anticipated, and this would mean that the Town would have to cover \$70,000.

Council agreed that any projects involving the Market will require the Market's input and buy-in. Council decided that this project is too costly to move forward with at this time.

12. Unfinished Business

i. Communications Task Team

CAO Millett-Campbell advised that Council had not determined the composition, terms of reference or process for the Communications Task Team. The advertisement and call for volunteers were put out on social media, the website and the newsletter. They are looking for direction from Council on how many Councillors will be involved, the number of citizen members, and setting the first meeting date.

Councillor MacDonald put their name forward. Councillor Myers asked if there was a minimum of two Councillors. Mayor Boyer replied that there was no minimum set. Councillor Sadkowski said that there should be at least two Councillors.

Councillor Sadkowski suggested that there should be a minimum of three citizen members. Councillor MacDonald suggested the maximum be five citizen members.

CAO Millett-Campbell advised that the standard Task Team procedure would be used including that meetings are no longer than two hours, there is no agenda or minutes from Staff, and the Task Team has an advisory role only with no decision-making powers. They recommended that the Chair be a member of Staff.

Council agreed that the Communications Task Team will be made up of 3 to 5 citizen members and 2 Council members, and that any Council member may attend if they are available. Council confirmed that the Chair will be an appointed member of Staff, that meetings will not be longer than two hours, and that there will not be any administrative support provided by Staff for agendas or minutes.

ACTION: Contact citizen members of the Communications Task Team

NAME: CAO Millett-Campbell

DUE: June 26, 2026

13. Correspondence
None

14. In-camera
Under Section 22(2) of the Municipal Government Act:

MOTION #CoW2026-06-02-07

It was regularly moved and seconded to move in camera at 5:25 pm to approve the in-camera minutes of May 5, 2026, and to discuss plans to sell, buy or lease property, two personnel, and two labour relations and contract negotiation matters. **Motion carried.**

MOTION #CoW2026-06-02-09

It was regularly moved and seconded to move out of camera at 6:00 pm.

Motion carried.

MOTION #CoW2026-06-02-10

It was regularly moved and seconded that Council appoint Inspector Bruce Lake as the Interim Chief of the Annapolis Royal Police Service effective Wednesday June 3, 2026 to Friday June 19, 2026. **Motion**

carried.

15. Next Meeting

July 8, 2026

16. Adjournment

The meeting was adjourned at 6:01 pm.

Mayor
Amery Boyer

Recording Secretary
Laura Bright



REQUEST FOR DECISION

TOPIC: Rescind Heat Pump and Solar Panel Policy #2022-07 and Approve Non-Substantive Changes to Heritage Properties Policy #2026-07

DATE: 19JUN26

PROPOSED BY: DMO/D Knox

TAB # & REFERENCES	Heat Pumps and Solar Panel Policy #2022-07 Non-Substantive Changers to Heritage Properties Policy #2026-07
BACKGROUND	This RfD is to rescind the existing Heat Pump and Solar Panel Policy #2022-07, and to approve a new policy called the Non-Substantive to Heritage Properties Policy #2026-07. The new policy will allow the Heritage Officer to approve non-substantive updates to registered heritage properties for heat pumps (not located on the front of buildings) and solar panels without PHAC approval. The authorization for these types of approvals exists in the current Heat Pump and Solar Panel Policy #2022-07, and would be expanded under the new policy to include approval of signage for registered heritage properties in the Commercial General (CG) Zone. The reasoning being that signage is a non-substantive change, and many businesses are limited in changes that can be made to signage regarding logos and fonts due to trademarks. This change will streamline the process for business owners and allow a faster process, permitting businesses to prepare for operations more quickly.
PROPOSAL	The new policy will allow the Heritage Officer to approve signage for registered heritage properties in the CG Zone as this is the Town's core business area and a majority of the buildings are registered heritage properties. Signage for registered heritage properties in other Zones will require PHAC approval. A Development permit will still be required as per the Town's Land Use By-law.
BENEFITS	Streamlined process for businesses.
DISADVANTAGES	None known
COSTS & SOURCE OF FUNDING	n/a
STAFF REVIEW/ COMMENTS	This change is both efficient and effective.
CAO REVIEW/ COMMENTS	The update will reduce red tape for commercial businesses. The update will reduce staff time preparing reports for PHAC. On average the town receives less than 10 applications a year but reduces many staff time hours overall.

DRAFT MOTION/ RECOMMENDATION	“...to recommend to Council to rescind the Heat Pump and Solar Panel Policy # 2022-07 dated July 2022.” “...to recommend to Council to approve the Non-Substantive Changes to Heritage Properties Policy #2026-07 dated July 2026.”
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CAO'S INITIALS: smc

TARGET DECISION DATE: July 2026

TOWN OF ANNAPOLIS ROYAL
POLICY

Title: Heat Pump and Solar Panel Approval	
Policy No: 2022-07	Supersedes: 2014-2
Effective Date: July 20, 2022	Date approved by Council Resolution: MOTION #2022-07-20-06

Intent:

The Heat Pump and Solar Panel Approval policy of the Town of Annapolis Royal works to ensure the prompt and effective time to approve an application for heat pumps and Solar Panels on a heritage building in the Town. It will provide the Planning Coordinator the ability to approve an application for heat pumps and solar panels that will be installed on a heritage property without going to a Planning and Heritage Advisory Committee (PHAC) meeting, unless the Planning Coordinator feels the application is compromising the heritage value of the building.

Definitions

1. CORNER LOT means a lot situated at the intersection of and abutting on two or more streets.
2. FLANKAGE YARD means the side yard of a corner lot which side yard extends from the front yard to the rear yard between the flankage lot line and the nearest wall of any building or structure.

Scope:

The Heat Pump and Solar Panel Approval policy of the Town of Annapolis Royal applies to heritage buildings, and buildings adjacent to a heritage building.

Procedure and Implementation:

1. Application received

Once a Heritage Application and Development Permit Application has been received and complete, the Planning Coordinator will review the application to see where the heat pumps or solar panels will be installed. If the heat pumps or solar panels are to be installed on the sides (but not including the flankage yard of a corner lot) or rear of the house, and the location is not compromising the heritage value of the building, the Planning Coordinator can approve the application. The approved application will then be sent to the Development Officer for final approval required to install the heat pumps.

If the heat pumps or solar panels are to be installed in the front of the building or in the flankage yard of a corner lot or are deemed by the Planning Coordinator to be potentially compromising to the heritage value, then the application will go to the next PHAC meeting for the Committee's consideration and recommendation to Council.

2. **Approved application**

Once the application has been approved by the Planning Coordinator, the approved application will then be sent to the Development Officer for the final approval required to install the heat pumps or solar panels.

3. **Approval Letter**

A letter will be sent to the applicant with the Development Officer's approval and any conditions that apply to the permit. Once this letter is received by the applicant, the installation may take place with a certified installer.

4. **Repeal and Replace**

A policy known as Heat Pump Approval, # 2014-2, adopted by Council on the 20th day of January 2014 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 20th day of July 2022.
GIVEN under the hand of the CAO and under the seal of
The Town of Annapolis Royal the 21st day of July 2022.


Sandi Millett-Campbell Chief Administrative Officer



**Town of Annapolis Royal
POLICY**

Title: Non-Substantive Changes for Heritage Properties Policy	
Policy No: 2026-07	Supersedes: N/A
Effective Date:	Date approved by Council Resolution: MOTION #C2026

1. INTENT

The Non-Substantive Changes for Heritage Properties Approval Policy of the Town of Annapolis Royal works to ensure the prompt and effective processing of an application for heat pumps, signage in the Commercial General (CG) Zone, and Solar Panels on a heritage building in the Town. It will provide the Heritage Officer the ability to approve an application for heat pumps, signage in the CG Zone, and solar panels that will be installed on a heritage property without going to a Planning and Heritage Advisory Committee (PHAC) meeting, unless the Heritage Officer feels the application is compromising the heritage value of the building

2. DEFINITIONS

- 2.1. CORNER LOT means a lot situated at the intersection of and abutting on two or more streets.
- 2.2. FLANKAGE YARD means the side yard of a corner lot which side yard extends from the front yard to the rear yard between the flankage lot line and the nearest wall of any building or structure.

3. SCOPE

The Non-Substantive Changes for Heritage Properties Approval Policy of the Town of Annapolis Royal applies to heritage buildings, and buildings adjacent to a heritage building.

4. Procedure and Implementation:

4.1. Application received

Once a Heritage Application and Development Permit Application has been received and complete, the Heritage Officer will review the application to see where the heat pumps or solar panels will be installed.

If the heat pumps or solar panels are to be installed on the sides (but not including the flankage yard of a corner lot) or rear of the house, and the location is not compromising the heritage value of the building, the Heritage Officer can approve the application. The approved application will then be sent to the Development Officer for final approval required to install the heat pumps, signage, or solar panels.

If the heat pumps or solar panels are to be installed in the front of the building or in the flankage yard of a corner lot or are deemed by the Heritage Officer to be potentially compromising to the heritage value, then the application will go to the next PHAC meeting for the Committee's consideration and recommendation to Council.

Regarding signage, the Heritage Officer can approve an application for signage for a heritage building in the CG Zone provided it does not compromise the heritage value of the property.

If the sign is deemed by the Heritage Officer to be potentially compromising to the heritage value, then the application will go to the next PHAC meeting for the Committee's consideration and recommendation to Council.

4.2. Approved application

Once the application has been approved by the Planning Coordinator, the approved application will then be sent to the Development Officer for the final approval (to ensure compliance

with the Town's Land Use By-law) required to install the heat pumps, signage, or solar panels.

4.3. Approval Letter

A letter will be sent to the applicant with the Development Officer's approval and any conditions that apply to the permit. Once this letter is received by the applicant, the installation may take place.

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 _____ 2026.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the _____ day of _____ 2026.

Sandi Millett-Campbell
Chief Administrative Officer



REQUEST FOR DECISION

TOPIC: Vacation pay

DATE: June 25, 2026

PROPOSED BY: Melony Robinson, DoF

TAB # & REFERENCES	Draft Human Resources Procedures and Policy #2026-08
BACKGROUND	During bargaining in June of 2026, the CUPE Local 3552 members would not concede to remove “After Twenty Years – five weeks and one additional day each year to a maximum of six weeks” in Article 20 – Vacations in the collective agreement. Instead, Peter Lloyd, the Chief Conciliation and Mediation suggested we accept it as all other items can be agreed upon. He suggested we adjust our Human Resource Policy to include the same language so that it would be the same across the board.
PROPOSAL	Amend the Human Resource Policy section 3.09 to include After twenty years completed - One additional day each year to a maximum of six weeks
BENEFITS	To make 20 years equitable across the board for one additional day each year to a maximum of six weeks for all eligible employees
DISADVANTAGES	None perceived.
COSTS & SOURCE OF FUNDING	2026-2027 operating budget
STRATEGIC PLAN INITIATIVE	3. Employee Retention- Be a desired employer. OBJECTIVES 3.1 Develop and implement effective retention strategies to enhance employee satisfaction and long-term engagement.
STAFF COMMENTS	This would make 20 years’ eligibility for all staff equitable
CAO REVIEW/ COMMENTS	With the current staff levels this would only be an additional 5 days for this fiscal year, one person for 3 days and one person for 2 days. I agree with the staff recommendation to have the same policy for all staff members.
DRAFT MOTION/ RECOMMENDATION	...to recommend to Council to approve the Human Resources Procedures and Policy #2026-08 dated July 2026.

CAO’S INITIALS: smc

TARGET DECISION DATE: July 2026

**Town of Annapolis Royal
POLICY**

TITLE: Human Resources Procedures and Policy	
POLICY NO.: 2026-08	SUPERSEDES: 2026-04 – June 2026 2026-02 – March 2026 2025-13 – September 2025 2025-08 – May 2025 2024-08 – June 2024 2021-04 – October 2021 December 21, 2020 June 2013
EFFECTIVE DATE: July 2026	APPROVED BY COUNCIL MOTION NO.: #C



**TOWN OF ANNAPOLIS ROYAL HUMAN RESOURCES
PROCEDURES AND POLICY**

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HUMAN RESOURCES MANAGEMENT POLICY

INTRODUCTION:

This Policy establishes a working guide for the daily personnel administration for the Town. The Policy outlines the employer/employee relationship from recruitment and subsequent hiring to compensation, performance appraisal, retirement, and termination. This Policy may apply to all employees of the Town, except where the relevant provisions of a collective agreement apply.

CODE OF CONDUCT:

Recognizing that the Mayor, members of Council and Town staff are in a position of trust, the following code of conduct shall apply:

1. We will always and in everything treat people with respect, regardless of position or status.
2. We will always seek to praise others.
3. We will always praise in public and always refrain from criticizing in public.
4. As much as possible, we will communicate our wishes and expectations clearly and in advance and provide each other with a reasonable period in which to respond.
5. We will not be unreasonable in our expectations of each other.
6. We will keep our emotions under control or withdraw from any situation which we find too stressful.
7. We will not tolerate discrimination against any person for any reason.

SECTION ONE - TERMS OF REFERENCE

1.01 Objective

It is the objective of the Town of Annapolis Royal, through the following policy, to:

1. Promote an understanding of the terms and conditions of employment for all employees of the Town.
2. Provide consistent and fair treatment of all Town employees.
3. Allow for effective planning of personnel management.

1.02 Provisions of the Policy

1. The policies contained within this policy shall apply to all employees of the Town of Annapolis Royal, except that where there is a conflict between the provisions of this policy and the provisions of a collective agreement, the terms of the collective agreement shall prevail.
2. The policies contained within this policy shall become effective on the day following approval by the Council of the Town of Annapolis Royal. This policy shall be reviewed and amended periodically, upon adoption by Council.
3. The CAO shall be responsible for the administration of policies contained within this policy. The CAO may delegate this responsibility to another employee of the Town, provided that employee has the time and expertise to carry out this responsibility.
4. The CAO shall assume responsibility for the acceptance, consideration, and submission to Council of any complaints or grievances against policies contained within this policy; however, alteration of policies is the responsibility of Annapolis Royal Town Council.
5. Department heads and supervisors of the Town of Annapolis Royal shall gain an understanding and knowledge of policies contained

within this policy and apply them on an equitable and consistent basis when dealing with Town employees under their supervision.

6. The CAO shall recommend to Council any necessary changes to this policy.
7. The policy shall be completely reviewed by the Human Resources Committee every three (3) years and Council shall approve a new policy on or before the policy expiry date.

DRAFT

SECTION TWO - THE EMPLOYMENT PROCESS

2.01 Definition of Terms

In this section, certain terms will be used which may vary in meaning under different circumstances. The following terms shall be defined as below:

1. Town: The Town of Annapolis Royal. The use of this term with regard to employees shall include all employees of the Town. Exclusions from policy for certain employees shall be specifically stated within each separate policy statement.
2. Full-Time Employee: An employee working year-round, five (5) days per week (based on average) and not less than seven (7) hours per day. The regular hours of work for staff shall in accordance with their letter of offer.
3. Permanent Part-Time Employee: An employee working year-round, not less than 25 hours a week, and not more than 28 hours.
4. Part-time Employee: An employee working, fewer than the hours of work for a full- time employee.
5. Temporary Employee: An individual hired on a short-term / contract basis for a specific job or program.
6. Casual Employee: An individual who is hired to work on as required basis, who is not considered full-time or part-time.
7. Seasonal Employee: An individual hired to work on a seasonal basis.
8. Human Resource Committee: Shall be comprised of CAO and two members of Council appointed each year in December.
9. MGA: Municipal Government Act
10. Total Compensation: Shall include all salaries, overtime, and benefits including travel allowances, death benefits, sick leave, disability

benefits, vacation pay and programs, all forms of leaves of absence, medical plans, pension plans, insurance plans, and relocation expenses.

11. Promotion: The movement to a position of higher maximum salary.
12. Demotion: The movement to a position of lower maximum salary.
13. Transfer: The movement between positions with similar maximum salaries.
14. Reclassification/Re-evaluation: The alteration of duties and responsibilities to a position either raising, lowering, or maintaining the maximum salary.
15. Step: A salary level within the pay range.
16. Base Rate: The rate established for a position exclusive of any premiums for overtime.
17. Immediate Family: Husband, wife, common law partner, father, mother, daughter, son, stepchildren, or children of whom one has custody of, brother, or sister.
18. Relative: Means any person who is a spouse, child, sibling, parent, or grandparent of the employee or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced and whose relationship with the employee is similar to that of persons who are family members or related by marriage.
19. Record: Written and/or computerized documentation of any relevant event. A record may be a completed form, letter, memo, note or report.

2.02 Hiring of Personnel

Chief Administrative Officer (CAO) - The Chief Administrative Officer is tested/ interviewed by HR sub-committee of Council with assistance from resource people as determined by the sub-

committee. The recommendation to hire is referred to Council. The duties of the CAO are outlined in the CAO policy, with specific duties outlined in accordance with the MGA.

Police Chief – The Police Chief will be tested / interviewed by the CAO and a sub-committee of the Board of Police Commission. The recommendation to hire is referred to the Board of Police Commissioners who will make a recommendation to Council.

Department Heads - Department heads are tested/interviewed by the CAO and resource people as determined by the CAO. The CAO shall forward a recommendation to hire to Council. Department heads are hired to manage the various departments under the supervision of the CAO.

Permanent Full-Time and Permanent Part-Time Staff - Full-time and part-time staff are tested /interviewed by the CAO (or designate) and the Department Head (if applicable). A recommendation to hire is made to the CAO. No recommendation to Council is required.

Temporary Employees – Temporary employees are interviewed by the Department Head. A recommendation to hire is made to the CAO. No recommendation to Council is required.

Seasonal Workers - Permanent seasonal workers are tested/interviewed by the Department Head. A recommendation to hire is made to the CAO. Employees are hired for a particular period of time and can be rehired annually. No recommendation to Council is required.

All new hires will provide a criminal record check before they are hired. Any employee hired working with children and/or vulnerable persons will be required to provide a vulnerable sector check before they are hired. All new hires in the public works or police departments will be required to provide an annual drivers abstract.

All hiring decisions will be based on the merit principle. This principle states that the most qualified and suitable candidates be hired to fill a vacancy.

2.03 Eligibility for Employment

The Town of Annapolis Royal shall recruit and select employees following a practice of non-discrimination as outlined in the Canadian Charter of Rights and Freedom.

There shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any person or employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, discipline, discharge, or retirement:

2.04 Employment of Relatives

In an effort to minimize the potential for claims of partiality in treatment at work and to minimize the potential for personal conflicts from outside the work environment being carried into day-to-day working relationships, the Town of Annapolis Royal adopts the following standards regarding the employment of relatives. This policy applies to all employees of the Town of Annapolis Royal.

1. Relatives of current employees may be employed only where they will not be working directly for or supervising a relative.
2. An employee who is related to a candidate for employment shall not be involved in any aspect of the recruiting process so as to avoid any potential for conflicts of interest or allegations of preferential treatment.
3. It is the responsibility of employees and/or candidates for employment with the Town of Annapolis Royal to declare whether other employees are or become their relatives.

2.05 Job Descriptions

The Town of Annapolis Royal shall provide a job description for each employment position.

1. To define the responsibilities and duties of each position within the Town;
2. to provide each employee with a clear understanding of the responsibilities and duties of each position;

3. to reflect the required duties and responsibilities of each respective position;
4. to ensure that employees perform an equitable share of the duties.

It is the responsibility of each employee to be aware of the duties, responsibilities and reporting relationships associated with this position and any subsequent changes.

2.06 Responsibilities

1. Town Council

Town Council, considering the final approval over the recruitment process in the hiring of a CAO, shall review and amend policy and procedures in the recruitment process to ensure the hiring of qualified and suitable candidates for the position of CAO.

2. CAO

It shall be the responsibility of the CAO to

- a) decide the method of competition to be used to fill vacancies;
- b) decide upon the appropriate method of advertising vacancies.

3. Advertising of Vacancies

It is within the authority of the CAO to advertise vacant positions where external competition is appropriate. Advertisement of vacancies may be placed within suitable media (newspapers, career websites, local newsletters, trade, and professional publications, etc.) as deemed appropriate by the CAO.

2.07 Communication with applicants:

Advertisements of vacancies shall follow these guidelines:

1. The advertisements shall be placed in media best suited to attract appropriate candidates to the vacancy.
2. Advertisements should contain the following information:
 - position duties, responsibilities, pay scale, requirements and/or specific qualifications required.
3. It shall be the responsibility of the interview committee to appoint one member to:

- a) perform a reference check on each candidate being considered for final selection by phoning or writing in confidence to a candidate's former employers and work-related references;
- b) note supporting facts or any discrepancies and include these in the candidate's file.

2.08 Orientation Program

The Town of Annapolis Royal offers an orientation program for new employees to ensure that they become an integral part of the municipal workforce by

1. making the new employee familiar with general municipal and departmental operating procedures and policies, and all duties, authority relationships, responsibilities and procedures that apply directly to the performance of his job;
2. making the employee familiar with the physical layout, working relationships, and working regulations of the municipal office, especially as they pertain to the new employee's position.

2.09 Probationary Period

Through the establishment of a uniform probationary period for all newly appointed municipal employees, the Town of Annapolis Royal shall provide a means of evaluating the performance of these employees. Provisions of the policy are:

1. The probationary period for all newly appointed employees, shall be a period of up to 12 months, usually 6 months for part-time employees;
2. Employees are eligible for municipal medical and dental insurance benefits after 3 months of employment and mandatory participation in pension program is required after 12 months.
3. During the probationary period, any identified shortfalls shall be brought to the attention of the employee so that it can be addressed immediately.
4. A written evaluation report by the employee's immediate supervisor, with recommendations as to the results of the probationary period, is required before the end of probation.

2.10 Chief Administrative Officer - CAO

It shall be the responsibility of the CAO to:

1. conduct the probationary period evaluation of all newly appointed employees under direct supervision, otherwise authorization will fall to the employee's immediate supervisor, and recommend one of the following actions based upon the evaluation:
 - a) a permanent placement, or
 - b) termination;
2. file a report of the employee's evaluation in his personnel file after discussing the report with the employee;
3. approve and oversee probationary periods conducted by department heads and approve their recommendations;
4. ensure the probationary period is applied fairly and consistently for all newly appointed employees.

2.11 Department Head

It shall be the responsibility of each department head where they are the employee's immediate supervisor and authorized by the CAO to:

1. Supervise the employee's probationary period and provide interaction with the employee as to his performance during this period;
2. Evaluate the employee's performance at the conclusion of the probationary period and make a recommendation to the CAO as to appropriate action based upon this evaluation.

SECTION THREE - EMPLOYEE COMPENSATION

3.01 Compensation Plan

The compensation plan will provide for fair and equitable salaries and benefits to employees in relation to the specific duties, responsibilities, and requirements of their jobs.

- (a) Any employee designated to act in place of the Chief Administrative Officer (CAO) during the CAO's absence due to vacation, training, leave, or any other extended absence of more than ten (10) consecutive working days shall receive acting pay equal to an additional ten percent (10%) of the employee's regular hourly rate for all hours worked in that acting capacity.

To qualify for acting pay, the employee must assume and perform the full scope of the CAO's operational and administrative responsibilities during the acting period. Acting pay shall not apply where an employee is only attending meetings, completing isolated tasks, or providing limited support functions on behalf of the CAO.

At the conclusion of the acting period, the employee's pay will return to its previous level.

3.02 Responsibilities:

Non-unionized employees will follow the salary administrative policy.

3.03 Method of Payment

All employees shall be paid on a bi-weekly basis by automatic deposit. Elected officials shall be paid once a month by automatic deposit.

3.04 Travel Expenses

Please refer to the Travel Policy.

3.05 Insurance

For all permanent Town employees, contributions to group long term illness

and accident insurance plans may be made based on the following cost-sharing arrangements:

1. Life Insurance - 75% funded by Town, 25% funded by employees
2. Dependent Life - 50% funded by Town, 50% funded by employees
3. Accidental Death and Dismemberment - 50% funded by Town, 50% funded by employees
4. Long Term Disability - 75% funded by Town, 25% funded by employees

3.06 Pension Plan

Please refer to the Pension Policy.

3.07 Medical Coverage

All permanent non-unionized Town employees shall be entitled to be covered in accordance with the Town's benefit plan at 60% funding from the Town and 40% funding by the employees. The Town reserves the right to review this coverage annually with notice of any rate increase.

3.08 Sick Leave

1. Sick leave is defined as an employee illness or injury and/or medical appointments.
2. Permanent full-time employees shall accumulate sick leave at a rate of 1-1/2 days per month for work performed to a maximum accumulation of 150 days (No sick days shall be earned during periods of sick leave, maternity leave or leave of absence.
3. Permanent part-time employees and part-time employees shall receive a prorated sick leave benefit based on hours of work performed.
4. Sick leave entitlement does not begin until after three (3) months of employment for all employees.
5. The employee shall continue to receive his regular salary during a time of illness until such time as his accumulated sick days are used up.
6. An employee who becomes ill while on vacation may claim sick leave days providing a medical practitioner certificate is presented upon return to work.
7. An employee may be required to sign a statement or produce a

certificate from a medical practitioner for any illness in excess of five (5) working days, certifying that they were unable to carry out their duties due to illness. In the case where an employee is considered to be using an excessive amount of sick time, the Town reserves the right to require written reports from the employee and a medical practitioner even though the illness may not be in excess of three (3) working days at one time.

8. Where no persons other than the employee can provide for the needs of a spouse, child, or parent during a period of illness, the employee shall be entitled, after notifying his supervisor, to use a maximum of five (5) days accumulated sick leave per annum for this purpose. The CAO may grant leave for the needs of other family members where extenuating circumstances exist.
9. Sick leave payment shall not be made if the sickness or injury is a direct result of work performed for financial gain from another employer or from self-employment.
10. Employees who are off sick beyond their sick leave accumulation are required to request an official leave of absence if they intend to return to work, and such request may not necessarily be approved.
11. The pay of an employee who is in receipt of compensation from the Workers' Compensation Board of Nova Scotia arising from the same incapacity for which sick leave is granted, shall be reduced by the amount paid by the Workers' Compensation Board.
12. An employee with more than one (1) year of continuous service who has exhausted all sick leave credits may be granted an extension of sick leave of up to five (5) working days, subject to approval by the CAO/Council. Upon return to duty, the employee shall repay the advanced sick leave either through deduction from their next pay or by accruing sick leave at the rate of one (1) day per month until the full amount is repaid (see Appendix A).

3.09 Vacation

All permanent Town employees shall be entitled to vacations with pay based on service:

Permanent Town employees shall be entitled to one (1) week vacation after six (6) months service. After this, the following shall apply:

Less than one year

Prorated as per NS Labour

Standards

1 - 5 years completed	3 weeks vacation
6-11 years completed	4 weeks vacation
12+ years completed	5 weeks vacation

After twenty years completed - One additional day each year to a maximum of six weeks

1. Employees leaving the employment of the Town shall receive a pro-rated calculation of their accrued vacation benefits on termination.
2. The Director of Finance shall co-ordinate and post vacation schedules on the advice of the department heads. The Director of Finance shall notify each employee, in writing by the end of April of each year of the number of eligible vacation days.
3. The CAO and department heads shall reserve the right to limit the number of employees taking a vacation period during the same time.
4. If a statutory holiday falls during an employee's vacation period, s/he shall receive an additional day off with pay, the time of which is subject to the approval of the Department Head.
5. Employees are encouraged to take all of their vacation entitlement annually to ensure that they get a break from employment. Where it is not possible to do so, employees must notify the CAO as soon as possible to arrange for approval of carry-over into the next year. Such approval will not be unreasonably withheld. Where carry-over is approved, employees will notify the CAO of their plans to liquidate such vacation carry-over within a six-month period. Under no circumstances can vacation be carried over for a period in excess of six months.

3.10 Statutory Holidays

All permanent full-time and permanent part-time employees of the Town shall be eligible for a day off with pay for the following holidays:

New Year's Day	Boxing Day
Heritage Day	Natal Day
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day
National Day of Truth and Reconciliation	

Full-time employees shall be eligible to be paid for holidays if they worked the last scheduled workday or shift prior to the holiday and the next scheduled workday or shift following the holiday, unless excused for illness or scheduled vacation time.

If Christmas Eve and/or New Year's Eve falls on a workday, the Town office will close at noon.

To determine whether a part-time, temporary, or seasonal employee is entitled to a paid holiday and if so, for how many hours, the following formula will be used:

The Labour Standards Code requires that an employee works at least fifteen (15) days in the last thirty (30) calendar days and the next scheduled workday in order to be eligible for a paid holiday. If a shift goes beyond the midnight hour into another day, it is classed as two (2) days.

If the employee is entitled to a paid holiday, determine the number of actual hours worked within the last thirty (30) calendar days. Then determine the number of days worked. Then divide the number of hours worked by the number of actual days worked. This will give you the average number of hours worked per day which will determine the number of hours to be paid for the holiday.

3.11 Employee Recognition

1. The Town will provide an annual Employee Recognition bonus to eligible employees in recognition of service during the year, subject to Council approval and budget availability.
2. To be eligible for the Employee Recognition bonus, an employee must have completed a minimum of three (3) months of continuous employment with the Town prior to December 1 of each calendar year.
3. Seasonal employees who have completed their scheduled season of employment are eligible.
4. Employees who resign or whose employment is terminated for any reason prior to the end of their employment period are not eligible to

receive the Employee Recognition bonus.

5. Eligible employees shall receive a \$100 gift card.
6. The Employee Recognition bonus will be paid out on the first working day in December including the seasonal employees.
7. The Employee Recognition bonus is a discretionary, non-pensionable payment and does not form part of wages or regular earnings as defined under the Nova Scotia Labour Standards Code.

3.12 Bereavement Leave

All employees are eligible for the following bereavement leave:

1. For a death in the employee's immediate family, the employee shall be granted five consecutive working days' leave. Where the burial is outside the Province, additional time shall be granted for travel up to a maximum of three (3) days.
2. For the death of an employee's father-in-law, mother-in-law, son-in-law, daughter-in-law, grandson, or granddaughter, he shall be granted five (5) consecutive working days leave.
3. For the death of an employee's relative who is not part of his immediate family (grandfather, grandmother, brother-in-law, sister-in-law), he shall receive one day leave with pay.
4. Four hours leave (without loss of pay) will be granted to employees to attend funerals of other relatives.
5. At the discretion of the CAO, the Town office may be closed for employees to attend the funeral of a former or fellow employee, or current Councillor.
6. In extenuating circumstances, in the case of a death in an employee's family, a longer leave of absence may be granted with or without pay, depending on the situation.
7. Employees shall be granted one-half (1/2) day leave of absence without loss of wages to attend a funeral as a pallbearer.

3.13 Maternity Leave

1. Maternity leave begins no sooner than sixteen (16) weeks preceding the expected date of delivery, as the employee determines, and not later than the date of delivery.

2. Maternity leave ends:
 - not sooner than one (1) week after the date of delivery, and;
 - not later than 24 weeks after the pregnancy leave began; as determined by the employee.
3. The employer may require a pregnant employee, who has been employed by the employer for at least one (1) year, to take an unpaid leave of absence while the duties of her position cannot reasonably be performed by a pregnant woman or the performance of the employee's work is materially affected.

3.14 Paternity Leave

1. An employee who has been employed at least one (1) year and who becomes a parent of one or more children through:
 - a) the birth of a child or children; or
 - b) the placement of a child or children in care of the employee for the purpose of adoption of the child or children pursuant to the laws of the province; is entitled to an unpaid leave of absence of up to twenty-four (24) weeks upon giving the employer notice of the date that the employee will begin the leave and the date that the employee will return to work.
2. Where an employee takes pregnancy leave pursuant to this Section and the employee's newborn child or children arrive in the employee's home during the pregnancy leave, paternal leave pursuant to the Section;
 - a) begins immediately upon completion of the pregnancy leave and without the employee returning to work; and,
 - b) ends not later than twenty-four (24) weeks after the paternal leave begins pursuant to this Section as determined by the employee.
3. When an employee returns to work upon the expiry of the leave of absence for maternity or paternal leave, the employer shall permit the employee to resume work;
 - a) in the position held by the employee immediately before the leave began or where that position is not available, in a comparable position with no less than the same wages and benefits; and
 - b) with no loss of service or benefits accrued to the commencement of the leave.
4. While an employee is on maternity leave or paternal leave, the

employer shall maintain coverage for medical, group life and disability and shall continue to pay its share of premium costs for maintaining such coverage during the period of leave.

5. Employees on maternity or paternal leave shall not be entitled to earn any vacation leave, sick leave or require any employer contribution to the pension plan during the period of leave.
6. For greater certainty, the provisions of the Labour Standards Code of the Province of Nova Scotia shall apply, and should a conflict exist between this Section and any current or revised provisions in the Labour Standards Code, then the Labour Standards Code shall apply.

3.15 Medical and Dental Appointments

Employees may request time off for medical appointments from their department head. A reasonable amount of time to attend the appointment shall be deducted from the employee's sick leave.

3.16 Other Absences - Not applicable to Police Department

Employees shall be entitled to time off without loss of pay or benefits to attend the graduation of their immediate family to a maximum of one (1) day when the graduation occurs within Nova Scotia, and up to two (2) days when the graduation occurs outside of Nova Scotia.

3.17 Civic Duties

A leave of absence with pay and without loss of any benefits shall be given to

1. every employee, other than an employee on leave of absence without pay or under suspension, who is required
 - a) to serve on a jury, or
 - b) by subpoena or summons to attend as a witness at any court or other legal process where by-law the employee is compelled to attend.
2. Any employee given a leave of absence with pay to serve on a jury shall have deducted from his salary an amount equal to the amount that the employee received for such jury duty exclusive of any travel allowance.

3.18 Clothing

The employer agrees to provide protective clothing as listed below at no cost to the Public Works Non-union Staff:

- hardhats
- steel toes shoes/boots
- coveralls (seasonal)
- wet suits
- any other protective clothing as deemed necessary by Public Works

3.19 Leave for Storms or Hazardous Conditions

Administrative staff shall be permitted time off with pay in the case of inclement weather severe enough to make traveling to or from work dangerous. The decision for payment shall be left to the discretion of the CAO. The CAO will post accordingly on Facebook, Town website and local radio stations (AVR 97.7 and KRock 89.3).

3.20 Training and Development

All employees shall receive leave with pay for attendance at any examinations necessary for the completion of training and development courses directly related to municipal duties.

3.21 Leave without Pay

Employees of the Town may be eligible for leaves of absence without pay at the CAO's discretion.

Employees applying for a leave of absence without pay must provide the CAO with the reasons for the leave at least two weeks in advance if possible.

For any leaves of absence without pay extending beyond fifteen (15) working days, the following shall apply:

1. Sick pay cannot be drawn while on leave without pay, and no sick days will be accumulated during leaves of absences.
2. No pay shall be granted for statutory holidays occurring during the leave period.
3. As Canada Pension Plan contributions are calculated on the basis of

earnings, no contributions will be made as there will be no earnings during the leave period.

4. For leaves of absence without pay, benefits will only be paid for leaves due to illness.

3.22 Absenteeism

Absenteeism shall not be confused with leaves of absence. All absences from regular working hours shall be termed excused or non-excused. All approved leaves of absence shall be classed as excused absences. Cases of unexcused absences from work, such as repeatedly reporting late to work, leaving early from work or any unapproved absences during working hours, are matters of performance management and potential discipline.

3.23 Flex Hours

See current Flex hours Policy.

3.24 Temporary Employee Benefits

Seasonal and casual employees have no benefit entitlements except for 4% vacation pay and any provisions stipulated in provincial legislation.

SECTION FOUR - EMPLOYEE PERFORMANCE

4.01 Employee Performance

Department heads and the CAO will monitor and evaluate all employees throughout the year. If there is a need to address any shortfalls, they will be addressed at the time of the incident; compliments will also be addressed at the time and filed in the appropriate personnel file.

Employees will receive the annual cost of living increase as determined by the yearly budget process as long as performance is deemed to be satisfactory

4.02 Training and Development

The Town of Annapolis Royal shall encourage employees to upgrade their job related educational and skill qualifications through training and development.

An amount for training and development shall be included in each department's annual budget to assist employees in furthering their education, where the training and development courses proposed are of direct interest and benefit to the Town and approved by the employee's immediate supervisor.

Training and development courses that may be considered for approval and funding can be of any of the following types:

1. Job related courses: May be eligible for full reimbursement of registration and tuition fees, time off with pay for examinations, travel expenses, and sundry expenses (books, etc.).
2. Conferences: Eligible for full reimbursement of all registration and travel expenses.
3. Seminars, night courses, and workshops: Eligible for full reimbursement of all registration and tuition fees, sundry expenses, and travel expenses, and time off with pay if attendance is required during regular working hours.
4. Full-time Courses: (University and vocational). May be eligible for full reimbursement of all associated course fees.

To be eligible for training and development courses, an employee must be:

1. A permanent employee of the Town
2. Accepted by the institution offering the course
3. Considering a course directly related to improved job performance and improving his contribution to the Town
4. Course is included in the Staff Development Plan for that year.

4.03 Discipline

The Town of Annapolis Royal wishes to maintain a system of procedures and disciplinary measures for the orderly, fair, and consistent treatment of all staff members.

The Department Head is responsible for discipline in the Department. This responsibility includes:

1. ensuring that all department staff are aware of the policy on discipline;
2. enforcing discipline when necessary.

4.04 Levels of Disciplinary Action

There are four levels of disciplinary action, meant to reflect the number of times the situation which has occurred. The severity of the problem may require action higher than Level 1.

1. Level 1 - first occurrence

The employee will be given a verbal warning following a discussion with the employee. The warning shall be recorded in the employee's personnel file.

2. Level 2 - second occurrence

The employee will be given a written warning, following discussion with the employee. The warning shall be recorded in the employee's personnel file, with a copy to the employee.

3. Level 3 - third occurrence

The employee may be suspended for up to five (5) days without pay, following discussion with the employee. Notice of suspension, including a description of the problems and the actions which have been taken by the Department Head shall be recorded in the employee's personnel file, with a copy to the employee.

4. Level 4 - Fourth occurrence

The employee may be dismissed. The procedure for this is contained in the Section on Termination.

NOTE: For level 1, 2, 3 and 4 occurrences, the warning shall be recorded in the employee's file and signed by the employee. If the employee refuses to sign, it shall be witnessed by a superior that the employee has received such disciplinary notice.

Except for serious offences or performance problems, the disciplinary records of any discipline will be retained on the employee's personnel file for two years. If the employee has a good record for those two years, all disciplinary records will be removed from the file.

The employee will be informed in a private meeting with the Department Head that the employee's record has been cleared as a result of satisfactory conduct. In imposing any further discipline on the employee, the Department Head shall not base the action on events which occurred more than two years previously.

Any employee who considers disciplinary action has been unfair may appeal the action through the complaint procedure.

The following is a list of offences for which disciplinary action may be taken, but is not limited to these:

1. absence from duty without prior permission of the supervisor except in cases of sickness or disability which prevent prior approval
2. leaving the work area during regular hours without permission of the supervisor
3. neglect of duties
4. persistent lateness for work
5. abuse of break periods
6. abuse of sick leave.
7. refusal to perform work assigned by the Supervisor or Council? (only in the case of the CAO), which is reasonably related to the employee's job description.
8. sleeping on the job
9. insubordination

The following are examples only of offenses for which the Department Head may recommend to the CAO to dismiss the employee for the first occurrence:

1. theft of municipal property or equipment
2. fighting or attempting to injure another employee

3. removal of confidential records without prior permission of the Department Head
4. absence from work for more than three working days without permission from the Department Head
5. sale or use of narcotics and/or alcohol
6. sexual harassment
7. insubordination
8. any other action which is fraudulent.

4.05 Employee Grievances

The Town of Annapolis Royal shall allow for a fair and consistent procedure for all Town employees to express grievances concerning any incident or situation and receive proper consideration of such grievances.

The general procedure regarding employee grievances is as follows:

1. Discuss the situation with the immediate supervisor.
2. If this is unsatisfactory, submit a written grievance to the CAO outlining the situation and requested action - if the grievance should be the result of a particular incident, it should be submitted no later than two weeks following the occurrence of the incident. The CAO shall have one week following receipt of the submission of the grievance to reply.
3. If still unsatisfied, the employee has the right to have the matter addressed by Council.

4.06 Responsibilities

1. Town Council

It shall be the responsibility of the Town Council to:

- a) adopt any necessary changes to the policy;
- b) conduct any requested hearings concerning employee grievances.

2. CAO and Human Resources Committee

It shall be the responsibility of the CAO and the Human Resources Committee to:

- a) recommend any necessary changes to the policy to Council;
- b) consider and take appropriate action concerning submitted employee complaints; and
- c) ensure that all employee grievances receive fair treatment.

3. Department Heads

It shall be the responsibility of the Department Heads to discuss and attempt to rectify any employee grievances.

4. Employees

It shall be the right of all employees to submit grievances concerning situations and incidents which the employee believes to be unjust or which inhibit his job performance.

4.07 Service and Promotion

The Town of Annapolis Royal shall establish the basis for determining service among Town employees and a policy concerning promotion of employees within the organizational structure. Service shall not be interrupted by any approved leave of absence.

Promotions shall be based upon:

1. experience
2. educational and skill qualifications
3. job performance
4. service

It shall be the responsibility of the CAO to recommend that deserving employees are given promotions within the organizational framework wherever possible.

It shall be the responsibility of the Town Council to consider recommendations from the Human Resources Committee concerning promotions.

4.08 Termination of Employment

The Town of Annapolis Royal recognizes the following forms of termination of employment:

1. Probationary Period Terminations

If at any time during an employee's probationary employment period, the employee's performance appraisal is found to be unsatisfactory, the employee may be immediately discharged. Notice of dismissal is not necessary.

2. Lay off

For temporary employees, no notice of such action is required by the Town. For permanent employees, the provisions of the Nova Scotia Labour Standards apply.

3. Redundancy due to Reorganization

Council will consider redundancy pay if new procedures or equipment make existing positions unnecessary.

4. Retirement

Upon retirement, the employee shall be eligible to receive any contributions he has made, and any contributions made on his behalf to the municipal employee pension plan.

4.09 Resignation

The Town of Annapolis Royal shall make every effort to retain competent staff. If an employee has announced his intention to resign, the Town should discover the real cause of his wishing to leave and attempt to rectify the situation to retain the employee, where appropriate.

Should any employee decide to cease employment with the Town, the employee shall submit a written notice to the Department Head at least two weeks prior to the termination date of service, so that the necessary procedures may be commenced to find a suitable and qualified replacement.

The CAO, Police Chief, and all Department Heads are required to give one month's written notice.

4.10 Discharge

Discharge is the permanent termination of employment as the result of a Town decision based upon performance.

The process for termination of employment shall be:

1. The Department Head shall recommend in writing the termination of an employee to the CAO, stating the reasons for termination.
2. If the CAO agrees, he/she shall recommend in writing to Council the termination of the employee stating the reason for termination.

3. If Council agrees, the employee will be terminated. Upon discharge, a permanent employee shall receive payment in lieu of vacation benefits (2% per week entitlement). Temporary employees will receive payment of 4% vacation pay per the Nova Scotia Labour Code. Also, upon termination, the employee shall:
 1. Receive an exit interview covering the reason(s) for termination
 2. Receive a record of earnings with accompanying vacation payments and payments in lieu of notice, where appropriate
 3. Receive a notice of cancellation of all Town medical and insurance plans.

4.11 Responsibilities

1. Town Council

It shall be the responsibility of the Town Council to:

- a) adopt any necessary changes to this policy;
- b) ensure termination of Town staff is accomplished fairly and consistently;
- c) ensure that terminations are in accordance with provincial legislation and standards.

2. CAO and Department Heads

It shall be the responsibility of all supervisors of employees, whether it be the CAO or a Department Head to ensure both voluntary and involuntary terminations are handled in a fair and consistent manner in accordance with provincial legislation and standards.

Upon termination, the CAO or designate will explicitly ask the former employee whether he/she understands the reasons for termination. Recognizing that questions or concerns might not be articulated in that moment (since the employee might be surprised or upset), the person will be invited to direct any questions or concerns back to the CAO (or designate).

When a Town employee is losing/leaving their job, there will be a conversation between the employer and employee about what information will be provided to the other Town employees. It will contain the following key messages:

1. The individual is no longer working for the Town;
2. The reason for their departure (usually to be cited as 'by mutual agreement');

3. A reminder to Town employees of their confidentiality obligations, (and that they are not to share internal communications);
4. Any questions on this are to go directly, and exclusively, to the CAO.

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SECTION FIVE - HUMAN RESOURCE MANAGEMENT

It is the policy of the Town of Annapolis Royal to recognize the importance and value of the development, maintenance, and application of a comprehensive program of human resource management.

5.01 Specific Objectives

The Town seeks to:

1. promote understanding of the terms, conditions, requirements, and policies governing employees of the Town
2. clarify the authority for, and purpose of, all HR policies currently in use, or those new policies required, for the effective and efficient operation and administration of the municipality
3. ensure that consistent, fair, and equal treatment of all employees in the Town will be attained through the application of approved policies
4. ensure that human resource policies will be updated on an ongoing basis in order to reflect changes in society, provincial legislation, and economic circumstances

The human resource policies adopted by the Town of Annapolis Royal are designed to serve as a guide for all management and supervisory personnel with respect to the human resource management function. A copy of each policy will be maintained in a policy manual which will be easily accessible by all employees of the Town. Copies of the policy manual will be accessible to each member of Council, and to staff. As well, an up-to-date copy will be maintained at the Town's administrative office.

5.02 Responsibilities

1. The Council (or its designated committee) will:
 - a) ensure that the Town has in place a comprehensive human resource management system.
2. The CAO will:
 - a) administer the human resource policies of the municipality;
 - b) develop and maintain a comprehensive human resource policy manual which will serve as the official guide for handling human

resource management matters;

c) identify necessary revisions to the human resource policies and, in consultation with other managerial and supervisory staff, recommend revisions to Council for consideration;

d) ensure the implementation and application of the Town's human resource policies and establish a mechanism which will facilitate employee awareness and understanding of the approved human resource policies of the Town.

3. Department Heads, managers, and supervisory personnel will:

a) acquire a good working knowledge of the policies contained in this manual;

b) apply these policies in an equitable and fair manner at all times, utilizing sound judgement;

c) advise the CAO, or its designated committee, of revisions, deletions, or additions to the Town's human resource policies which are considered appropriate;

d) encourage employee awareness of the Town's human resource policies';

e) encourage a positive attitude towards employment with the Town;

f) promote excellence in Town service delivery.

All proposed changes to the Town's human resource management policies shall, after due consideration, be referred to Council for review, amendment, and adoption.

5.03 Human Resource Records

It is the policy of the Town of Annapolis Royal to recognize the importance of written and/or computerized records pertaining to human resources and the need for an effective means of the systematic collection, organization, protection, and retrieval of this information.

5.04 Specific Objectives

The objectives of this policy are to:

1. provide for the systematic collection, retention, and retrieval of human resource information as required;

2. ensure proper handling and confidentiality of this information;

3. ensure that employees are aware of, and are provided with adequate access to the appropriate files, records, and documents;

4. provide management with information on which to base decisions

respecting the human resource policies of the Town.

5.05 Responsibilities

1. The Council (or its designated committee) will:
 - a) review, amend, and adopt changes to the Human Resource Policy;
 - b) ensure that confidentiality is maintained by limiting access to personnel files to those employees who must deal with this information in the performance of their duties. In addition, employees are entitled to have access to their own personnel file, but such access should be done in the presence of the Director of Finance or CAO;
 - c) recommend to the CAO changes to the Human Resource Records Policy where considered appropriate
2. All employees will:
 - a) be responsible for the prompt completion, distribution, and retention of all forms, reports, and other written records, as required.

5.06 General Procedure

1. Security of Human Resource Records
The location of all municipal human resource records, both written and computerized, will:
 - a) provide adequate access to staff who require information contained in the files in the completion of their duties;
 - b) provide secure protection for confidential information contained in the files. Ideally, human resource records should be kept in one central location. The individuals who will be allowed access to the personnel files include: the CAO and the Director of Finance;
 - c) ensure that access to staff and payroll records can be adequately controlled by those responsible for the files;
2. Release of Information to the Public and to Government Organizations
Confidentiality of staff records must be maintained in order to prevent invasion of employee privacy. Records will only be released to Government organizations upon written request
3. General Enquiries
Responses to general enquiries from other municipalities respecting employee turnover, compensation levels, workforce composition, the general composition of the town's workforce, and specific human resource programs and policies shall be referred to the person responsible for the function related to the enquiry.

4. Other Requests

Other requests for information, including those which exceed the parameters outlined above, shall be referred to the Freedom of Information Co-Ordinator, in accordance with the Freedom of Information and Protection of Privacy Act.

Salary and Benefits Survey Plan

The Town will participate in the annual AMA Salary Survey.

1. A salary survey will be conducted every year by the CAO or Director of Finance, in order to obtain information on compensation programs of other comparable employers for employees covered by employment and collective agreements.
2. The CAO will prepare and recommend for the consideration of Council a compensation plan covering all employees not included in bargaining units. The rate of pay assigned to each class shall reflect fairly the differences in the duties and responsibilities between it and other classes. When setting the rates of compensation, the following should be considered:
 - the results of the compensation survey
 - the town's existing and projected future financial condition and policies
 - any relevant and unusual problems concerned with recruitment and turnover of any group of employees

Salary Administration for Employees not covered by Collective Agreements

As per the current Salary Administrative Policy.

Salary Increases for Employees covered by Collective Agreements

1. For all employees of the Town covered by a collective agreement, salary increases will be administered in accordance with the terms of the applicable collective agreement.

Pay Equity

1. The town is firmly committed to the principle of compensation based exclusively on job-related factors such as performance, knowledge, and ability. Specific provisions in regard to pay equity are included in the relevant provincial legislation.

It is the policy of the Town of Annapolis Royal to optimize employee performance.

5.07 Probationary Period Performance Evaluation

Two weeks prior to the completion of an employee's probationary period, the supervisor (in consultation with the employee) will complete a probationary performance evaluation report in accordance with the Probationary Period Policy.

5.08 Service Recognition Program – For all non-bargaining unit employees

1. The Town will promote a positive work environment by implementing a service recognition program. A program of recognition is to celebrate the service accomplishments of staff as public servants striving to represent the Town in service to our community.

Five years' service completed -
Ten years' service completed -

Certificate and \$50
Certificate and \$100

Fifteen years' service completed - Certificate and \$150
Twenty years' service completed - Certificate and \$250
Twenty-Five + years' service completed - Certificate and \$500

2. The Town will also promote long service awards to acknowledge staff to help with motivation and retention of staff. If an employee retires between:

15 – 20 years – upon leaving the employee will receive \$2000
21 – 25 years – upon leaving the employee will receive \$3000
26 – 30 years – upon leaving the employee will receive \$4000
31+ years - upon leaving the employee will receive \$5000

REPEAL AND REPLACE

A policy known as the Human Resources Procedures and Policy #2026-02 adopted by Town Council on March 19, 2026 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 17th day of June 2026.

GIVEN under the hand of the CAO and under the seal of The Town of Annapolis Royal the _____ day of _____ 2026.

Sandi Millett-Campbell
Chief Administrative Officer

APPENDIX A

REQUEST FOR EXTENSION OF SICK LEAVE

NAME (printed): _____

Number of sick days requested: _____
(maximum of up to five (5) working days)

Upon return to duty, the employee shall repay the advanced sick leave either through deduction from their next pay or by accruing sick leave at the rate of one (1) day per month until the full amount is repaid.

Employee _____
Signature _____ Date _____

Department Head _____
Signature _____ Date _____

CAO/Council _____
Signature _____ Date _____



Town of Annapolis Royal Statement on AVRL

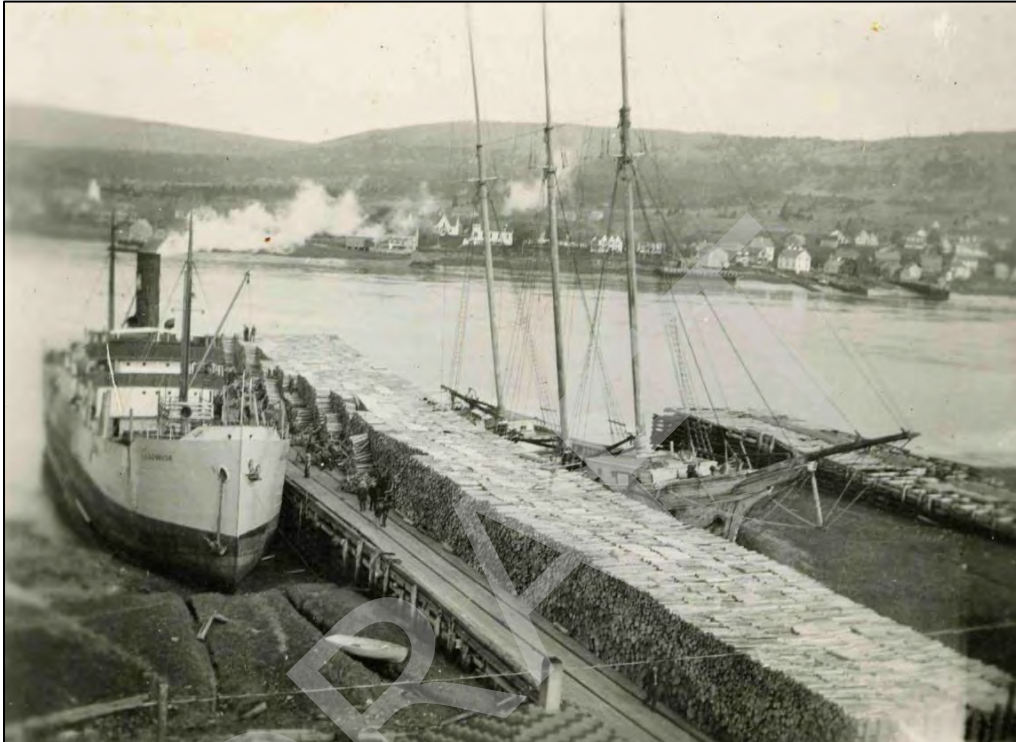
Libraries are especially important to rural communities. They are no longer just places to get books or periodicals, they are spaces that provide educational resources and support, access to technology, assistance in navigating various government services, programming for all ages, and help build community connections and a sense of belonging.

The Town of Annapolis Royal recognizes the financial challenges faced by the Annapolis Valley Regional Library and their goal of providing a stable and sustainable service. We also acknowledge the deep disappointment of the communities whose library branches were listed for closure. Without the Even's Bequest to sustain the Annapolis Royal library branch, we would be facing the same disappointment. We respect the work of all organizations involved in this complex situation and are committed to working with all relevant stakeholders to find a financially sustainable pathway forward for AVRL so it can meet the needs of as many people as possible.



Annapolis Royal Wharf

Adaptive Re-Use of Wharf Structure



Prepared by



240 St. George Street

Annapolis Royal, NS B0S 1A0

902.532.2395

info@jost.ca

May 2026

Consultants :
Able Engineering Limited

Our Project JPN2025092

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Photo Credit Annapolis Heritage Society

1. EXECUTIVE SUMMARY

The Town of Annapolis Royal is in a difficult position with regards to the future of the Town Wharf.

The extant structure in its current configuration is at the end of its useful life span. Economic uses for the wharf are minimal or non-existent.

In addressing its adaptive re-use, we felt it is important to identify problems and potential costs if nothing is done. The report identifies that “No Action” could be costly.

The budgets provided ranges from \$2,200,000.00 - \$5,600,000.00. These were prepared in concert with the engineering team and an experienced Marine Contractor. Of note is that these are construction estimates, is that design fees, permit fees and contingency need to be added, raising the costs by 30%. The presence of contaminated material will significantly increase costs. Approval for alteration may be difficult as we understand that the Department of Fisheries and Oceans are not in support of its existence. This is undocumented but may result in additional time and expense in permitting. Our understanding is that any increase in footprint size will require a permit.

The possibility of adding a unique tidal viewing experience may encourage some interest from visitor focused funding, but the cost is significantly higher than other identified options.

The least costly identified solution is to reduce the structure to a breakwater which would eliminate any public use.

There are several unknowns in determining the way forward. A major question is the possible presence of contaminated materials in the existing structure and the condition of the tie rods installed during the last renovations.

Test pits and further physical investigation is required to assess these. Testing was not a part of this report.

The Town should determine its preferred option and then focus on the elements which will most affect the preferred approach, including hazardous material testing, detailed existing infrastructure, investigation and development of concept budgets based on findings.

2. BACKGROUND

Annapolis Royal is a marine focused community. Prior to the arrival of the Europeans, the Mi'kmaq used the site because of its location bridging the navigable Annapolis River and the start of the Bay of Fundy in the Annapolis Basin.

In the early 1700's French explorers were taken by the easily protected waters of the Annapolis Basin and the abundance surrounding. The tidal flats provided areas for agriculture using techniques similar to those delivered on the homeland.

Through the "Age of Sail" vessels were constructed on the tidal shores including Annapolis Royal as late as the early 1900's. A vibrant marine trade continued into the middle of the 20th century.

Export markets of wood and agricultural products from the Annapolis Valley and Hinterland were exported through Annapolis Royal. Import and export material moved over wharfs lining the basin shores of Annapolis Royal. Shipping continued until the early 1980's. The remnants of these can be seen today.

Fort Anne had its own requirements for shipping, both under French and English control. The remnants of the Queens Wharf remain today.

In the late 1800's the Windsor and Annapolis Railway was constructed. This link terminated on what is now the Annapolis Wharf. The railway further increased and supported the export and import of goods.

Photo's (Appendix A) show a very active wharf with dual rails and a "tee" with ramp at end.

The Annapolis wharf in its current configuration (steel sheet piling with filled interior) was completed in the 1980's.

We understand that it was a project done by the Department of Fisheries and Oceans (or Small Craft Harbours) more as a political requirement than an economic one, maintaining for a limited future, a structure with decreasing usage.

Recent upgrades including the addition of a floating access dock and ramp installed by the Annapolis Wharf Association in 2013 were completed to encourage recreation and commercial access.

Adjacent the existing structure to the north is a marine railway originally installed as a community-based facility, is now owned and operated by a private company with an additional facility in Digby.

We have received mixed messages as to the need and impact of the wharf on the existence of the haul-up. Owner's have proposed that the wharf's existence is vitally important to the haul up whereas the Town reports that their inquiries drew a blank and no interest from the haul-up operators.

Prior to limiting access, the wharf also served as additional parking for the adjacent Theatre and Farmers and Traders Market functions. It provided a wonderful viewing point both looking back at the Town and out at the Annapolis Basin and Grandville Ferry across the water.

A Tai-Chi group met regularly at the end of the wharf year-round. Visitors were able to see the scale of the tides (approximately 10 metres).

The Town of Annapolis Royal has commissioned studies as part of its Climate Adaption Strategy. These include a report, approval of funding, and detailed construction documents for a living shoreline from the edge of the Parks Canada property to property south of the wharf. This work is slated to be constructed in the fall of 2026 and spring of 2027.

A further report from CIMA, dated January 2026 recommends the continuation of this approach moving north and including the wharf.



Photo Credit Annapolis Heritage Society

3. CURRENT USE

The wharf is now limited to any access. Pedestrian use is limited to areas identified by barriers to restrict access to the edge because of fall risk at low tide.

The Annapolis and District Volunteer Fire Department have a launch ramp for marine work emergencies to the north between the existing wharf and the haul-up.

4. METHODOLOGY

The report commenced with a search of existing drawings, reports or other background material to try to determine the details of construction and implementation of the current structure.

No records have been located from the Town records or from contact with the Department of Fisheries and Oceans.

Local archives (Annapolis Heritage Society) provided a wealth of photos (Appendix A) from various times leading up to but not including the construction of the current iteration.

It appears from these photos that the current wharf faced with steel sheet piling was installed over a rock filled wood crib and wood piling construction.

Without further destructive testing (not a part of the scope of this report) it is not possible to determine if any contaminated (pressure treated, creosoted, etc.) materials are present in the existing wharf structure. This makes it very difficult to provide costing. Disposal costs of contaminated materials can be very significantly greater than those of uncontaminated materials and managing material onsite can become more difficult.

Initial, informal discussions with DFO indicate that furthering the “Living Shoreline” approach already approved for the Town to the south of the wharf may receive a positive response.

Depending on the nature of work undertaken, review by Fisheries and Oceans Canada may be required. Their regulatory input and requirements depend on the impact of the proposed work on the surrounding fish habitat.

A site visit was conducted on January 28th. The visit was impaired by heavy snow. The visit which took place at low tide confirmed deterioration of the steel piling and emphasized the scale of the exposed structure. The wharf surface was not visible.

5. RECOMMENDATIONS

The current situation leaves the Town of Annapolis Royal in a quandary. There is no current economic purpose or use for what remains of the wharf, other than as an attraction. The Town's insurers consider it a hazard and have put restrictions on its further use.

There is strong community support for its retention and use but we speculate that would diminish quickly if any work on the wharf or upkeep were to raise the tax rate.

The authors have concluded six (6) possibilities for its future as follows. The report is to focus on the adaptive re-use of the wharf but it is important to articulate the consequences of other action.

1. Abandonment

If the wharf were abandoned, it is our understanding that as it deteriorates further and potentially spreads its current footprint that the Town can be subject to fines under the Navigable Waters Act, Department of Fisheries and Oceans.

This fine (theirs) can be a million dollars (\$1,000,000.00) or greater. Therefore, if no future use or purpose is identified, the Town may be fined and required to remove what is there.

If the Town of Annapolis Royal decides abandons the wharf in its current condition, it may become subject to fines and legal liability as the structure continues to deteriorate, becoming a hazard to navigation, the environment, or the public with no maintenance or repair.

Under the Canadian Navigable Waters Act, it is the owner's duty to report if a structure is likely to cause danger to navigation and to take all reasonable prevention measures. The Town may be ordered to repair or remove the wharf under this act. If the Act is violated, the Canadian Navigable Waters Act can fine up to \$500,000 on the first offense, and up to \$1,000,000 on the second.

If the abandoned wharf were to collapse, it could become a risk to public safety and the environment. The Town of Annapolis Royal risks being held liable for personal injury, damage to property, and damage to the environment. The Fisheries Act can hold the Town liable for the costs and expenses incurred due to unauthorized deposit or danger of deleterious substances in water.

Maintenance Requirements: None.

Service Life: Unknown.

Estimated Cost: No immediate cost, but significant risk. If the Town is fined, it will be additional to the required removal / cleanup costs.

2. Removal

Pros - Eliminates ongoing operation and maintenance costs.

Cons - No public access or potential future development.

Maintenance Requirements: Nil

Service Life: N/A

Estimated Cost: \$4 M



3. Partial Demolition-Seawall

This would be accomplished by reducing the height of the sheet piling to almost sea bottom and removing the unsupported material to create a sloped breakwater, stable within the current footprint. Armour stone will be required to protect and stabilize the slopes.

This approach would limit the amount of removals necessary compared to complete demolition. An unknown caveat is the possible presence of contaminated material.

The presence of contaminated material may be determined with a series of test pits.

- Pros - Least costly solution.
- Reduces Town liability.

- Cons - No public access.
- Loss of visual identity as wharf.
- Loss of marine heritage.

Maintenance Requirements: Minimal to none.

Service Life: Infinite.

Estimated Cost: \$3.5M (Assuming clean materials)



4. Rehabilitation / Re-Encapsulation

This approach would maintain the existing wharf and its current configuration. This would require new poured concrete or steel sheet pilings and concrete slabs to encapsulate the existing wharf. The condition of existing tie rods must be confirmed via exploratory digging. These may be reused but are likely not suitable.

This would maintain the existing and with the new supports providing a base for any future use such as solar farm, wind turbines, interpretation displays, the addition of guardrails, retail outlets or future buildings.

Pros - Maintains public access.
- Base for future developments (Possible revenue from builders or retailers).

Cons - Difficult to fund.

Service Life: 25-50 years

Inspection and Maintenance: Annual inspection for the first few years.

Estimated Cost: \$2.2M (Assume existing tie rods are intact)





5. Rehabilitation with Living Shore

This approach would take on some of the demolition approach but retain a surface which could be developed for other uses.

In general, the top surface of the existing wharf would be reduced to ± 6 metres from 15 metres in width. The south (down river side) steel piling would be removed and a living shoreline shore protection system installed similar to the system approved for the harbour front already.

The reduction of the surface width reduces the extent of the terraced living shoreline beyond the existing footprint of the wharf. This approach and reduction may be easier to get approvals.

The reduction of the top surface reduces long term maintenance for the Town.

The north (upriver side) would be stabilized with a new retaining system likely a poured concrete wall out boarded of the existing steel sheet piling.

Initial observations indicate that the end of the wharf will require new construction, also concrete. The steep drop-off channel at the end of the wharf will define the extents of the terraced living shoreline base construction.

- Pros
- Maintains public access.
 - Surface suitable for uses, shanty's, sea cans marine related displays, possible commercial use, and Duguay displays.
 - Cost.
- Cons
- Ongoing maintenance for Town.
 - Continuing safety hazards as defined by the Town's insurers to be ameliorated with guardrails and structures.

Service Life: 25-50 years

Inspection and Maintenance: Annual inspection for the first few years.
Maintenance expected later in service life.

Estimated Cost: \$4M (Assumes clean material)





DRAFT

6. Unique Event

It is difficult to imagine that funds for option 1, 2, 3, or 4 from other public sources are likely. There is no justification of the wharf's rehabilitation other than public access and the possibility of limited seasonal activity.

A unique experience might gain traction from funding sources focused on visitor development.

Many residents and visitors are attracted by and fascinated by the tides. There are limited chances to "experience" it. Events such as on the Dining on the Oceans Floor take advantage of the tides but do not directly display them.

A sixth option for the wharf would be to take option 5 and further develop it. New construction is required for the end of the wharf if it is to be rehabilitated.

This could be constructed as a marine experience. The new construction (within the current footprint) be made as a watertight tidal viewing area. A series of vision panels would be installed in the new construction. The shore end of the "Auditorium" be terraced to allow visitors to sit with a view of the rising or falling tides which move at a rate of almost a metre every half hour. This auditorium space could have displays (AV or static) depicting the marine history of the area and the larger story of the Bay of Fundy.

It might even allow visitors to see fish and marine life through the vision panels.

Such an approach could be unique enough to attract funding from sources outside the Town.

Pros - Unique and additional attraction to the Town.
- Possible funding assist
- No operation costs.

Cons - Technically challenging
- Cost.

Service Life: 25-50 years

Inspection and Maintenance: Annual inspection for the first few years.
Maintenance expected later in service life.

Estimated Cost: \$5.6M (Assumes clean material)



6. REGULATORY REVIEW

The selected solution will require review by Fisheries and Oceans Canada under the Fisheries Act. Preliminary concepts were submitted for initial feedback, and the Department emphasized minimizing the project footprint wherever possible, with a preference for less intrusive design approaches.

Approval timeliness from the Department can vary significantly depending on the scope of the project and its potential impact on fish habitat. Projects with minimal additional footprint and limited impact may be approved through a letter of advice, typically issued within a few months. However, if the project is determined to cause harmful alteration, disruption, or destruction (HADD) to fish habitat, a full authorization may be required. An authorization would require comprehensive consultation, the development of habitat offsetting measures, and formal regulatory approval.

Rehabilitation projects involving habitat creation, such as the proposed construction of terraced living shorelines, are subject to the same regulatory review process as other project types. However, preliminary feedback from the department indicates that this approach will be viewed favorably when assessing habitat offsetting requirements.



Photo Credit Annapolis Heritage Society

APPENDIX A – PHOTOS



Photo Credit Annapolis Heritage Society

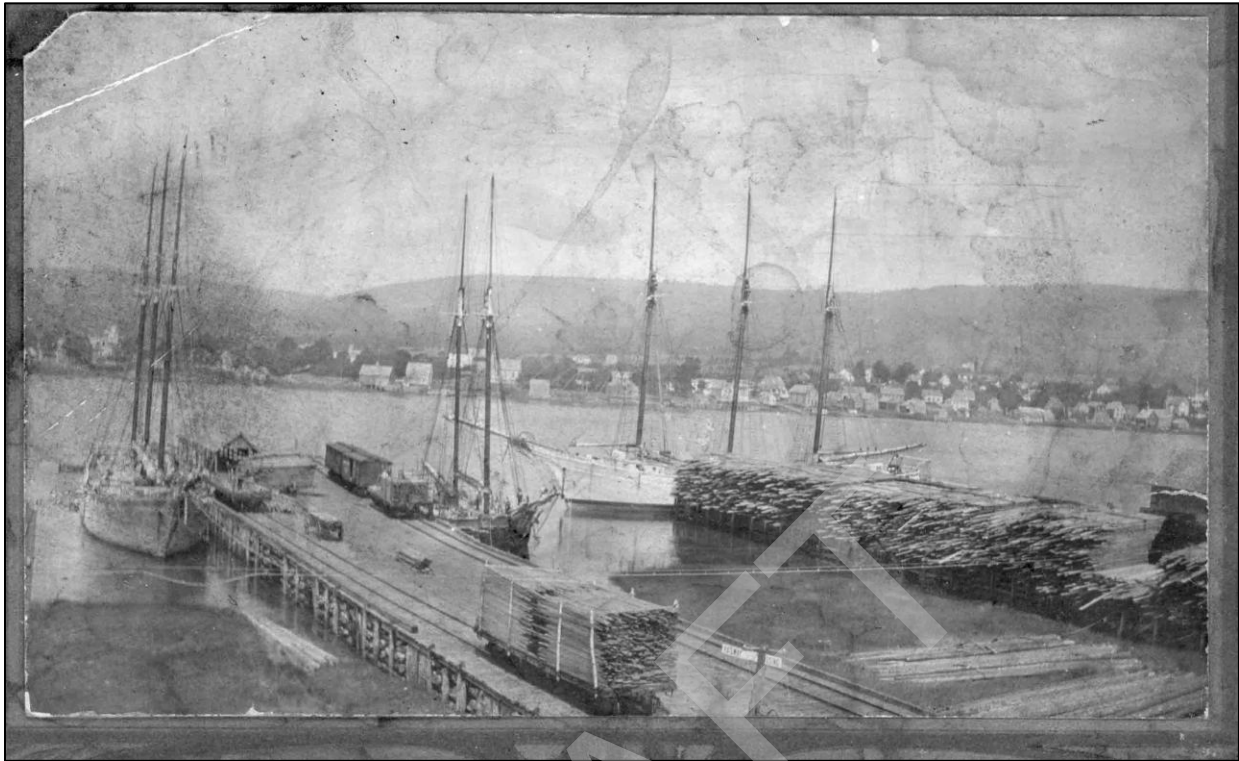


Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society

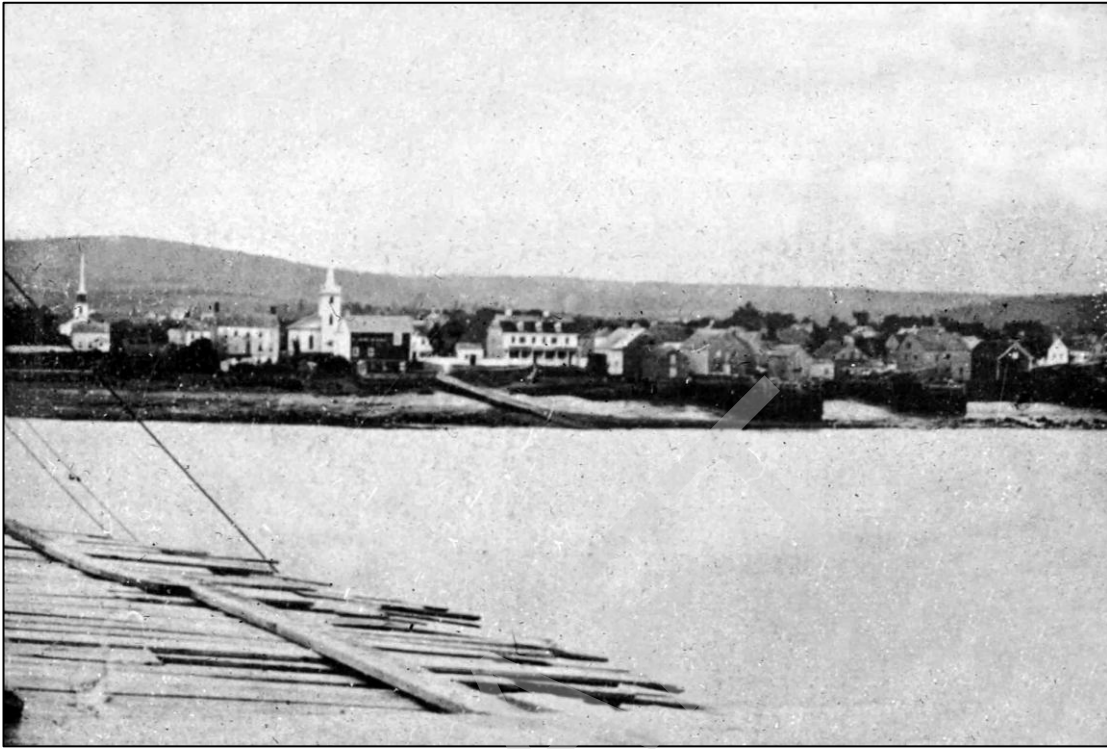


Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society

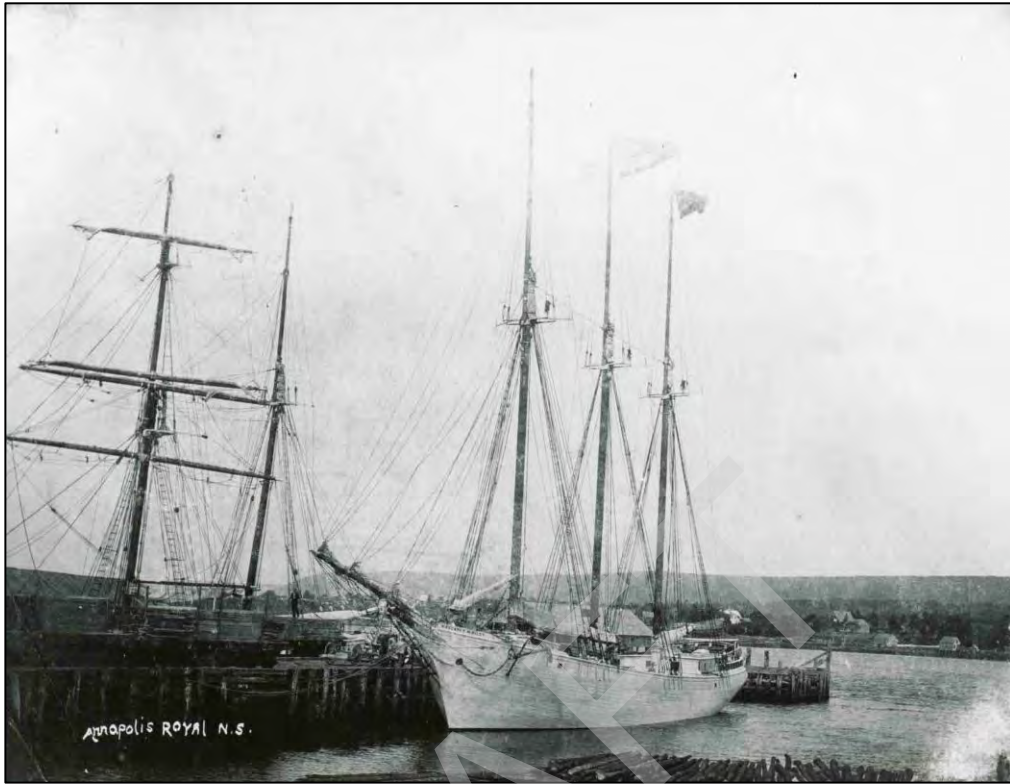


Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society

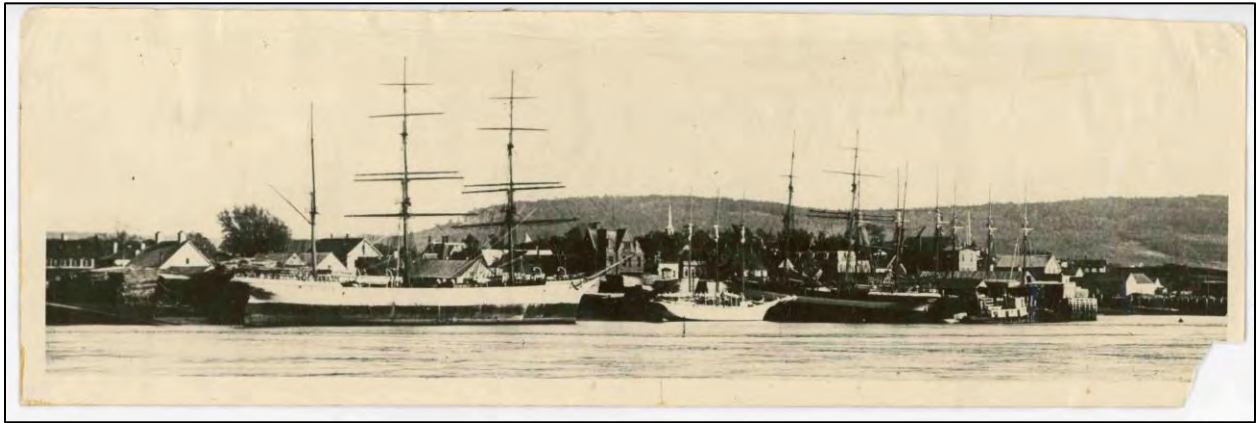


Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society

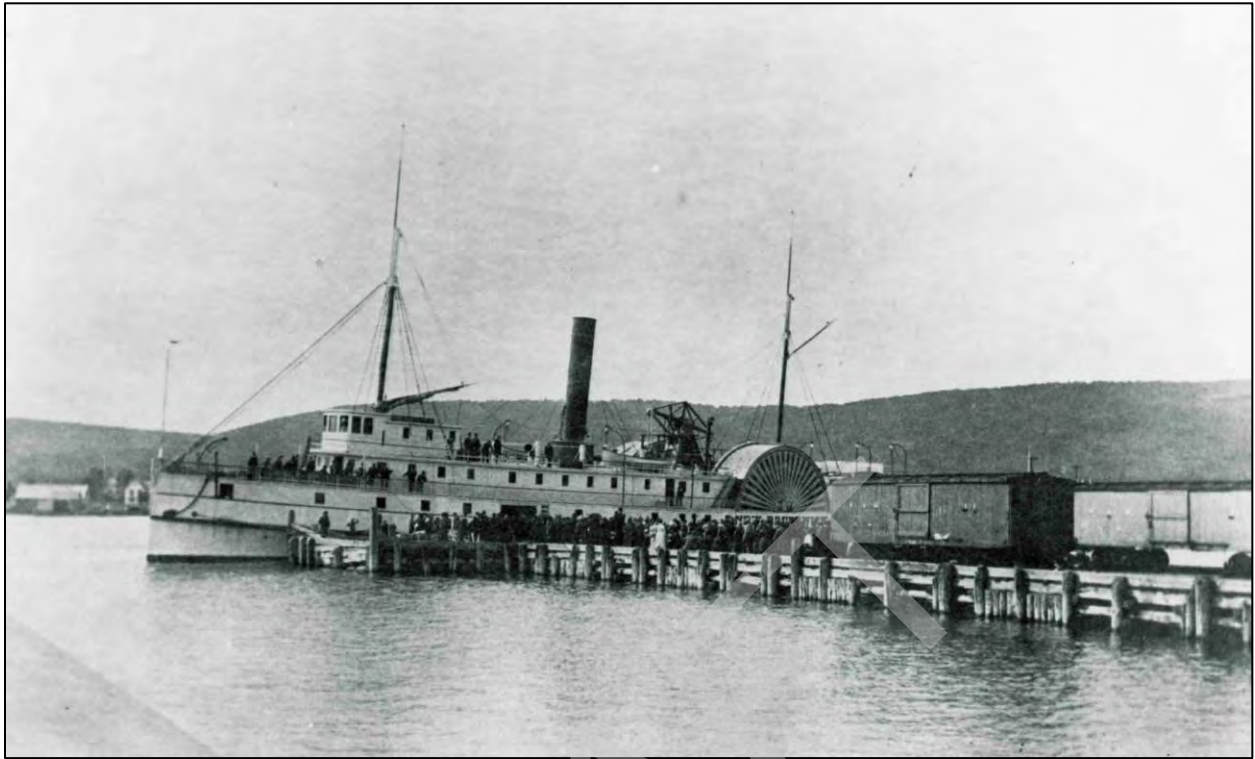


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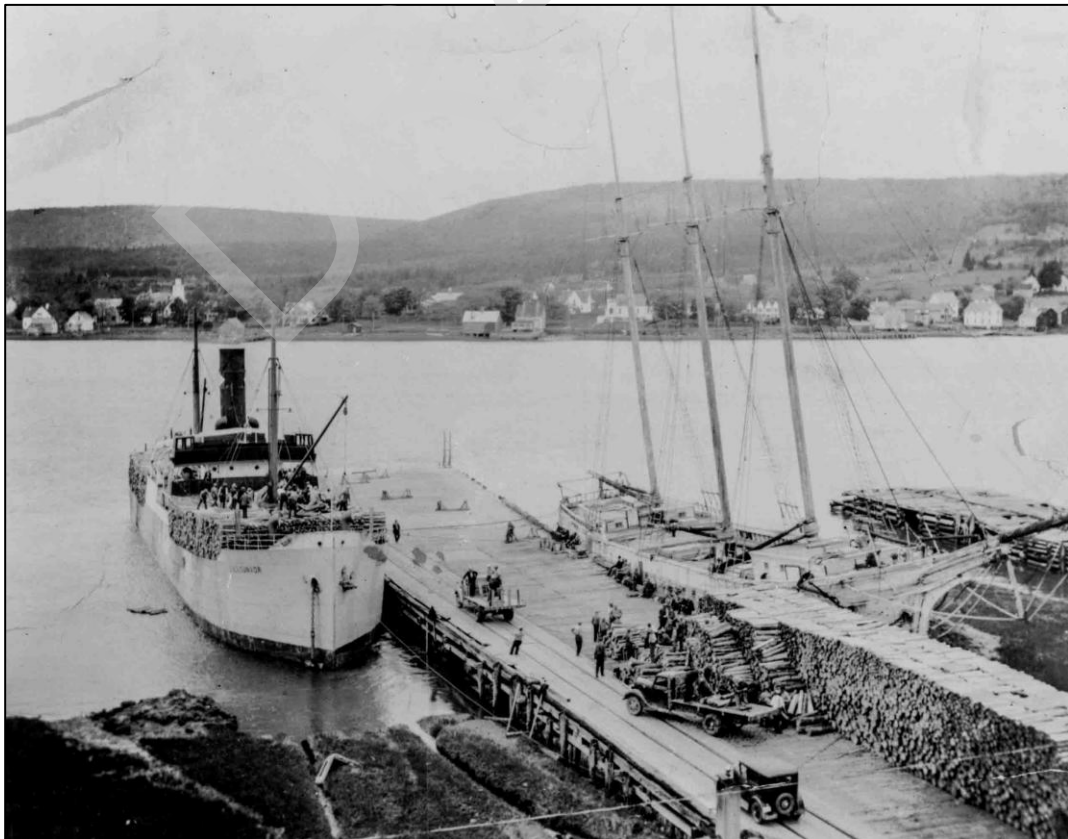


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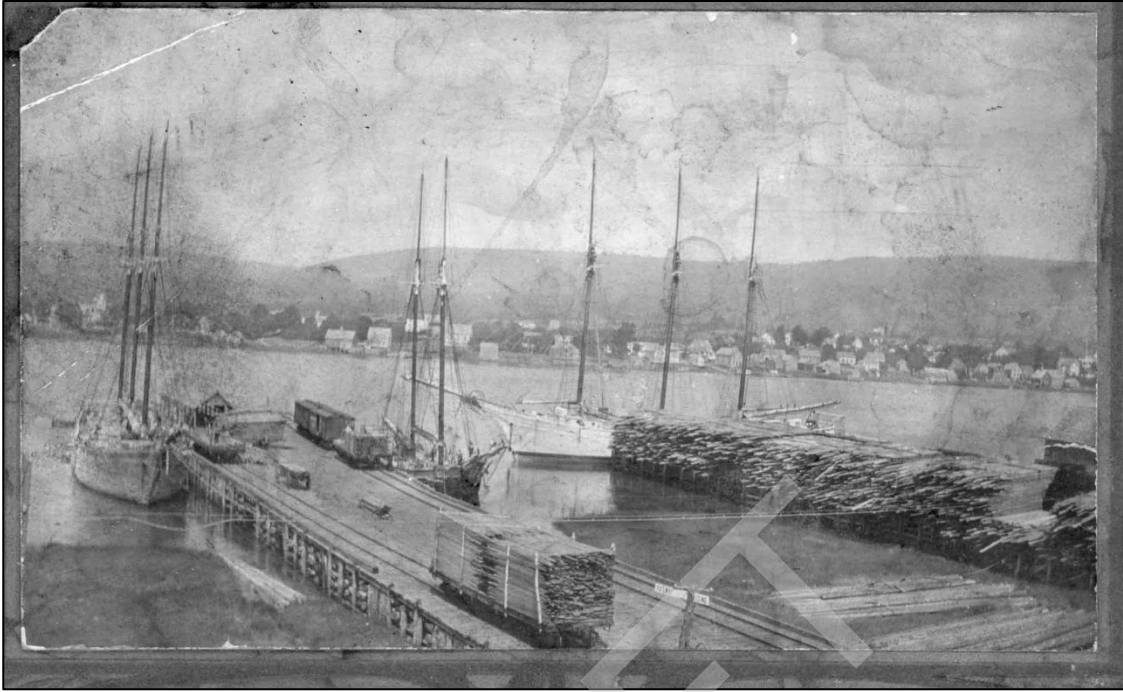


Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society



Photo Credit Annapolis Heritage Society

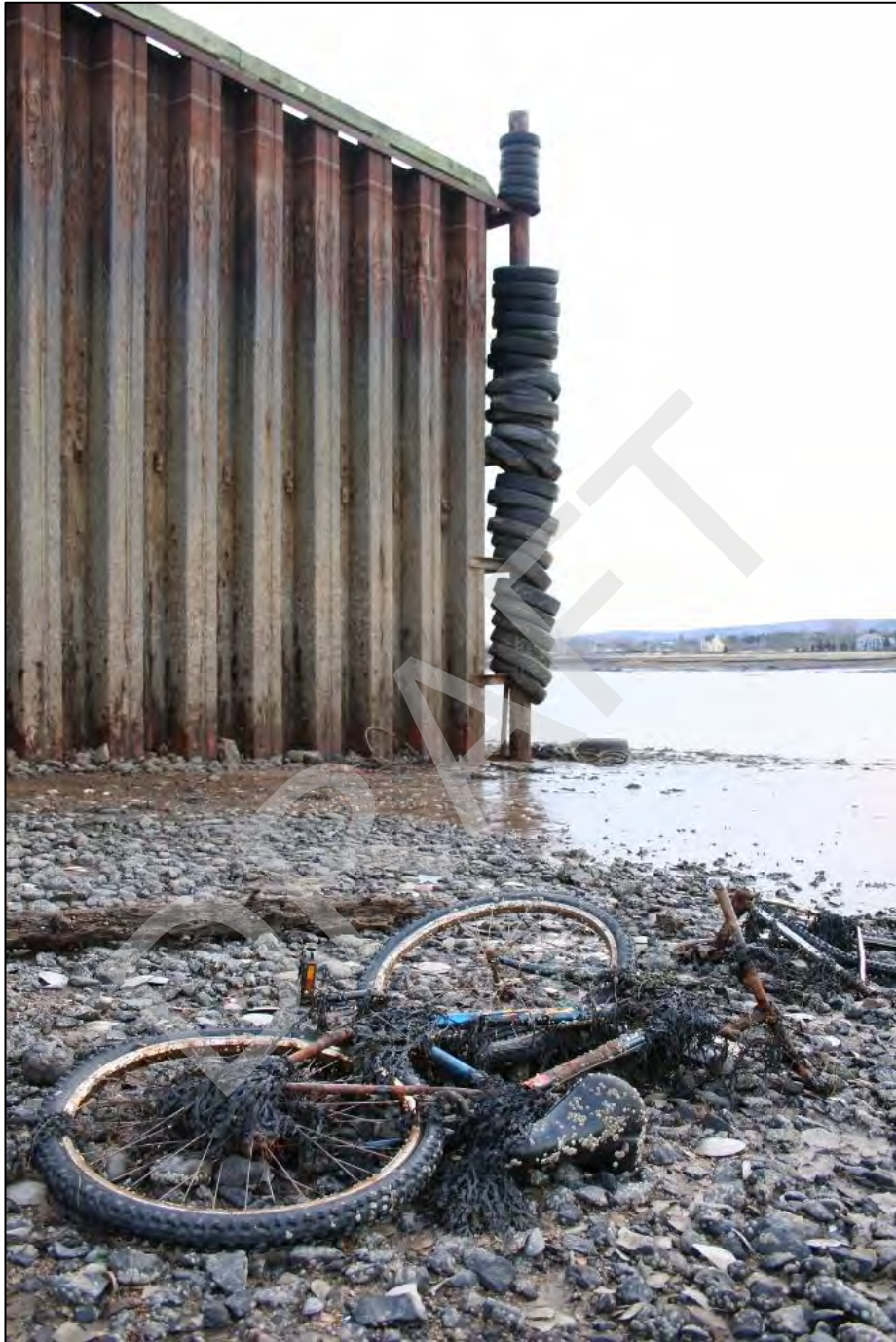


Photo Credit Annapolis Heritage Society

APPENDIX B – ABLE ENGINEERING
WHARF ASSESSMENT AND PHOTOS
28 PAGES

DRAFT



2025

ANNAPOLIS ROYAL WHARF STRUCTURAL ASSESSMENT AND CONDITION REPORT

Prepared For



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

Prepared By



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

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APPENDIX A

- Additional Wharf Pictures

1 INTRODUCTION

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

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

Presently, the Town of Annapolis Royal has only one wharf left, which is no longer used by local fisherman and recreational boaters as there is no mooring allowed to the wharf. The portion of wharf closest to shore is still used as parking for the downtown area. Nearly a century ago, there were a dozen wharfs on the Annapolis side of the Annapolis Basin, and 8 to 10 on the Granville Ferry side. An image of the wharfs in Annapolis Royal in July 1931 can be seen in Figure 1.

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

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

Continued maintenance will be required until the structure is eventually replaced. Unfortunately, funding has not been found to do any of the above noted repairs in the past year. A decision has not been made on whether the Town will try and save it for as long as possible or to upgrade it. The use of the wharf is being restricted by the Town by posting signs indicating that ships were prohibited to tie up to the wharf.



Figure 1 - Annapolis Royal in July 1931

2 STRUCTURAL ASSESSMENT AND CONDITION REPORT

2.1 INVESTIGATION

On June 19th, 2025, ABLE conducted a visual inspection of the wharf during low tide to ensure the sheet piling was exposed.

Wharf Measurements

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

When returning to site in June of 2023, it was observed the curb was displaced to facilitate the addition of a new sign. Measurements for 2023 were again taken to the timber curb, see Figure 2, but a second set of measurements to steel angle iron were also taken. Measurements from 2024, and 2025 have been added to Figure 2 showing measurements from the angle iron have been stable over time.

Readings this year were stable compared to last year with most stations having only a centimeter or two of change. The measurements taken in 2025 indicate the width of the wharf has shown little change in the past year.

Sheet Piling

It is important to mention that holes on the northeast end of the wharf at the bottom of the sheet piles have continued to expand as the steel continues to rust away. Some of these sheet piles have rusted more than halfway off. Complicating this is that a lack of funding has resulted in no cathode protection being added to the steel to protect and extend the life of the wharf, and no repairs or patches to the steel piling have been completed in the last year. As the steel piling continues to rust away it may not be possible to weld patches on in many places as the steel is too thin and rusted to hold the patches. Unfortunately, no maintenance or repair work is yet scheduled for this year on the sheet piling or to attach the anodes to slow the rusting, which is happening from the inside and outside of the piling.

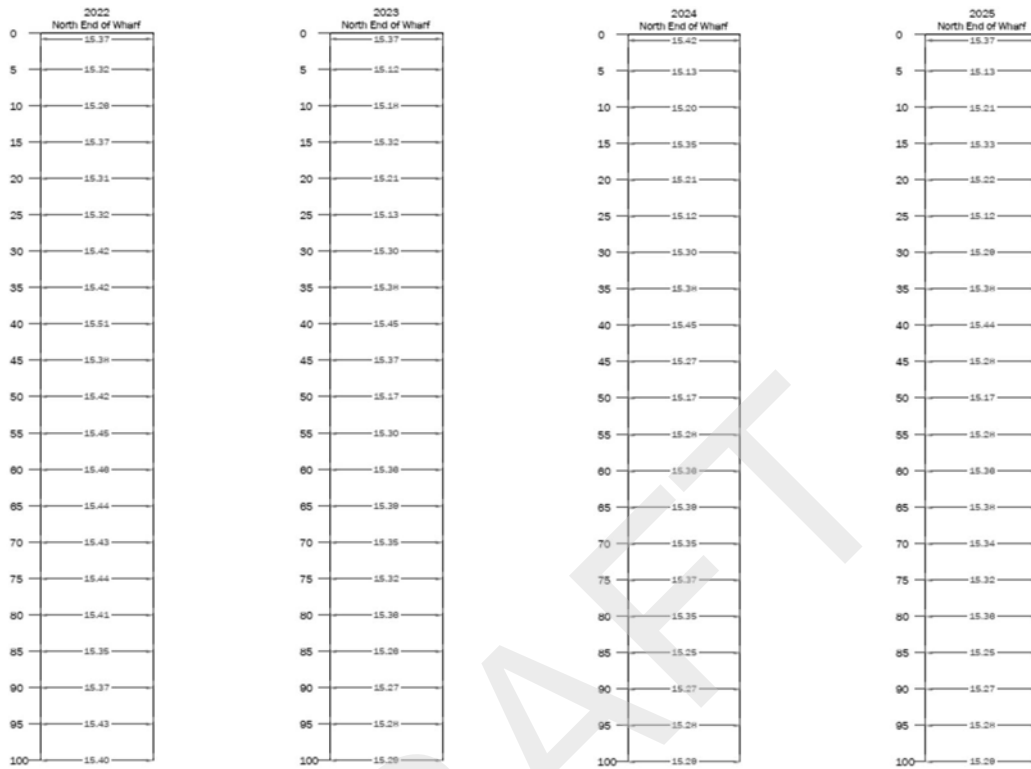


Figure 2 - Annual Wharf Measurements (2022 to 2025, inclusive)

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



Figure 3 – East Side of Wharf

The sheet pile deterioration was most pronounced on the lower sections of the east side near the north end (see Figures 4 and 5). It was noted that there are six large holes near the bottom of the wharf where the floating ramp sits at low tide.

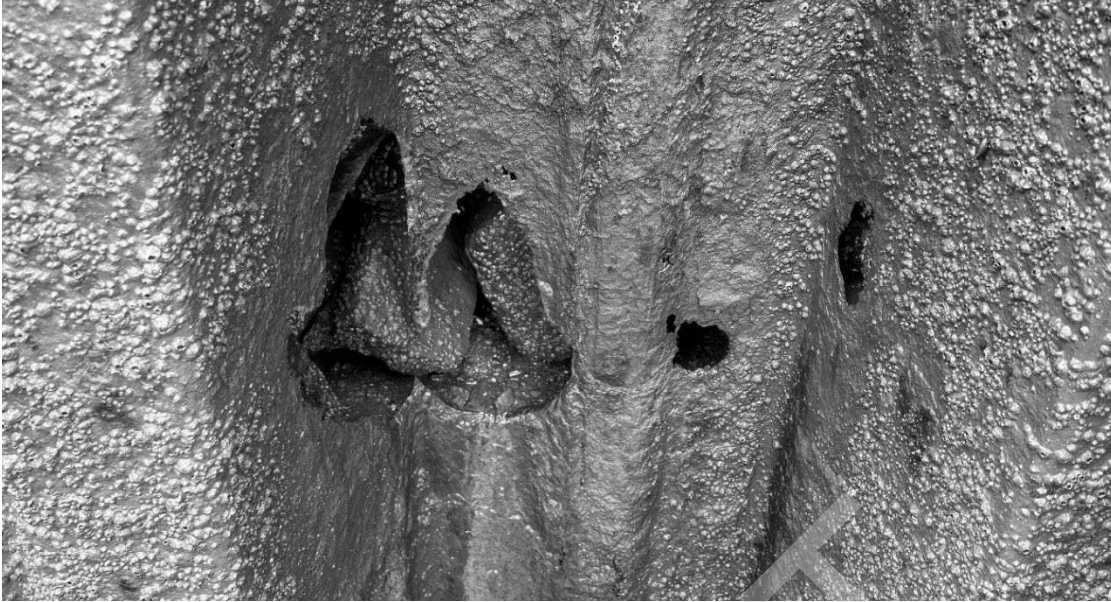


Figure 4 – Rust Deterioration on Lower East Side of Wharf 2025. Notice the new holes and the larger size since last year.



Figure 5 - Sheet Pile Deterioration at Drainage System Level, East Side of Wharf Near North End 2024

The area of rust deterioration at the bottom of the structure is of greatest concern as the sheet piles continue to rust away. The piles will eventually rust off and the rocks and filling the structure, will spill out. As mentioned previously, the weight of the structure rests on these piles. Further deterioration and rusting will result in interior rock spilling out and structure collapse.

During the 2025 inspection, it was noted that on the west side the rusting is more pronounced on the top 10 feet of the steel sheet piling. However, rusting around the drains near the bottom is also expanding. (see Figure 6 and 7).



Figure 6 – West Side of Wharf



Figure 7 – West Side of Wharf (Middle Section)

Ladders

During the 2025 inspection, it was noted the existing ladders are no longer in use but are available in case of an emergency for someone in the event of a fall. It was noted that warnings are posted that mooring of boats is no longer permitted.



Figure 8 – Floating dock with aluminum ramp/stairs.



Figure 9 – Ladder on East Side with rungs removed.



Figure 10 – Portable aluminum ladder in good condition (West Side).

Bollards

The steel bollards themselves appear to be in good condition; however, they are supported on top of rusting and deteriorating sheet piling. This infers they are only going to hold as much as the sheet piling beneath them can support the lateral loads. The bollards can be seen in Figure 10. With no ships or boats tying up anymore, they will no longer be used for their intended purpose.

Timber Curbs and Tire Fenders

The wharf's surface has an 8" x 8" timber curb running along the perimeter. The condition of the curbs has deteriorated and are considered of poor condition. Some of the timbers were seen to be rotting (Figure 13) with a notable difference in the timber on the east side of the wharf compared to the west (in better condition). The steel that the timbers are fastened to is deteriorating. Large rocks and caution tape have been placed on the east side of the wharf warning of the timbers that have deteriorated to the point that they would no longer stop a vehicle from going over the side. Therefore, the rocks have been placed along the edge to keep vehicles back.



Figure 11 - Steel Bollards Anchored in Concrete



Figure 12 - Timber Curb with Fallen Tires



Figure 13 - Rotten Timber Curbs on East Side of Wharf

The tire fenders that used to hang on the sides of the wharf to prevent vessels from damaging the wharf (and themselves) have all rusted off. The steel cables holding them in place rusted away, and the tires have fallen to the bottom of the wharf (Figure 12). No tire fenders remain on the wharf and they are no longer needed as boats can no longer dock here.

Floating Adjustable Dock

Small boats would likely use the floating adjustable height dock at the east side of the wharf at the north end if they were allowed, but this is no longer allowed, and it is roped off. This is much newer and was not part of the original construction. It appears to be in much better condition (Figure 15).

Asphalt Deck

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

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

The asphalt should be observed closely and inspected frequently for any signs of further settlement. An example of asphalt settling along the sides of the wharf can be seen in Figure 16.

Sheet piling repairs, as previously mentioned, should be carried out this year to prevent the condition of the asphalt deck and wharf from further deterioration. Particular attention should be given to the lower section of the east side.

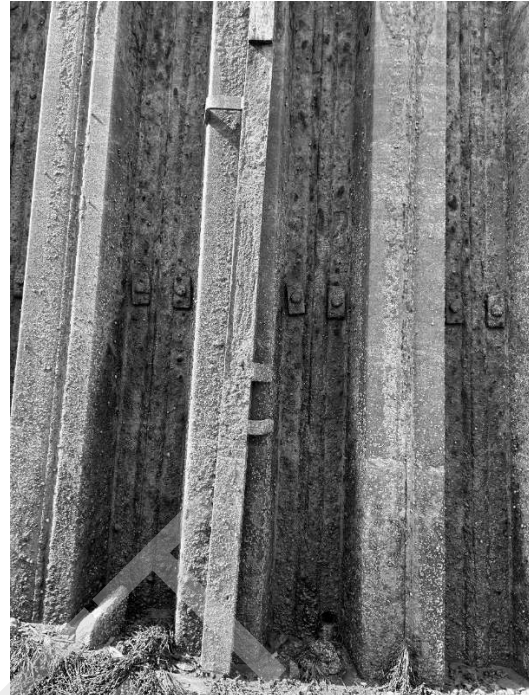


Figure 14 - Wooden Fenders on Side of Wharf Missing



Figure 15 - Floating Dock for Recreational Boaters



Figure 16 –Settling Along Sides of Asphalt Deck

Benches & Telescope

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



Figure 17 - New Bench Seats

2.2 STRUCTURAL ANALYSIS

The wharf working surfaces are supported by rocks and gravel in crib work inside the sheet metal pile walls on three sides. Loads from trucks and vehicles are exerted in a downward direction supported by the underlying stone fill, however, there is a lateral component of this which is resisted by the sheet piling and the steel rods running under the wharf into the cribwork. The condition of these rods, which would highly likely be deteriorating due to the twice daily saltwater flow, is ultimately unknown.

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

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

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

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

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

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

3 EXISTING AND FUTURE USE OF WHARF

As mentioned earlier, the wharf is the only remaining wharf structure in the Town. It has had its use severely restricted and no longer supports the three main uses, which helps to attract people into the Town (tourists, locals, etc.):

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

The future use of the wharf is up in the air as the funding has not been available to do major repairs. Now the wharf no longer supports boat traffic or is available for tying up to for visiting boats. It is clear, based on this report and those previous, that the wharf is quickly approaching the end of its useful life. Without significant repairs and maintenance, continued use could pose a significant safety risk. Unfortunately, regular maintenance will not prolong the useful life for much longer, the wharf will need to be rebuilt or dismantled, and both options are expensive.

4 REQUIRED MAINTENANCE AND INSPECTIONS

Below is a list of maintenance and inspections recommended to be completed this year. These are the same as last year as not much maintenance was done on the wharf.

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

5 RECOMMENDATIONS AND CONCLUSIONS

The wharf is nearing the end of its useful life. The steel piling holding it in place is rusting away and there is no way of stopping this; only slowing its progress. Realistically, the wharf can only be expected to last another few years, and by then its use will be severely limited. It is noted that the wharf is no longer used for tying up ships and boats, and parking is restricted to the inner part of the wharf.

The repairs that were made 2 years ago appear to be holding up and have helped to reinforce the sheet piling. This work was mostly done on the west side. Our 2025 inspection revealed that there were several large holes where the sheet piling had rusted all the way through, which appear to have been missed (not patched with steel plates) on the east side near the low water level. These expanding holes should be patched as soon as possible. These are most likely to cause an early collapse of the wharf and need to be prioritized.

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

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

Prepared by:



Robert Rowe, P.Eng., MPH
Project Engineer



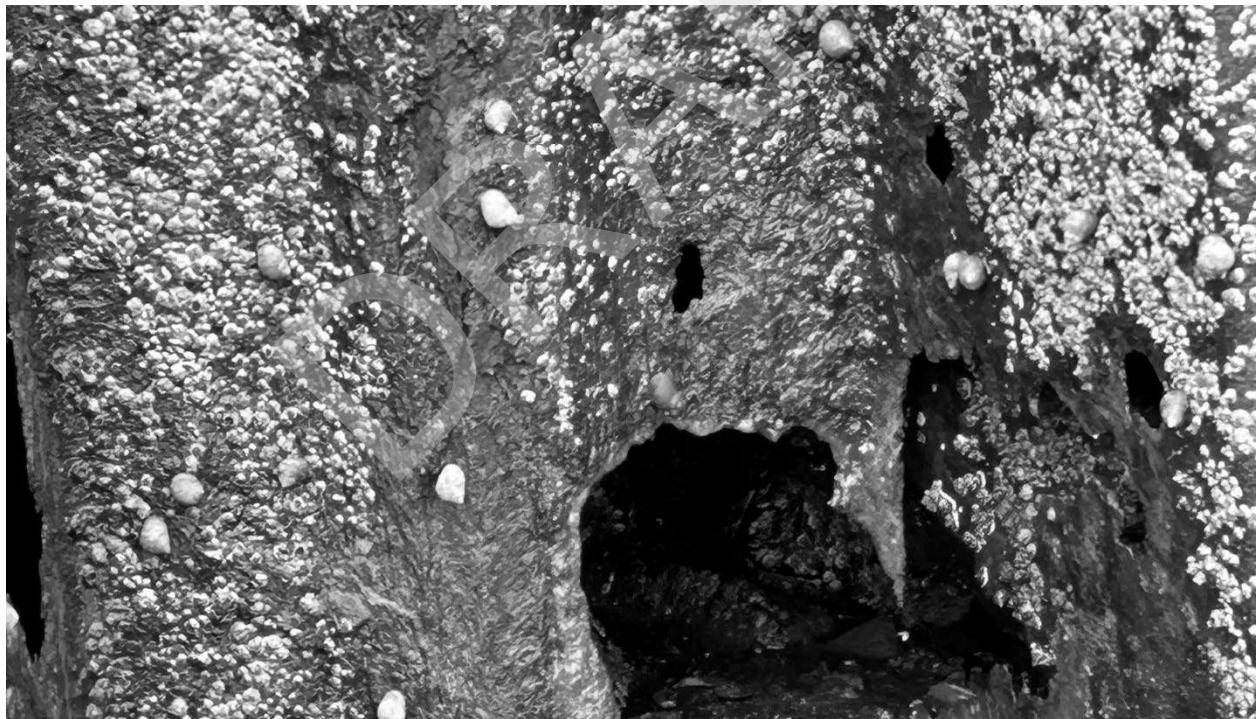
APPENDIX A



East Side of Wharf and Boat Launch



Sheet Pile on Lower East Side Nearly Rust Through (2024).



Same hole expanded in 2025 from last year shown above.



West side of wharf also rusting away near bottom note some rock ballast gone.



Roped off area on west side of outer wharf to keep people back from edge



East side of outer wharf fenced off closing use of floating dock facility and keeping people away from the side.



Wooden curb rotted away on east side of inner Wharf and large rocks place to keep cars from driving off



Steps cut out of ladder to discourage people climbing on them



Patch on East side of wharf from a couple of years ago rusting through



New signage limiting use and safety throw ring on wharf



Boardwalk approaching Wharf behind Kings Theatre



Existing Parking spots 10 spots.



Approaching Pedestrian Area / View of temporary barriers to Protect against Fall Hazard



Mural painted by local artist and community.



Floating Dock Access from Wharf



Floating Dock at High Tide

APPENDIX C – CIMA REPORT
WHARF REHABILITATION TERRACED FILL EMBARKMENT
PROJECT
38 PAGES

DRAFT

Town of Annapolis Royal

Wharf Rehabilitation Terraced Fill Embankment

CONCEPTUAL DESIGN OPTIONS



Town of Annapolis Royal

Wharf Rehabilitation Terraced Fill Embankment

CONCEPTUAL DESIGN OPTIONS

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Appendix A	Technical note for the design of riprap stone size, crest elevation and crest width
Appendix B	Embankment fill conceptual design

DRAFT

1. Introduction

1.1 Project Description

The town wharf is a picturesque waterfront destination in Annapolis Royal, Nova Scotia (Mindtrip, 2026). It also features a gangway, floating dock and four guest moorings in the middle of the Annapolis Basin (Annapolis Royal, 2026). The wharf was originally constructed using timber, and the existing corrugated sheet piles were subsequently installed as part of its rehabilitation. Unfortunately, following a recent structural report issued by Able Engineering on September 22, 2022, the wharf has been found to require rehabilitation or replacement within the next five years. Since the conclusion of this report, the Town of Annapolis Royal is assessing options to address the structural issues at the town wharf.

The Town of Annapolis Royal subsequently prepared a feasibility study (Town of Annapolis Royal, 2024) addressing flood risk assessment and various adaptation concepts, including options related to the wharf's replacement. The study examined the possibility of constructing a new exterior shell around the existing wharf, rather than rebuilding it entirely, to retain the existing fill as the deteriorating sheet piles continue to corrode and perforate. The proposed shell would also integrate a terraced embankment (the "Terrace") on the south side of the wharf as part of the shoreline restoration efforts, thereby reducing the extent of vertical wall construction required for rehabilitation.

In addition to other shoreline rehabilitation and flood mitigation measures, the feasibility study (Town of Annapolis Royal, 2024) also provided a magnitude cost estimate for the Terrace. Additional work is needed to complete designs for the Terrace and provide a more detailed cost estimate that can be put towards applications for capital funding. The Town is looking for support from a climate change roster expert (CIMA+) to develop design options for the Terrace with a more detailed cost estimate for the options than what was completed in the feasibility study.

1.2 Project Objective

The objective of this assignment is to develop design options for the terrace and to prepare detailed cost estimates for each option, incorporating insights from previous engineering assessments as well as traditional ecological knowledge (TEK). The design options will include:

- Conceptual designs and initial renderings, presenting alternatives with varying terrace elevations and configurations, including differing numbers of terrace levels.
- An expanded cost estimate, building upon the preliminary cost information provided in the flood risk assessment and adaptation concepts report.

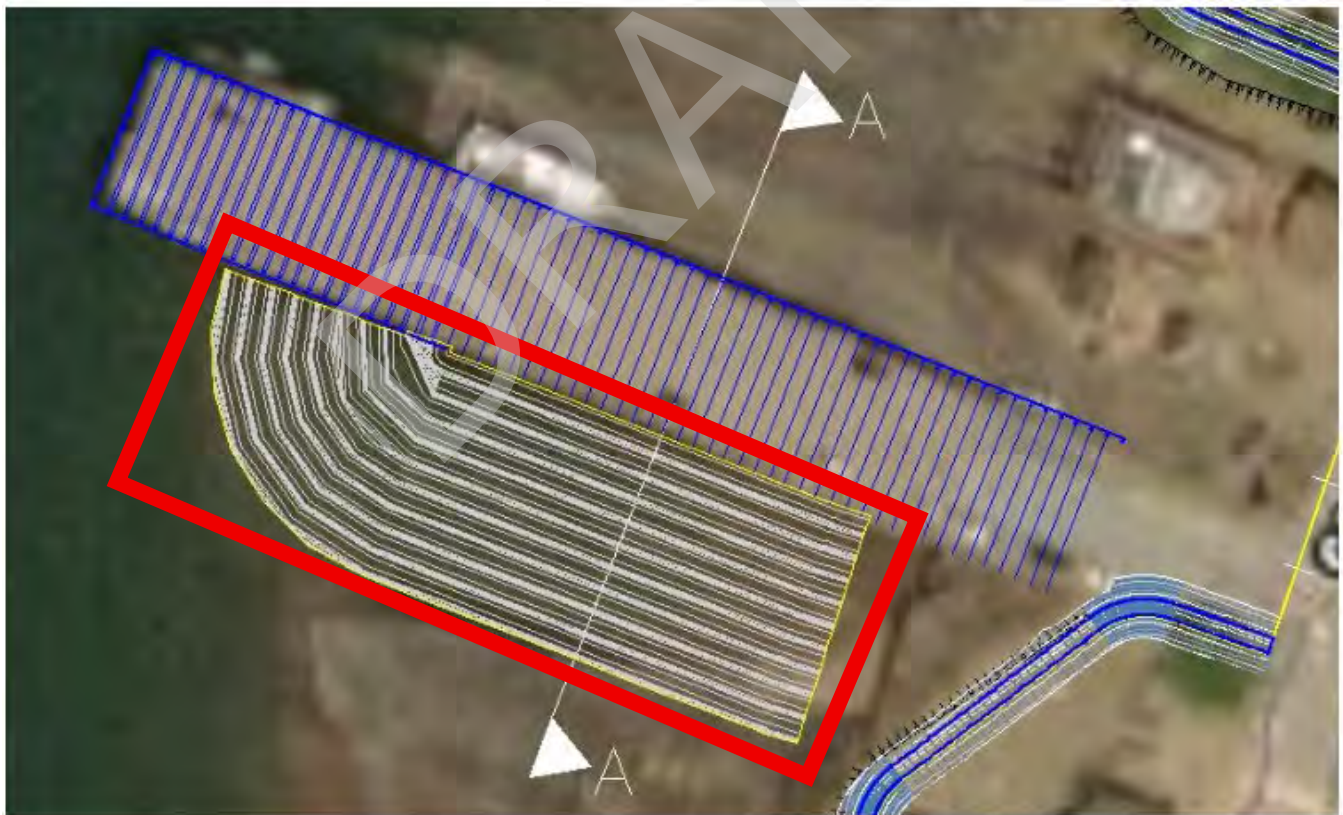
1.3 Location of Scope of Work

The Town of Annapolis Royal is located on the banks of the Annapolis River on the northwest coast of Nova Scotia (Figure 1.1).



Figure 1.1: Location of Annapolis Royal wharf

The rehabilitation concept under study consists of a terraced slope on the south side of the wharf. The sheet pile portion of the wharf is excluded from the scope of this report (Figure 1.2).



Source: Town of Annapolis Royal, 2024

Figure 1.2: Initial plan view of the terrace concept (taken from the 2024 feasibility study)

Surrounding the wharf, the existing waterfront has been impacted by over two hundred years of development, which has altered the riverbanks and salt marshes that originally thrived in the intertidal zone. The area between the wharf and King’s Theatre has been protected from erosion with a mix of large stones and driven sheet pile walls (Figure 1.3).



Source: Town of Annapolis Royal, 2024

Figure 1.3: Existing conditions at the town wharf (taken from the 2024 feasibility study)

2. Desktop Review and Synthesis of Existing Data and Resources of the Wharf Replacement

Throughout the design process, the Town of Annapolis Royal has made available several reference documents to support the work of CIMA+. The following section summarizes the key documents that provided guidance for this process.

2.1 Climate Change Plan

A climate change survey was conducted at the beginning of June 2022 focusing on getting better insight into how community members in Annapolis Royal understand climate change and the effects of climate change relating to Annapolis Royal. The survey highlighted that the Town has recognized the threats of climate change for decades and continues to seek solutions to protect and safeguard the Town's environmental, economic and social integrity (Town of Annapolis Royal, 2022).

While reducing the production of GHG emissions in the community and corporate sector is a way to mitigate climate change and support alternative solutions to address threats such as global warming, the impacts of climate change are inevitable for the inhabitants of Annapolis Royal:

- Intense heat waves
- Shorter or longer seasons
- Severe weather
- Sea-level rise
- Drought

These impacts will gradually intensify, and future effects must be considered while designing the terrace concept.

The 2022 climate change plan of the Town of Annapolis Royal illustrates four guiding principles, which are:

1. Protect and strengthen natural habitats and biodiversity.
2. Foster stronger collaboration among neighbouring communities to identify shared priorities and opportunities for responding to climate change.
3. Encourage meaningful community involvement by connecting local governments, stakeholders, and residents.
4. Enhance long-term sustainability and multiple benefits of adaptation and mitigation initiatives by aligning them with local economic, social, and environmental goals.

The first guiding principle was an integral part of the thinking and designing behind the terrace's concept decision-making process.

2.1.1 Sea-level rise and Flooding

Climate change, sea-level rise and flooding have accelerated the erosion rate around coastal areas, such as the Town of Annapolis Royal, resulting in faster deterioration of flood protection structures. Sea-level rise will continue to threaten Annapolis Royal in the coming decades, especially in the downtown core (Town of Annapolis Royal, 2022).

Living shorelines were identified as a potential adaptation method to tackle erosion and help the coastline reach a more stable state (Town of Annapolis Royal, 2022). Also known as ecosystem services, living shorelines improve water quality and diversify coastal habitats. In addition, living shoreline approaches, such as coastal forests, salt marshes, as well as vegetated slopes and dunes, protect shores from erosion and provide flood protection. Erosion is a natural process that transpires over time as the water hits the coastline (Town of Annapolis Royal, 2022).

With these preferred approaches, living coastlines and salt marshes were the fundamental elements considered in the conception of the terrace as coastal protection.

2.1.2 Land Acknowledgment and Traditional Ecological Knowledge (TEK)

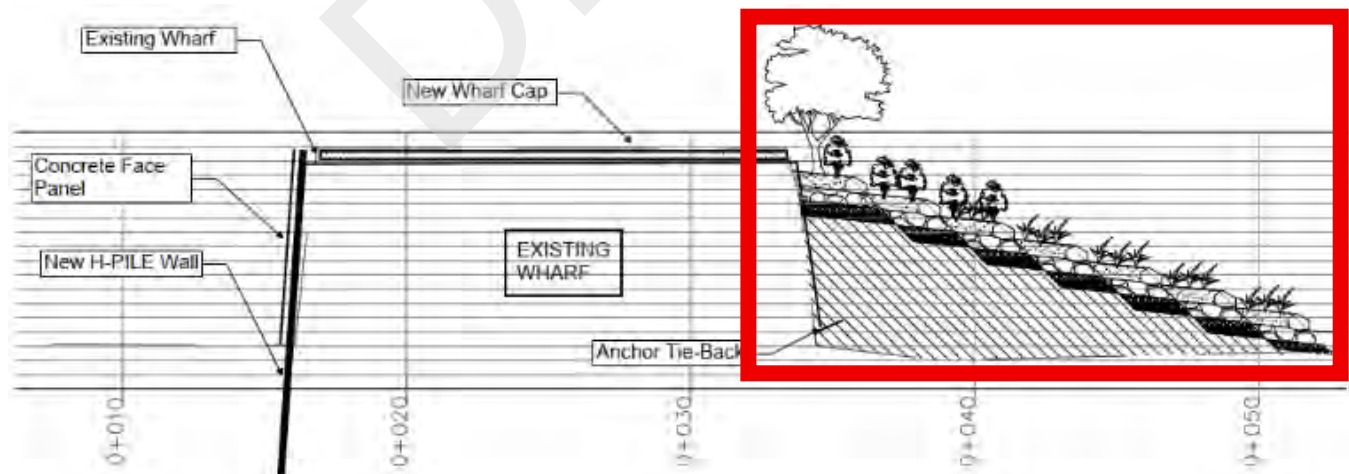
All land in Nova Scotia is considered unceded Mi'kmaq territory. Living in a world affected by climate change, elders, scholars and other Indigenous knowledge holders carry valuable knowledge to help governments and decision-makers address climate change (Town of Annapolis Royal, 2022). In this regard, the terrace concept has great potential for not only consultation, but collaboration on aspects of the project, such as restoring native species' habitat, historical markers, informative signage, or any storytelling through art (Town of Annapolis Royal, 2024).

A research project aiming to recommend climate equity actions to build a partnership with Annapolis Valley First Nation and Bear River First Nation on the project is still in process and no available outcome of municipal engagement with First Nations is currently available. Nevertheless, ecological benefits and native habitats were carefully considered and integrated into the design of the terrace concept options.

It is recommended that the concept developed and presented in this report be shared with the First Nations in order to discuss the proposed approach, explore opportunities for planting native species, establish resilient coastal ecosystems, potentially incorporate historical and informational markers, and ensure that the design option aligns with climate resilience and partnership principles established between the Town of Annapolis Royal, Annapolis Royal First Nation, and Bear River First Nation.

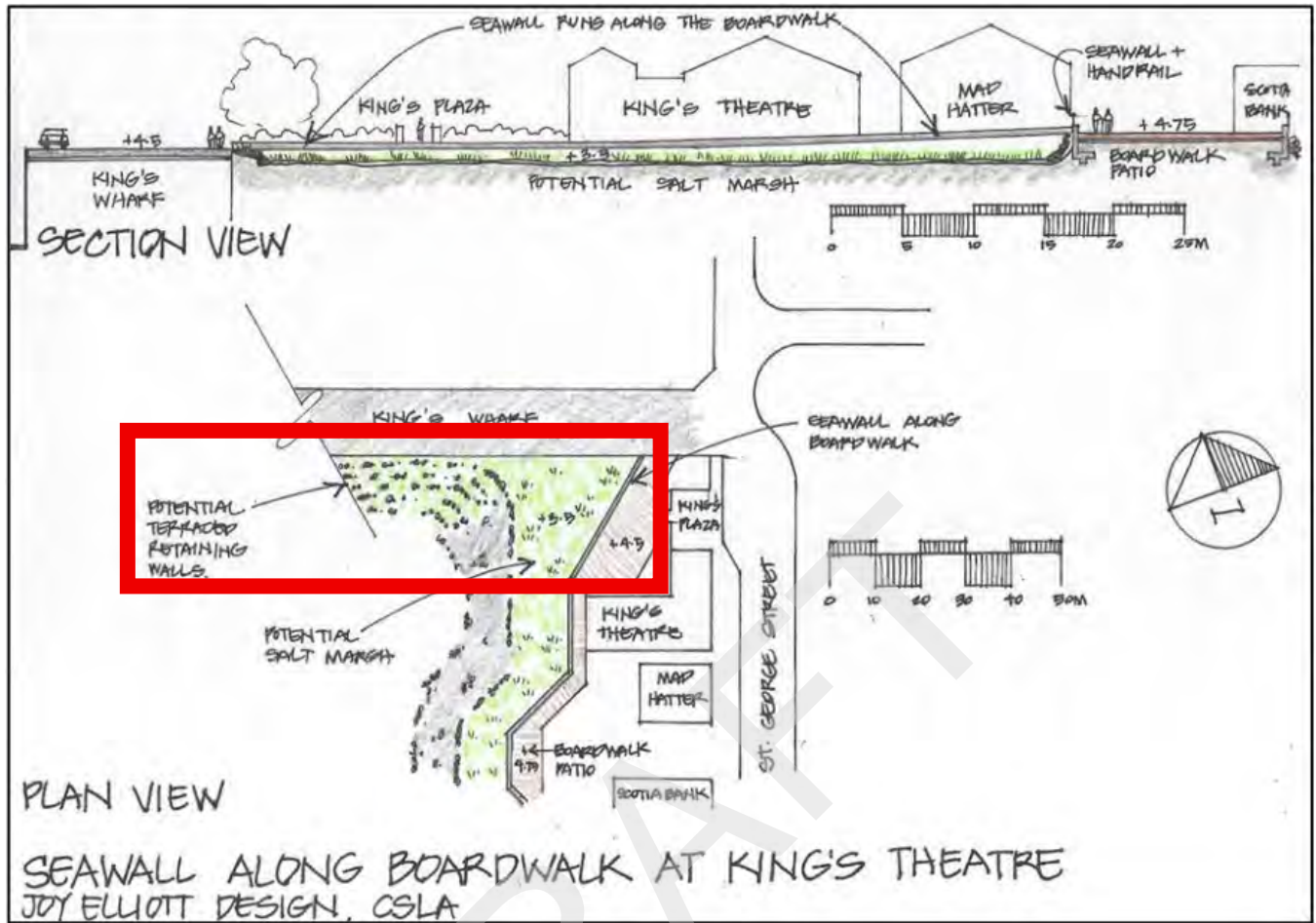
2.2 Shoreline Restoration

The wharf rehabilitation embankment fill constitutes one of the proposed measures to retain and protect the town's wharf but also takes place in a shoreline restoration project as presented in the feasibility study. This restoration project presents an opportunity to reinstate aquatic habitats and biodiversity, such as a rich salt marsh within the intertidal zone. Within the broader shoreline restoration initiative, the Terrace concept entails infilling the area in successive tiers to reflect aquatic environments that support ecological functions and enhance biodiversity. Figure 2.1 and Figure 2.2 show the initial terracing and shoreline restoration concept at King's Theatre.



Source: Town of Annapolis Royal, 2024

Figure 2.1: Wharf rehabilitation concept section A-A (taken from the 2024 feasibility study)



Source: Town of Annapolis Royal, 2024

Figure 2.2: Terracing and shoreline restoration at King's Theatre (taken from the 2024 feasibility study)

3. Designing Criteria

Following the desktop review, it became clear that the design concept needed to prioritize environmental considerations, with a strong emphasis on maximizing ecological function and biodiversity through the integration of living shoreline elements and salt marsh restoration. The design process aimed to incorporate insights and input from First Nations and local communities, but no insights were available from the ongoing engagement project. However, to ensure the development of a resilient and enduring concept, hydraulic preliminary calculations were required to inform and validate the proposed design criteria.

3.1 Armour Stone Sizing

Even with the idea of making a well-vegetated riprap to be able to design a sustainable wharf rehabilitation concept, the appropriate size of the armour stones must be established. No site-specific hydraulic and ice studies, including a hydraulic model of the bay are available. Information was provided on the projected water levels under climate change (including sea-level rise and storm surge).

In the absence of detailed hydraulic and ice data, supplementary calculations were undertaken to estimate wave generation and ice thickness for the design of the stone armour protection. A technical note was prepared to establish the armour stone sizing and to identify the required crest width (appendix A)¹. Additional details about designing criteria are provided in the technical note.

The recommended stone size for wave stability is 600-800 mm.

The recommended crest elevation is 4.9 m CGVD2013 and the recommended crest width is 2.4 m.

3.2 Tide Characteristics

According to the Digby station (#00325), the tidal range between the Higher High Water Mean Tide (HHWMT) and the Mean Water Level (MWL) is 3.4 m (Table 3.1).

Table 3.1 : Tide characteristics at Digby Station (#00325)

Tide Characteristics	Water Elevation (CD datum)	Water Elevation (CGVD28)	Water Elevation (CGVD2013)
Highest Astronomical Tide	9.38	4.95	4.31
Higher High Water Large Tide	9.17	4.74	4.10
Mean Higher High Water (Higher High Water Mean Tide)	7.94	3.51	2.87
Mean High Water (High Water Mean Tide)	7.8	3.37	2.73
Mean Water Level	4.54	0.11	-0.53
Mean Low Water (Low Water Mean Tide)	1.25	-3.18	-3.82
Mean Lower Low Water (Lower Low Water Mean Tide)	1.12	-3.31	-3.94
Lower Low Water Large Tide	-0.16	-4.59	-5.23
Lowest Astronomical Tide	-0.35	-4.78	-5.42

Source: Government of Canada, 2025

¹ Refer to technical note (appendix A) for more details about flow velocity, ice thickness and wave action criteria.

3.3 Local Plant Biodiversity

The scope of the project did not include a site visit from CIMA+ team. However, Clean Foundation conducted a survey of the shoreline during the summer of 2025 regarding the plant community elevations (Table 3.2). As a result, *Sporobolus alterniflorus* dominate the low marsh, while *Sporobolus pumilis* and *Juncus gerardii* prevail the high marsh. In addition to these species, most often the high marsh, a range of other halophytes typical of the region were also observed in the salt marsh, indicating good biodiversity and the presence of viable seed banks should the project move forward (L. Horrocks, Clean Foundation, personal communication, October 24, 2025):

- *Limonium Carolinum*
- *Suaeda spp.*
- *Triglochin maritima*
- *Plantago maritima*
- *Solidago sempervirens*
- *Glaux maritim*
- *Atriplex spp.*
- *Sporobolus michauxiana*
- *Salicornia europea*
- *Carex palacea*

Table 3.2 : Elevation results on the Annapolis Royal survey site

Group	Minimum Elevation (m)	Mean Elevation (m)	Maximum Elevation (m)
Brackish marsh	3.40	3.66	3.88
High marsh	2.70	3.03	3.50
High/low marsh	2.44	2.70	2.99
Low marsh	1.39	2.18	2.91

Source: Clean Foundation, 2025

3.4 Land Registry

Without the land registry, CIMA+ approximated that the initial plan view of the terrace concept had a width of 27 to 28 m as shown on Figure 1.2 in Section 1.3.

The Town of Annapolis Royal confirmed the project must remain within the lot adjacent to the Wharf, as permission to extend beyond the property line is not granted. Figure 3.1 shows the lot boundaries. The measured distance on the drawing is approximately 25 m, which limits the final integrated design option for the terraced embankment fill riprap to this length. For further plan development, accurate surveying is recommended to ensure that no encroachment occurs onto the adjacent property.

4. Design Options

Considering all designing criteria, two options were developed². The implementation of vegetated terraces was constrained by the stone size of the riprap recommended in hydraulics. A benefit of using such large stone size riprap is that slope stability is less of an issue. To minimize encroachment and optimize planting space, the riprap slope was set to 1.5:1. The crest width of the upper terrace was maintained at 2.4 m in accordance with hydraulic recommendations, although only 1.4 m (equivalent to two stones of 700 mm) was considered for the lower terraces. This allowed for optimized planting space as well. In each option, no matter the elevation, stone paving was added on top of planting soil to keep the material in place under hydraulic stress.

The lower portion of the riprap was not considered even for a lower salt marsh implementation for the following reason: based on field survey results, the lowest elevation of the low marsh is 1.39 m, with an average of 2.18 m. Vegetation integration below this elevation would not survive.

4.1 Option 1

The first option aims to increase the number of salt marsh terraces. A vertical spacing of 1.55 m was maintained between each terrace. This configuration provides three vegetated levels, totalling 11.2 m of salt marsh terrace, with the following widths (Figure 4.1):

- Terrace 1: 5.2 m.
- Terrace 2: 3.0 m.
- Terrace 3: 3.0 m.

However, this option offers limited planting space, and the elevation of the lower terrace remains below the average elevation of the low marsh recorded during the field survey. As a result, the chances of lower salt marsh plants surviving are less likely when considering the existing environmental conditions.

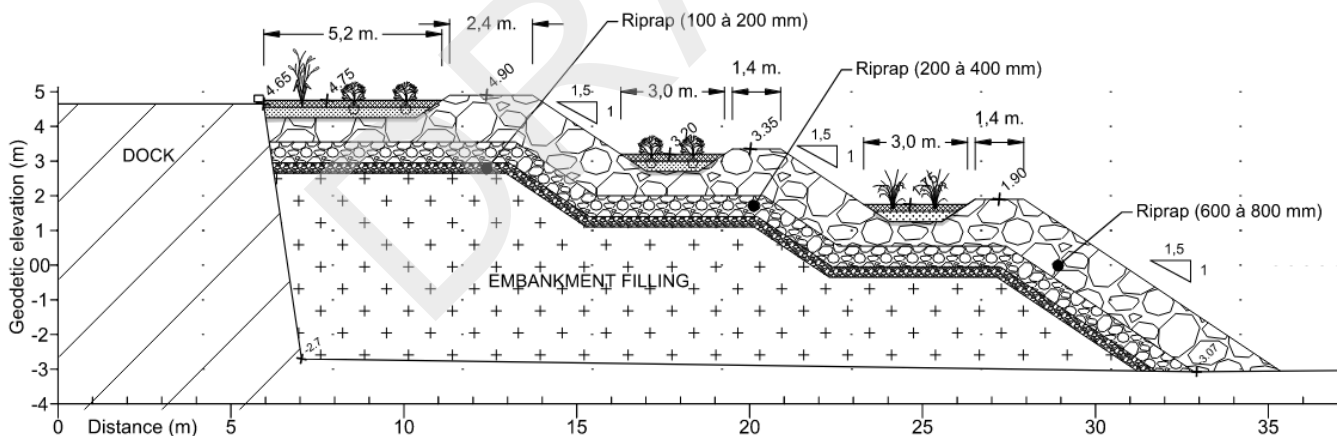


Figure 4.1: Option 1 - terrace concept

² The projected width of the Wharf is 28 m, as described in Section 3.4.

4.2 Option 2

The second option aims to increase the salt marsh area instead of the number of terraces. A vertical spacing of 1.9 m was considered between each terrace. This configuration provides two vegetated levels, totalling 13 m of salt marsh terrace, with the following widths (Figure 4.2):

- Terrace 1: 7.0 m.
- Terrace 2: 6.0 m.

This option offers more planting space, and the elevation of the lower terrace is over the average elevation of the high/low marsh recorded during the field survey. As a result, the chances of high and lower marsh plants surviving are more likely when considering the existing environmental conditions.

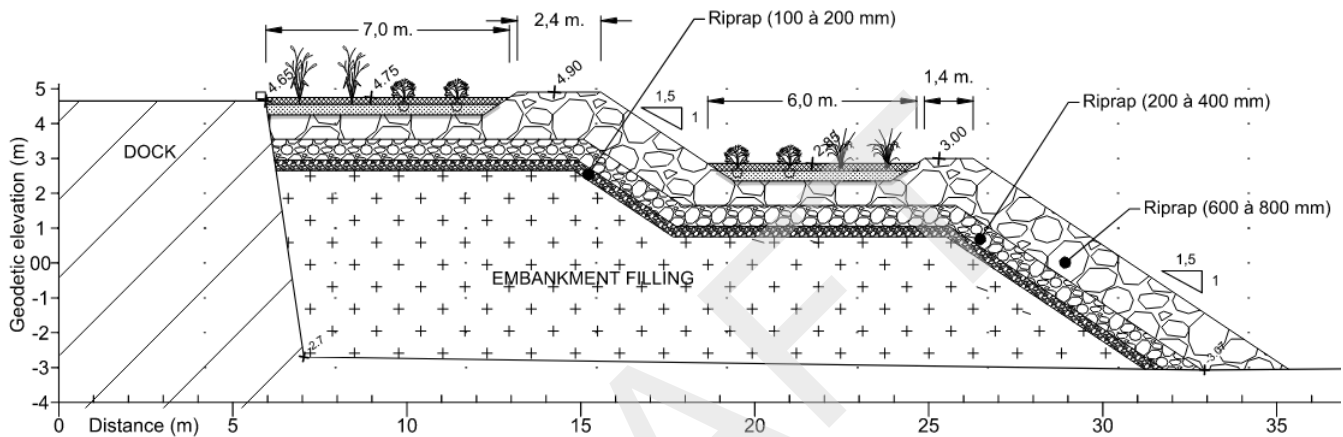


Figure 4.2: Option 2 - terrace concept

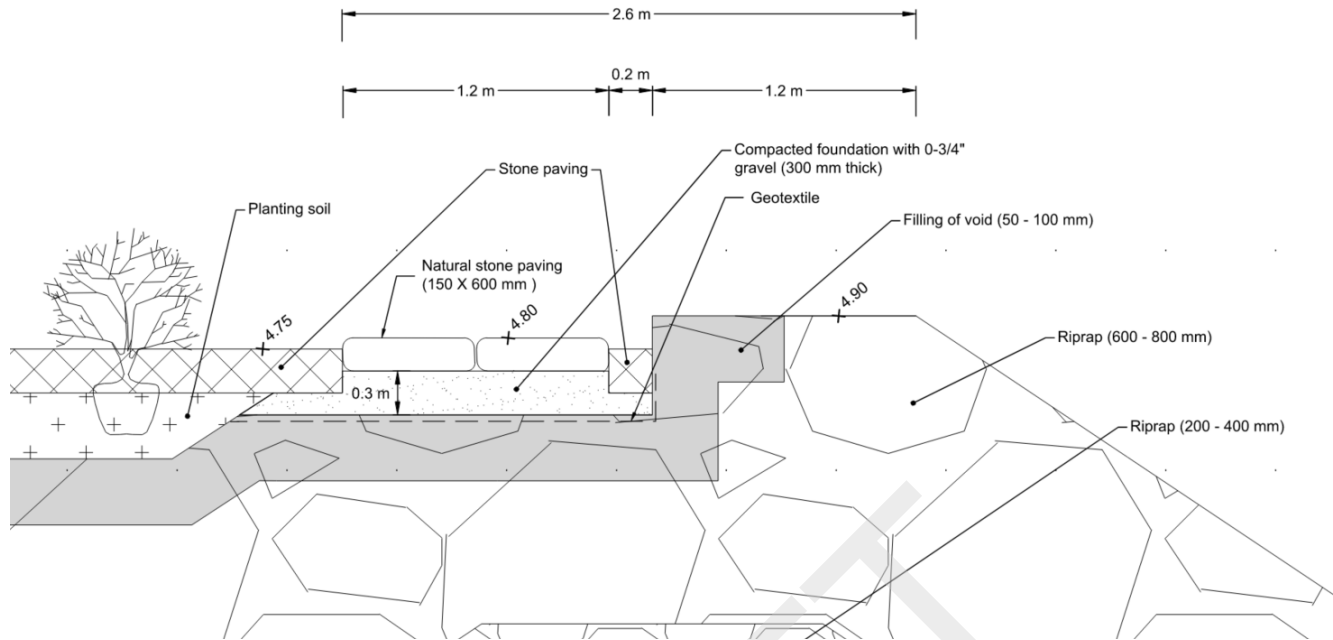


Figure 5.2: Selected terrace concept - enlargement - stone paving footpath

5.1 Terrace Fill Concept Cost Estimate

Upon the preliminary cost information provided, an extended cost estimate was prepared. As shown in Table 3-2 of the flood risk assessment and adaptation concepts report (Table 5.1), the approximate cost of the Embankment fill, rock placement, geotextile, vegetation and planting was \$782,200.

Based on the final integrated design option presented in Section 5, an expanded cost estimate was carried out. Additionally, an approximate cost has been added to cover expenses associated with environmental measures, such as performing work at low tide or installing a turbidity curtain.

Considering all the elements presented in Table 5.2, the approximate total amount is estimated at \$1,758,347. The main difference explaining the increase compared to the preliminary cost information is the substantial riprap installation required to adapt the embankment fill to the hydraulic constraints. This estimate is based on current assumptions and quantities and should be regarded as preliminary still and subject to change. It is also strongly recommended to verify current prices locally.

Table 5.1: Wharf rehabilitation opinion of probable cost (taken from the 2024 feasibility study)

Element	Approximate Cost (2023\$)
Steel Piling and Wall Face	\$ 630,000
Structural Steel Work	\$ 325,680
Tie-Back System	\$ 87,000
Embankment fill, rock placement and geotextile	\$ 726,200
Vegetation and Planting	\$ 56,000
Concrete capping	\$ 140,875
Miscellaneous Staging and Other Elements	\$ 38,245
Subtotal	\$ 2,004,000
Geotechnical Investigation and Detail Design	\$ 162,500
25% Contingency for unknowns (includes contingency on design)	\$ 541,625
Total without architectural panels	\$ 2,708,125
Architectural Pre-Cast Panels	\$ 1,128,000
25% Contingency for unknowns	\$ 282,000
Total with architectural panels	\$ 4,118,125

Source: Town of Annapolis Royal, 2024

Table 5.2: Selected wharf terrace fill concept cost estimate

Art	Code	Designation of Work	Quantity	Unit	Unit price	Product Price
1.0 Global Measures						
1.1	01.01.99	Environmental measures	1	Flat Rate	\$25,000	\$25,000
1.0	Subtotal - Global Measures					\$25,000
2.0 Embankment Fill, rock placement and geotextile						
2.1	02.01.99	Embankment fill	7,257	m ³	\$90	\$653,130
2.2	02.02.99	Riprap 100-200 - 300 mm Thickness	719	m ³	\$120	\$86,280
2.3	02.03.99	Riprap 200-400 - 600 mm Thickness	1,548	m ³	\$140	\$216,720
2.4	02.04.99	Riprap 600-800 - 1 400 mm Thickness	3,811	m ³	\$160	\$609,760
2.5	02.05.99	Filling of void ¹	75	m ³	\$110	\$8,300
2.6	02.06.99	Planting soil ²	260	m ³	\$85	\$22,100
2.7	02.07.99	Pebble paving ³	165	m ³	\$110	\$18,150

Art	Code	Designation of Work	Quantity	Unit	Unit price	Product Price
2.8	02.08.99	Natural stone paving	136	m ²	\$500	\$68,000
1.0 Subtotal - Embankment Fill						\$1,682,440
3.0 Vegetation and planting						
3.1	03.01.99	Low marsh - Herbaceous ⁴	2 180	ea	\$15	\$32,693
3.2	03.02.99	High marsh - Herbaceous ⁵	759	ea	\$15	\$11,384
3.3	03.03.99	High marsh - Shrubs ⁶	228	ea	\$30	\$6,830
3.0 Subtotal - Vegetation						\$50,907
Total Cost Estimate for the Wharf Terrace Fill Concept						\$1,758,347

¹ 25% of the surface area of the salt marshes

² 90% of the surface area of the salt marshes

³ 90% of the surface area of the salt marshes

⁴ Density considered of 5 plants/m² over the low marsh

⁵ Covers 40% of the surface area of the high marsh

⁶ Covers 60% of the surface area of the high marsh

DRAFT

6. Conclusions and Recommendations

The report presents an initial draft of an integrated design option for the terraced fill embankment concept, developed as part of a broader shoreline restoration project. By expanding the planted area in the selected design, this would promote healthier marsh vegetation, enhancing soil stability, biodiversity, resilience to sea-level rise, and natural coastal protection for the town wharf. This broader vegetated zone would also help the marsh keep pace with rising sea levels while contributing to the mitigation of storm impacts and flooding affecting the wharf and its surrounding areas.

The cost estimate (\$1,758,347) differs significantly from the preliminary cost provided (\$782,200), primarily due to the quantity of material required and the larger riprap rock sizes recommended to ensure the long-term stability of the structure. In contrast, the integration of vegetation for salt marsh implementation represents only a small portion of the overall cost. One potential solution not considered in the cost estimate is the reuse of existing riprap material. Assessing this option could help reduce overall costs by reusing material already available onsite, while also minimizing expenses associated with material disposal. In addition to the economic benefits, this approach would contribute to reducing the project's environmental footprint by limiting the need for new material extraction and transportation.

Further work recommended:

- Validate prices locally.
- Share the initial draft concept with the First Nations to discuss the proposed approach.
- Identify native species for planting and establishing resilient coastal ecosystems.
- Evaluate the opportunity to integrate historical and informational markers within the project.
- Evaluate overtopping using a numerical model such as XBeach to refine crest elevation.
- Consult residents to confirm winter ice conditions.
- Validate flow conditions through field inquiry or a 2D hydrodynamic model, although velocities are expected to be low due to shelter from the main channel.
- Validate the feasibility of the terrace fill concept by assessing the condition of the wharf and the structural elements that must be deployed on the opposite side to ensure adequate reinforcement.

7. References

Horrocks, Logan. 2025. Clean Foundation. Personal communication. October 24, 2025

MindTrip. n.d. *Annapolis Royal Wharf*. Retrieved January 8, 2026, from: <https://mindtrip.ai/attraction/annapolis-royal-nova-scotia/annapolis-royal-wharf/at-FWMGmYME>

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DRAFT

A

Appendix A

Technical note for the design of riprap stone size, crest elevation and crest width

TECHNICAL NOTE

Project:	Wharf Rehabilitation Terraced Fill Embankment
Version:	Rev. B - Preliminary
Date:	2025-09-22
Ref.:	Z0027061
Object:	Technical Note for the Design of Riprap Stone Size, Crest Elevation and Crest Width

1. Context

As part of the rehabilitation of the Annapolis Royal Wharf using a terraced slope, the appropriate size of the armour stones must be established. The 2024 Flood Risk Assessment and Adaptation Concepts report was reviewed for this study. At the outset, it was anticipated that site-specific hydraulic and ice studies, including a hydraulic model of the bay, would be available. In practice, the only information provided concerned projected water levels under climate change (including sea level rise and storm surge).

In the absence of detailed hydraulic and ice data, supplementary calculations were undertaken to estimate wave generation and ice thickness for the design of the stone armour protection. This technical note presents the resulting armour stone sizing together with the determination of the required crest width.

2. Location and Concept

The Town of Annapolis Royal is located in Nova Scotia, on the eastern shore of a tidal inlet of the Bay of Fundy (Figure 2-1).



Figure 2-1: Location of Annapolis Wharf

The rehabilitation concept under study consists of a terraced slope on the south side of the wharf (Figure 2-2). The sheet pile portion of the wharf is excluded from this technical note.

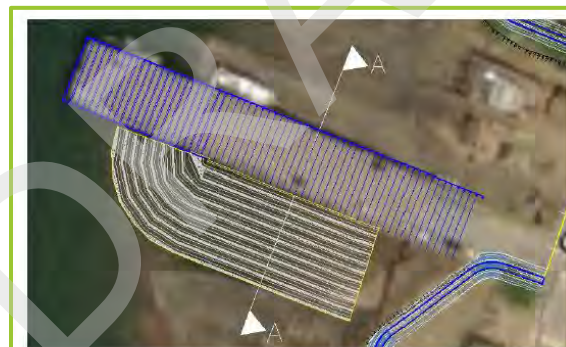


Figure 3-9: Wharf Rehabilitation Plan View

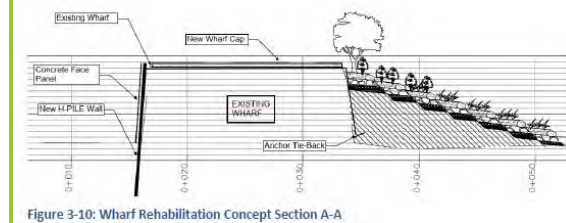


Figure 3-10: Wharf Rehabilitation Concept Section A-A

Figure 2-2: Terrace Concept (Taken from the 2024 Flood Risk Assessment)

3. Armour Stone Sizing Criteria

The armour stone size is generally determined based on the most critical of the following three phenomena:

1. Flow velocity;
2. Ice thickness;
3. Wave action.

Flow velocities can be estimated using a hydraulic model. However, no model or hydraulic study was available to CIMA+ for this project. Velocities are therefore neglected in this sizing exercise. However, it is not expected that flow velocities will be the governing factor for stone size in this case.

Ice conditions are discussed in Section 4, and wave conditions in Section 5.

4. Ice Conditions

Based on aerial imagery from the last 10 years (Google Earth and USGS Earth Explorer), ice does not appear to be a significant issue at the wharf site. No ice was observed in the 11 January-February images examined. The upstream dam retains ice and limits the probability of ice runs during thaws.

No information from local residents has yet been obtained to confirm ice conditions.

For reference, ice thickness was simulated using the Stefan equation and freezing degree-days recorded at the Environment Canada Greenwood A station (54 km from the site) for the years 1916 to 2006. Years with missing freeze-up data (1960, 1961, 1987, 1999, 2000, 2002, and 2006) were excluded. Based on site conditions, the Ice Engineering Manual, and previous projects, a regional coefficient of 2.3 was applied. Return periods for ice thickness were then computed using HYFRAN PLUS, with a normal distribution fitted to the data. Results are shown below:

Table 4-1: Ice Thickness Return Periods

Return period (yrs)	Ice thickness (cm)
100	63
50	60
20	57
10	54
2	44

According to Hydro-Québec’s Hydroelectric Works Design Guide (2008), the median stone size D_{50} should be equal to or greater than the ice thickness when water levels fluctuate significantly, as is the case in this tidal inlet. The tidal range between the mean high water and the mean low water is 6.55 m, as shown in Table 4-2. No additional safety factor is included for ice runs, since the upstream

dam makes large ice blocks unlikely. For a 1:50-year return period, this yields $D_{50} \geq 600$ mm to withstand ice forces.

Table 4-2: Tide Characteristics at Digby station (#00325)

Tide Characteristic	Water Elevation (CD datum)
Highest Astronomical Tide	9.38
Higher High Water Large Tide	9.17
Mean Higher High Water (Higher High Water Mean Tide)	7.94
Mean High Water (High Water Mean Tide)	7.8
Mean Water Level	4.54
Mean Low Water (Low Water Mean Tide)	1.25
Mean Lower Low Water (Lower Low Water Mean Tide)	1.12
Lower Low Water Large Tide	-0.16
Lowest Astronomical Tide	-0.35

5. Wave Conditions

Waves are generated by wind blowing over a distance known as the fetch. Three fetch origins were identified, and radials were drawn every 3° to capture possible wave approach directions from offshore. The analysed fetches are shown in Figure 5-1.

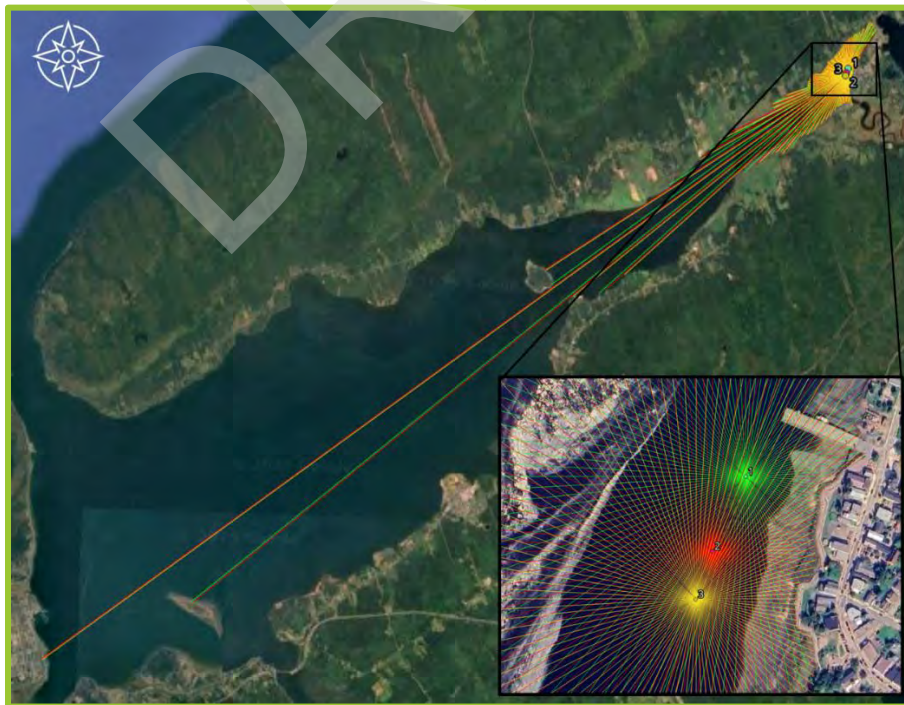


Figure 5-1: Analysed Fetches

Effective fetches were calculated using the mean plus half a standard deviation method. For each of the 16 directions, the maximum effective fetch among the three origins was retained.

Hourly wind speeds from the Environment Canada Greenwood A station (1953-2025) were used. The wind rose for the station is shown in Figure 5-2.

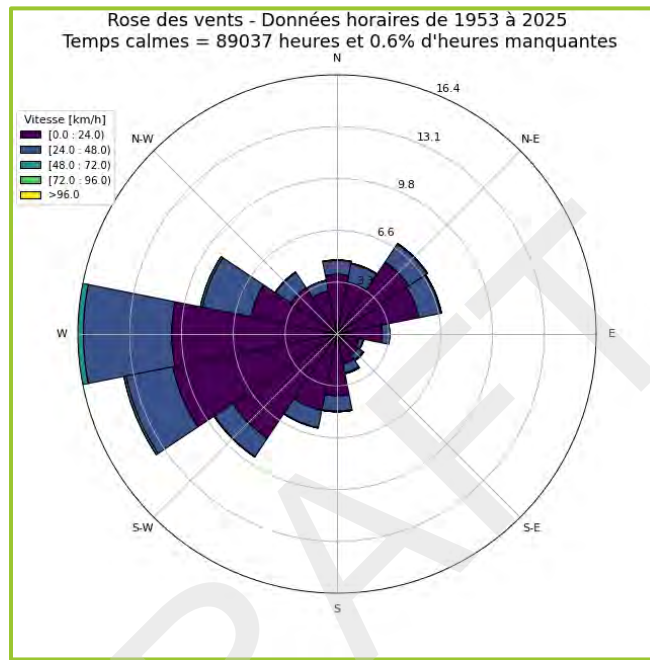


Figure 5-2: Greenwood A Station Wind Rose

A characteristic water depth of 13 m was used for the fetch origins. This corresponds to the future climate 1:100-year water level (4.96 m CGVD2013, feasibility study) minus local bathymetry (~-7 m CGVD2013 from NONNA10 data).

Waves were generated using the GENEREUX model, which applies the equations from the Shore Protection Manual (1977). Annual maximum significant wave heights (H_s) were extracted for each year. A frequency analysis with HYFRAN PLUS was then performed, fitting a Pearson Type III distribution to obtain wave heights for given return periods:

Table 5-1: Characteristic Wave Height Return Periods

Return period (yrs)	H_s (m)
100	1.31
50	1.23
20	1.12
10	1.04
2	0.82

The **Hudson formula** (1974) from the *Coastal Engineering Manual* was applied using the 50-year return period wave height, for a slope of 1V:1.5H.

Table 5-2: Stone Size

Stone type	Size (mm)	Layer Thickness (m)
Armour	600-800	1.2
Filter (1st layer)	200-400	0.7
Filter (2 nd layer)	100-200	0.3

The recommended second layer of filter stone can be replaced by a thick nonwoven geotextile underlay (e.g., Texel 7634, 5.8 mm thick) to limit the migration of fine particles found in the embankment.

To prevent scour, a toe berm corresponding to $1 \times D_{50}$ of the armour rocks (700 mm) is recommended.

6. Crest Elevation and Width

The Town of Annapolis Royal does not wish to raise the wharf, as this would require a full replacement. However, it is recommended to raise the armour crest relative to the current wharf elevation to provide sufficient freeboard during high tides and storms. This would protect the rip rap integrity itself as well as the wharf infrastructure behind it.

Without detailed water level or overtopping modelling, it is not possible to give a precise crest elevation to limit damage landward of the armour. As a preliminary and conservative measure, an **elevation of 4.9 m CGVD2013** is recommended—slightly below the future climate 1:100-year water level (4.96 m according to the 2024 Flood Risk Assessment). Based on the survey provided by the Town of Annapolis, the current wharf elevation is 4.7 m CGVD2013 (measured at the north-west extremity of the wharf).

The crest width should be $3-4 \times D_{50}$ of the armour stone. Given that the selected crest elevation allows for some overtopping, a value of $4 \times D_{50}$ is recommended:

$$B_{crest} = 4 \times 0.60 \text{ m} = 2.4 \text{ m}$$

7. Conclusions and Recommendations


- **Stone size:** For wave stability, armour stone should be 600-800 mm. This size also meets the ice-resistance criterion, although ice is not expected to be a critical issue at this site.
- **Crest elevation:** Preliminary recommendation of 4.9 m CGVD2013.
- **Crest width:** 2.4 m ($4 \times D_{50}$).

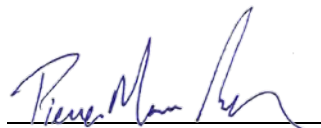
Further work recommended:

- Evaluate overtopping using a numerical model such as XBeach to refine crest elevation;
- Consult local residents to confirm winter ice conditions;
- Validate flow conditions through field inquiry or a 2D hydrodynamic model, although velocities are expected to be low due to shelter from the main channel.

Prepared by:

Verified by:


Guillaume Morin, Eng., M.Sc.


Pierre-Marc Pelletier, P.Eng, M.A.Sc.

A

Appendix A Winter Aerial Imagery



Figure 1: 2015-02-28



Figure 2: 2016-02-15



Figure 3: 2016-02-23



Figure 4: 2019-02-23



Figure 5: 2020-02-26



Figure 6: 2021-01-11



Figure 7: 2023-01-25



Figure 8: 2023-02-21



Figure 9: 2025-01-22



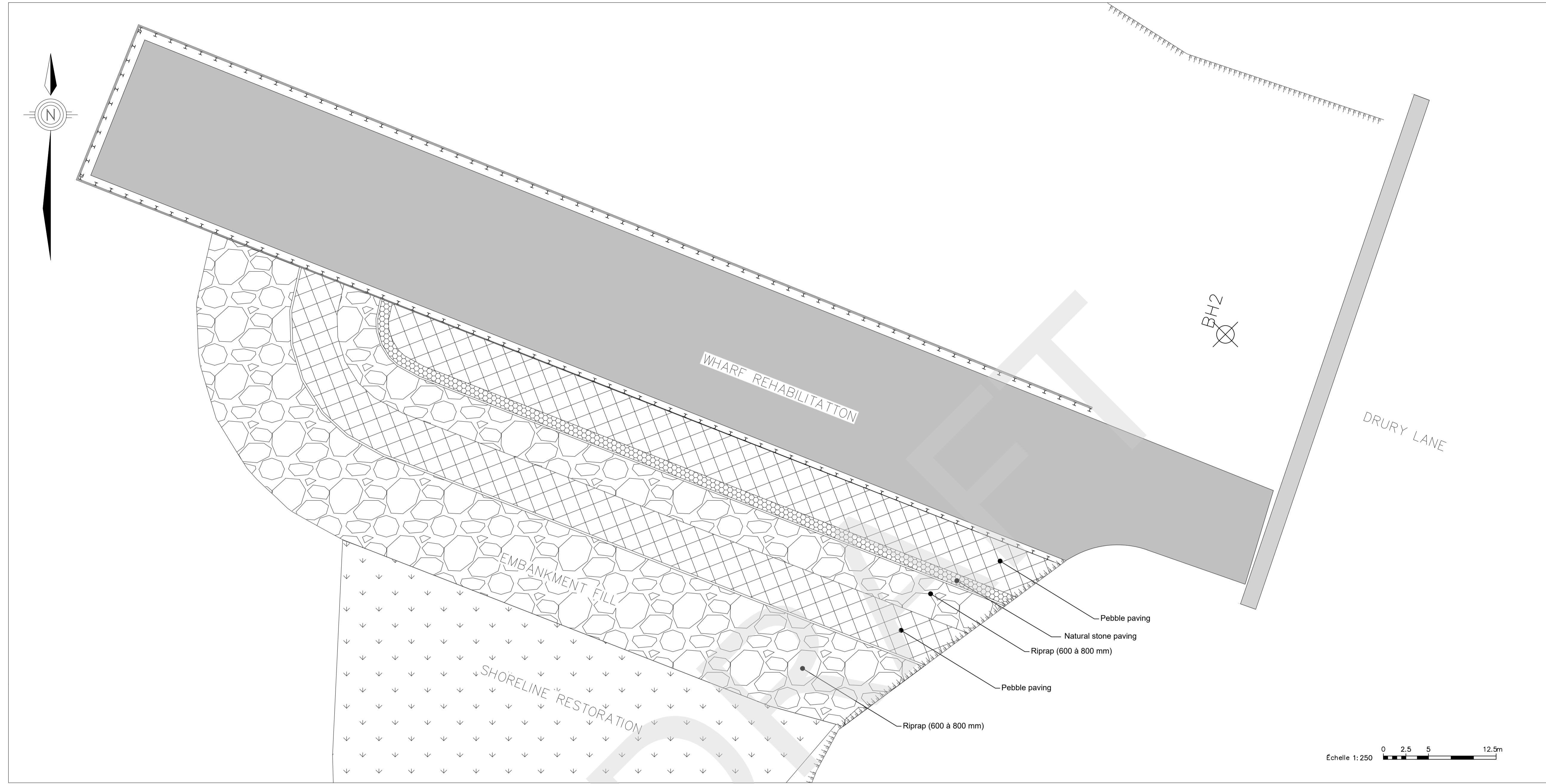
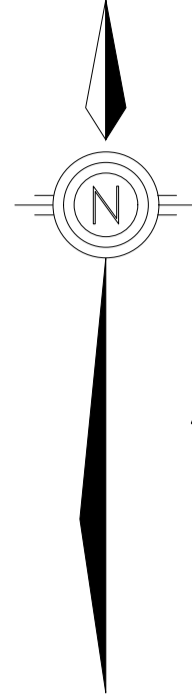
Figure 10: 2025-02-15

B


Appendix B Embankment fill conceptual design

DRAFT





CLIENT:




A	M	J	CONCEPTUAL DESIGN	REV.
---	---	---	-------------------	------

SEAL:

CONCEPT PLAN
RENDU SUBJECT TO FURTHER CHANGES. THIS PLAN SHOULD BE USED FOR INFORMATION PURPOSES ONLY.

prepared by:

TECHNICAL TEAM:



1145, Bd Lebourneuf
 Québec, QC G2K 2K8

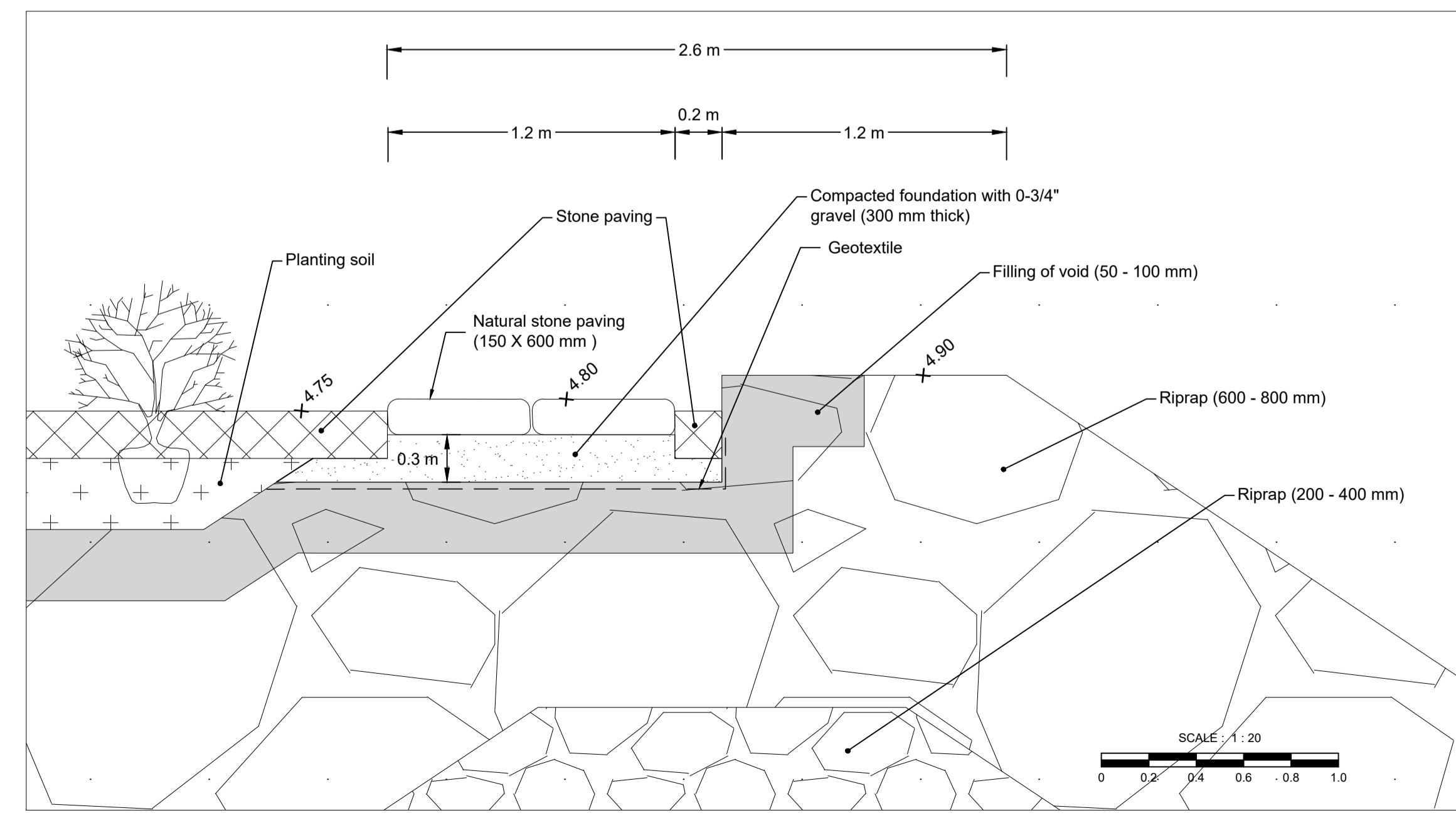
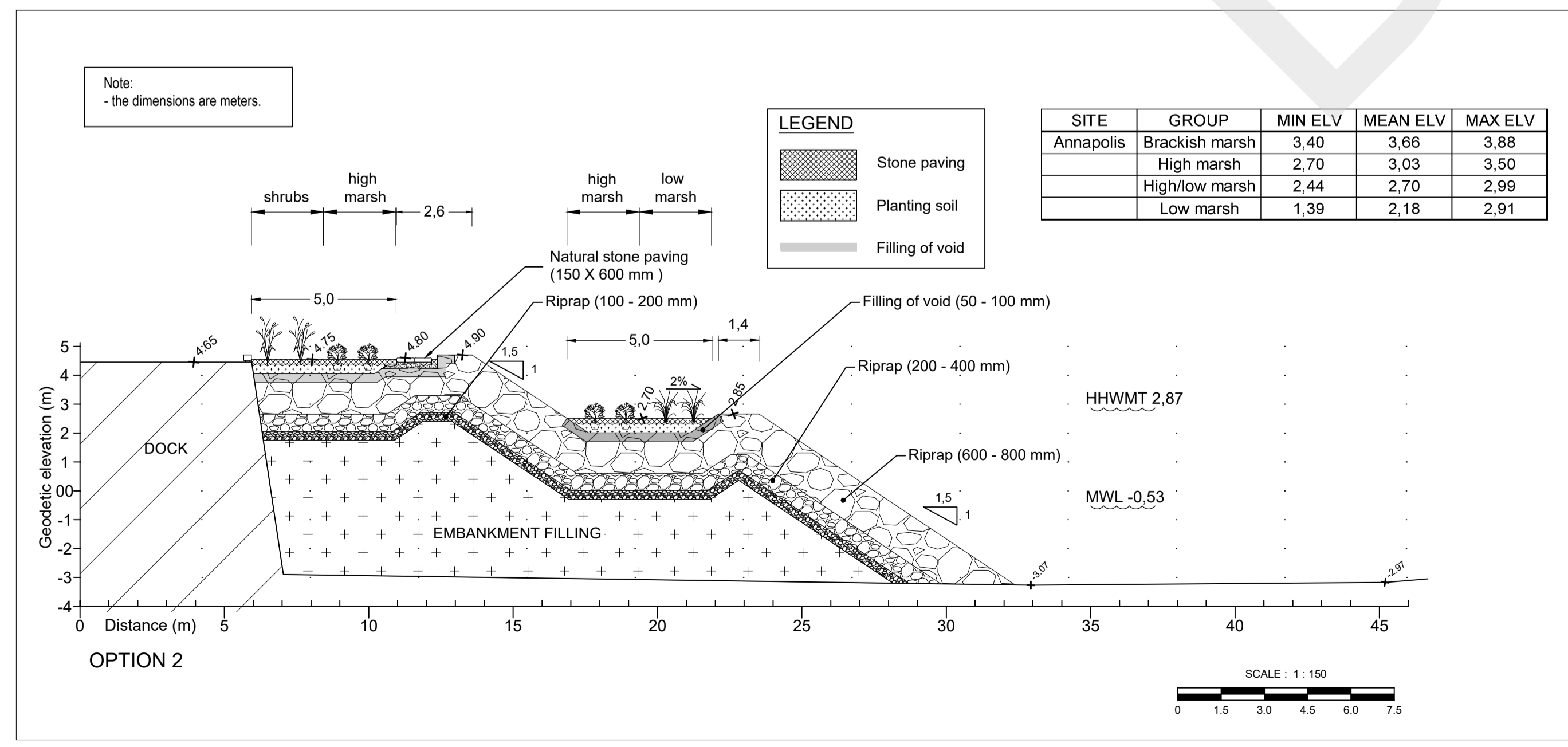
PROJECT:
**Wharf Rehabilitation
 Terraced Fill Embankment**

TITLE:
**Embankment Fill
 Conceptual desing**

SCALE:

PREPARED: François Lambert, tech.
 Raphaël Pouliot, ing. f., M.Sc.
 DRAWN: Gaétan Couture, tech.
 VERIFIED: Charles White, biol., M.Sc.

DATE: 2026-01-09 # PLAN: Z0027061-P01 1/1



Enlargement

APPENDIX D – EAGLE BEACH
ANNAPOLIS ROYAL - WHARF REUSE DESIGN - OPTION #1
5 PAGES

DRAFT

**Outer Wharf to be Rebuilt
Suggest Soldier Pile with
Concrete Panel Wall**

**New Soldier Pile with
Concrete Panel Wall.
Concrete deadman anchors
in center of existing wharf.**

**Rock Protection and Infill
Or Terraced Seawall**

Existing Wharf Deck to be gravelled/ paved

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

(902) 835-7664

Project Name:

General Notes:

Top of Page is
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All Dimensions
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Drawing Number:

101

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

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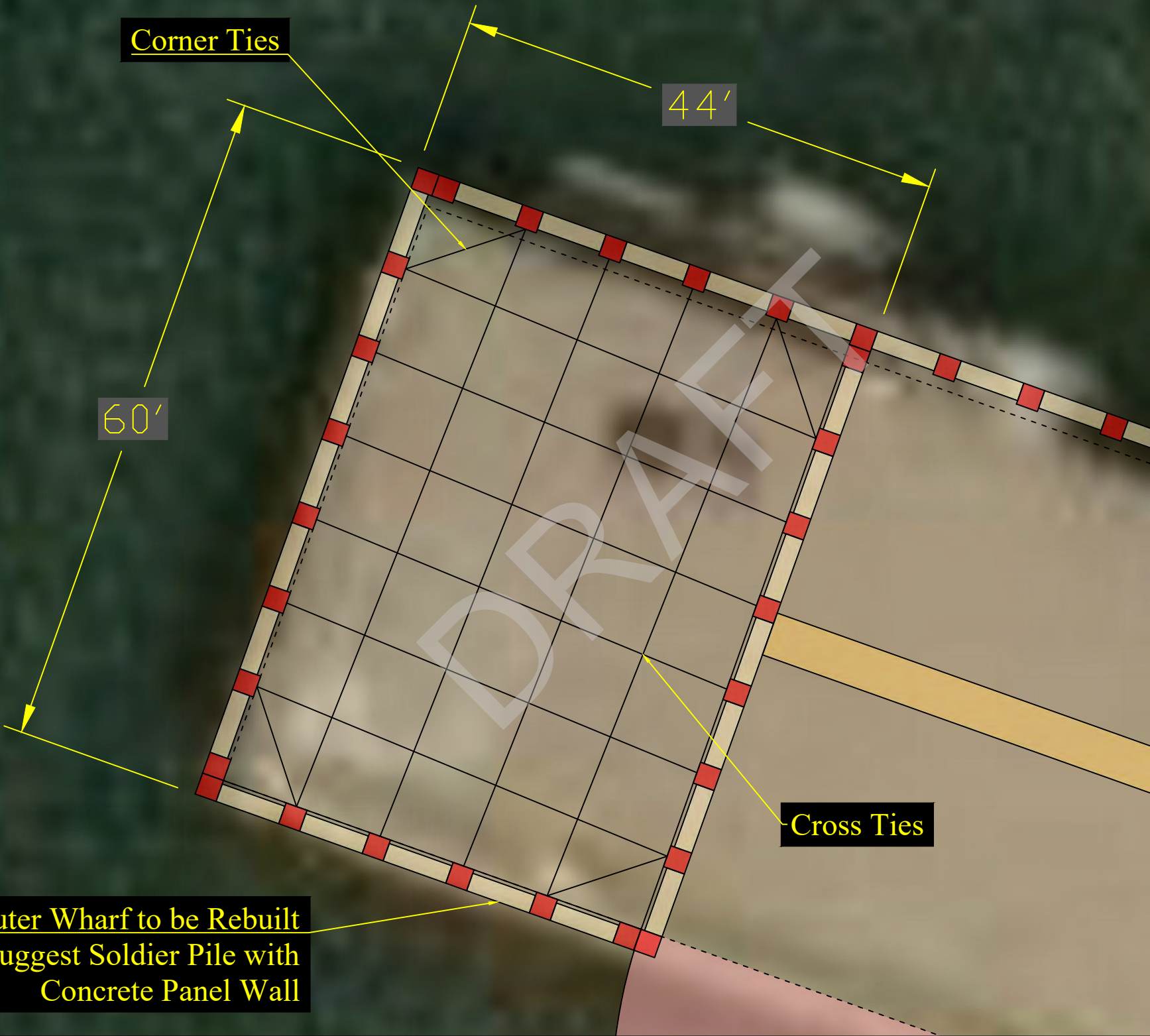
Corner Ties

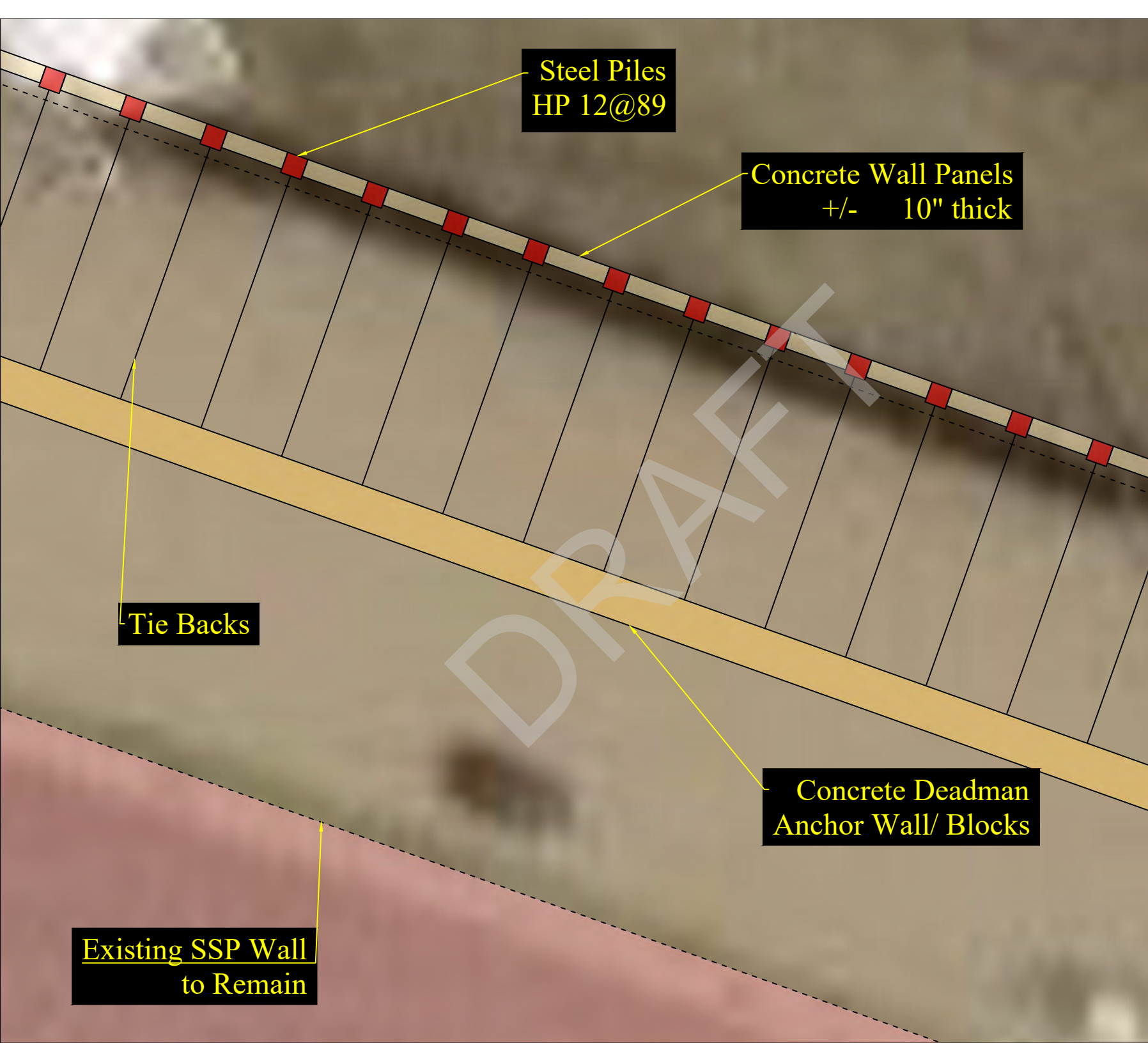
44'

60'

Cross Ties

**Outer Wharf to be Rebuilt
Suggest Soldier Pile with
Concrete Panel Wall**





**Steel Piles
HP 12@89**

**Concrete Wall Panels
+/- 10" thick**

Tie Backs

**Concrete Deadman
Anchor Wall/ Blocks**

**Existing SSP Wall
to Remain**

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Contractors Ltd.

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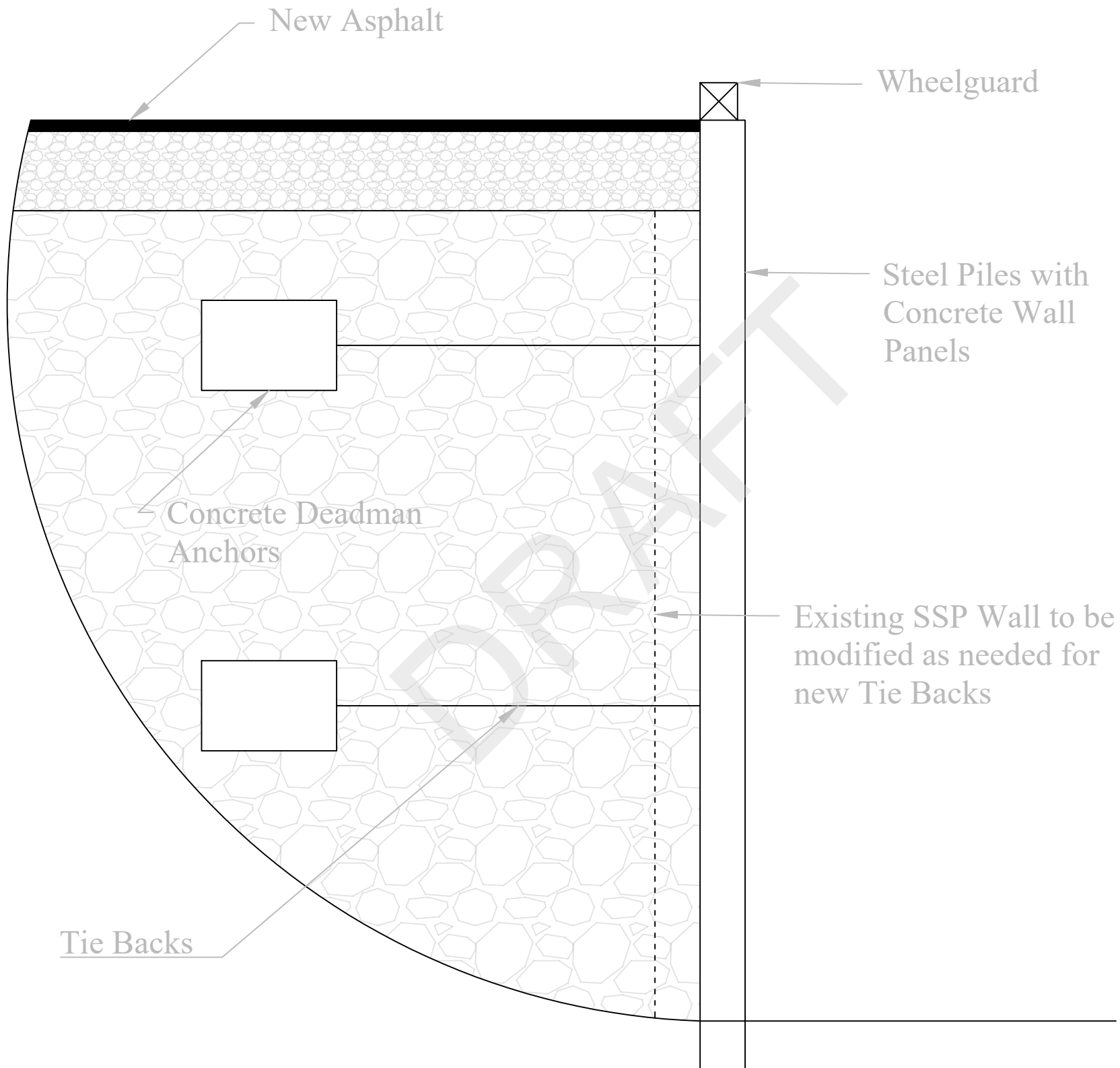
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Steel Piles with
Concrete Wall Panels

Concrete Deadman
Anchors

Tie Backs

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Annapolis Royal Wharf

CONVERT TO BREAKWATER OPTION

Particulars

50 feet wide
350 feet long
27 feet tall at end
10 feet tall at start

Cross Section Area

A= 6475 ft²

Volume

V= 323750 ft³

Density of Soils/ Rocks

p= 100 lbs/ft³

Weight of Fill

W= 32375000 lbs = 16187.5 tons

Steel sheets

W/ft= 50 lb/ft

Sheet width= 1.67 ft

Sheets in wharf= 449.1017964 sheets

Average length= 20 feet tall

Lineal feet of sheets= 8982.035928 ft

Weight of sheets= 449101.7964 lbs = 224.5509 tons

Excavation= \$ 90.00 per ton

Trucking= \$ 40.00 per ton

Disposal= \$ 110.00 per ton

Unit Cost Removal= \$ 240.00 per ton

Total Cost Removal= **\$ 1,996,392.22** Half fill material removed

Assumes NO contaminated materials

Rock Cost= \$ 30.00 per ton

Armour Stone= 5000 tons

Filter Stone= 4000 tons

Unit Price Install= \$ 160.00

Breakwater install= **\$ 1,440,000.00**

TOTAL COST= \$ 3,436,392.22 +/- \$ 500,000.00

APPENDIX E – EAGLE BEACH
ANNAPOLIS ROYAL - WHARF REUSE DESIGN - OPTION #2
5 PAGES

DRAFT

Existing SSP Wharf to be Removed and Replaced in 20' to 50' sections as new wharf is being built. Reuse infill if appropriate.

New Soldier Pile with Concrete Panel Wharf. Both sides. 30' wide.

Rock Protection and Infill Or Terraced Seawall

Wharf Deck to be gravelled/ paved

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

(902) 835-7664

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Contractors Ltd.

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Nova Scotia.

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Drawing Number:

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Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

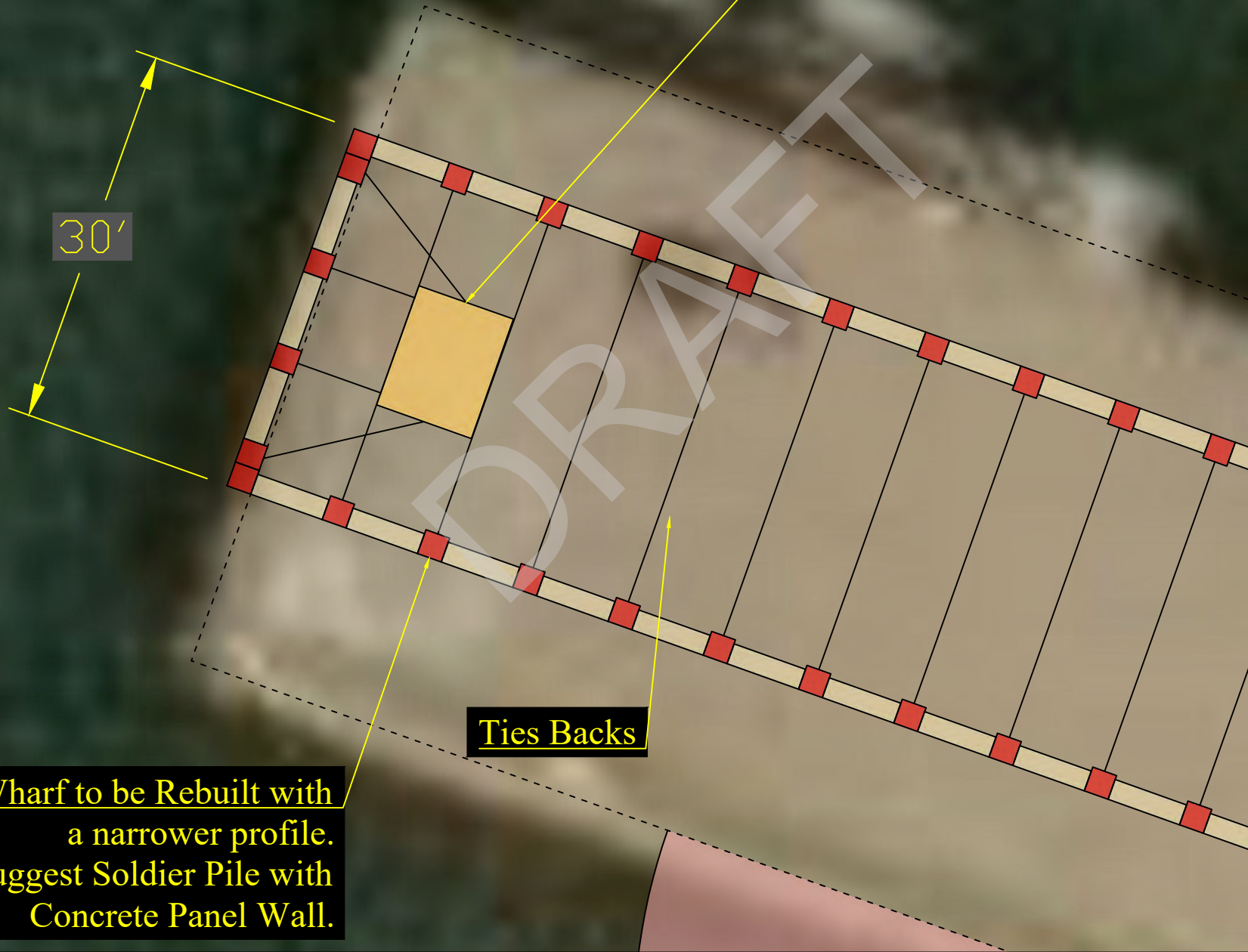
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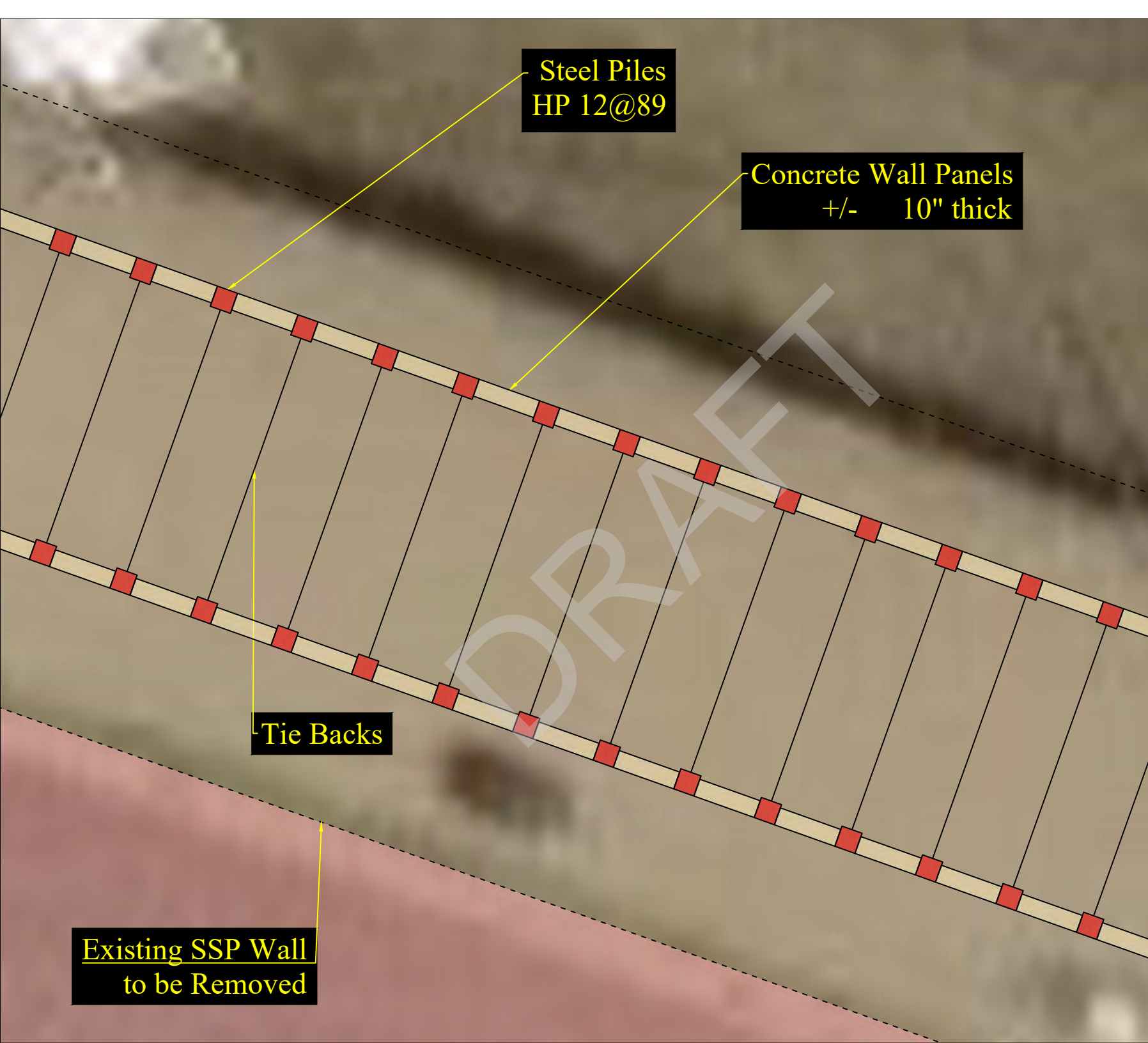
Deadman for End of Wharf

30'

Ties Backs

**Wharf to be Rebuilt with
a narrower profile.
Suggest Soldier Pile with
Concrete Panel Wall.**





**Steel Piles
HP 12@89**

**Concrete Wall Panels
+/- 10" thick**

Tie Backs

**Existing SSP Wall
to be Removed**

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

(902) 835-7664

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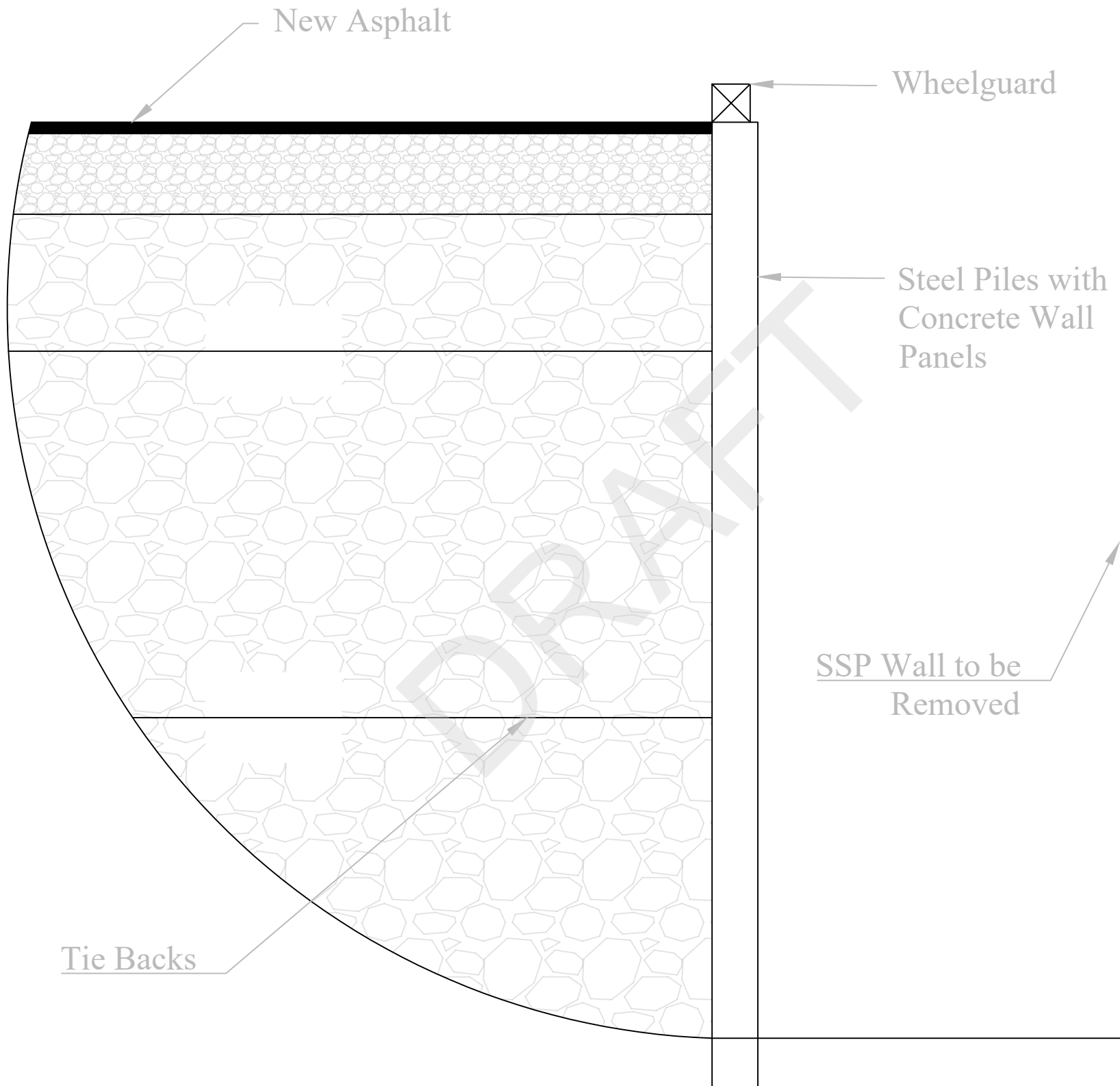
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Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS



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Contractors Ltd.

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Nova Scotia.

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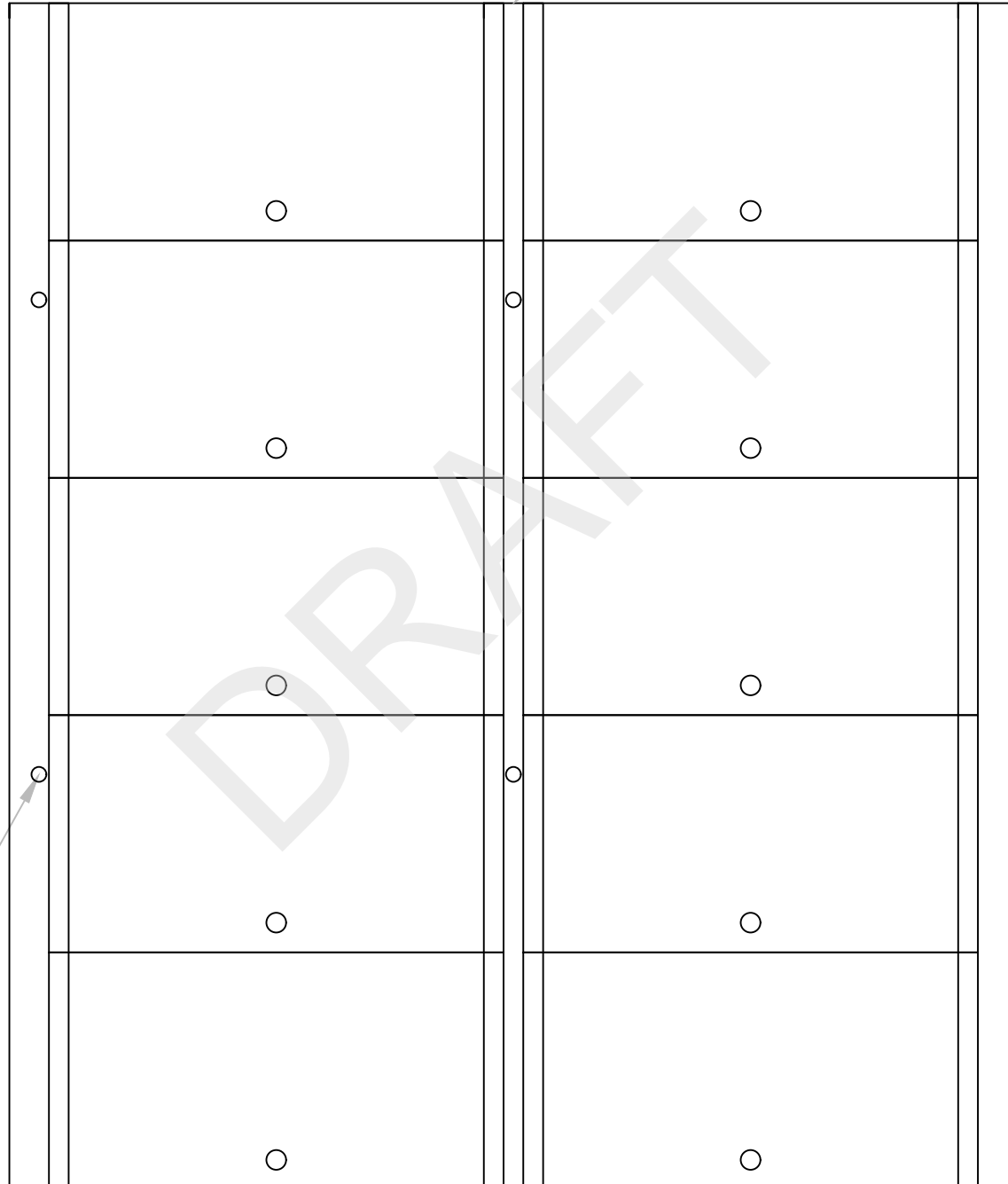
Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Steel Piles with
Concrete Wall Panels



Tie Backs

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

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All Dimensions
are approximate
and subject to
change.

Drawing Number:

205

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Annapolis Royal Wharf

REBUILD NORTH WALL, BREAKWATER SOUTH WALL

Particulars

50 feet wide
350 feet long
27 feet tall at end
10 feet tall at start

Lineal Feet

L= 500 ft

Soldier Pile and Lagging \$ 4,500.00 per lineal ft

Install= **\$ 2,250,000.00** +/- \$ 400,000.00

Included tie-backs and deadman anchors

Cross Section Area

A= 6475 ft²

Volume

V= 323750 ft³

Density of Soils/ Rocks

p= 100 lbs/ft³

Weight of Fill

W= 32375000 lbs = 16187.5 tons

Steel sheets

W/ft= 50 lb/ft

Sheet width= 1.67 ft

Sheets in wharf= 449.1017964 sheets

Average length= 20 feet tall

Lineal feet of sheets= 8982.035928 ft

Weight of sheets= 449101.7964 lbs = 224.5509 tons

Excavation= \$ 90.00 per ton

Trucking= \$ 40.00 per ton

Disposal= \$ 110.00 per ton

Unit Cost Removal= \$ 240.00 per ton

Total Cost Removal= **\$ 998,196.11** Quarter fill material removed
Half of sheets removed

Assumes NO contaminated materials

Rock Cost= \$ 30.00 per ton

Armour Stone= 2500 tons

Filter Stone= 2000 tons

Unit Cost Install= \$ 160.00

Breakwater install= **\$ 720,000.00**

TOTAL COST= \$ 3,968,196.11 +/- \$ 500,000.00

APPENDIX F – EAGLE BEACH
ANNAPOLIS ROYAL - WHARF REUSE DESIGN - OPTION #3
5 PAGES

DRAFT



Existing SSP Wharf to be Encapsulated in Concrete Cope Wall

Rock Protection and Infill Or Terraced Seawall

Wharf Deck to be gravelled/ paved

Eagle Beach Contractors Ltd.

2033 Hammonds Plains Rd., Halifax, Nova Scotia.

(902) 835-7664

Project Name:

General Notes:

Top of Page is North

All Dimensions are approximate and subject to change.

Drawing Number:

301

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

(902) 835-7664

Project Name:

General Notes:

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All Dimensions
are approximate
and subject to
change.

Drawing Number:

302

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

**Wharf to be encapsulated
in Concrete Copewall**

55'

DRAFT

Rebar, Welded Studs, Drains in Cope Wall

**Concrete Copewall
+/- 8" thick past
outpan**

**Existing Tie Backs
Condition to be confirmed**

**Existing SSP Wall
to be Stay**

DRAFT

Eagle Beach
Contractors Ltd.

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Plains Rd., Halifax,
Nova Scotia.

(902) 835-7664

Project Name:

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Drawing Number:

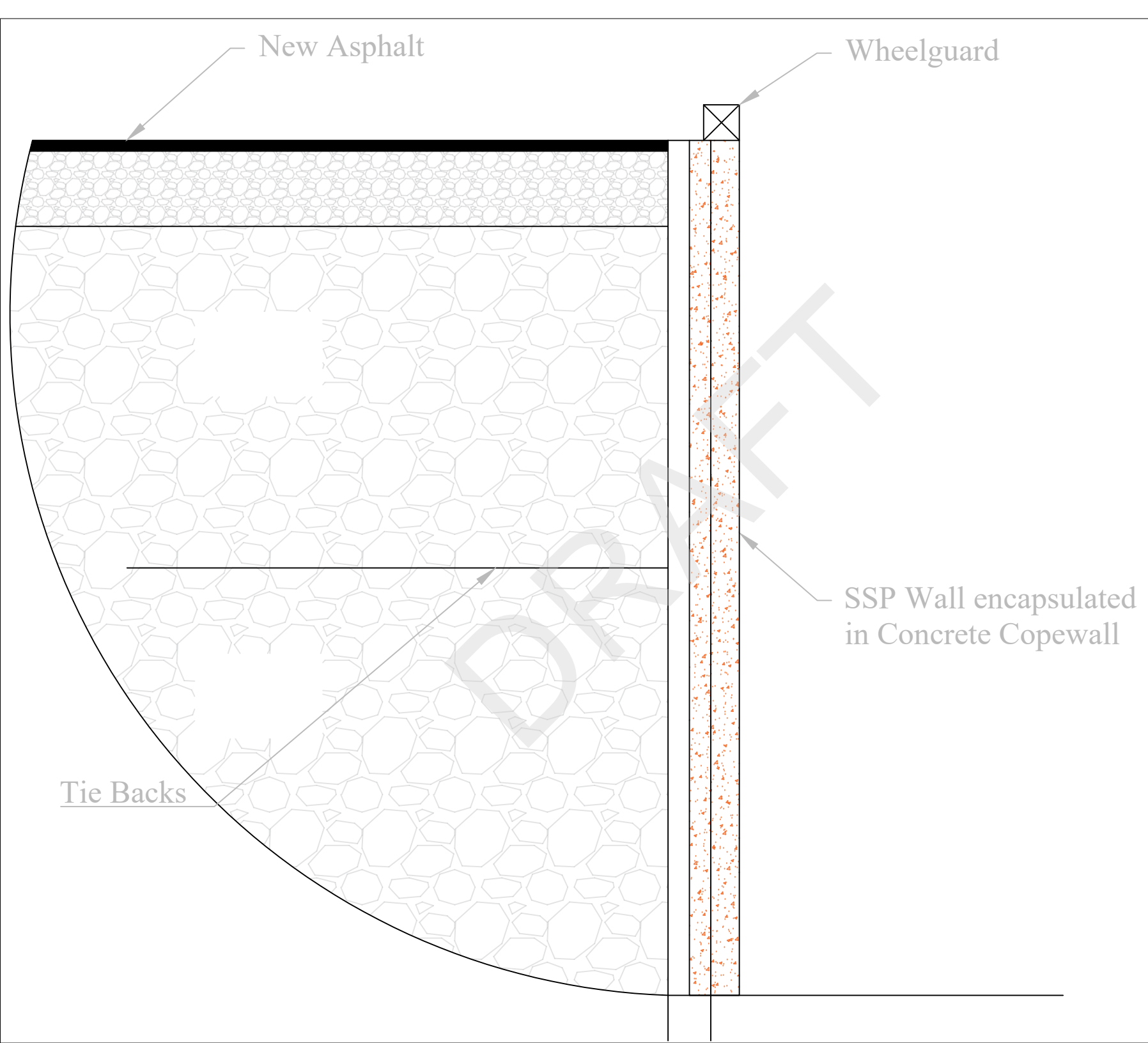
303

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS



Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

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Project Name:

General Notes:

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All Dimensions
are approximate
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change.

SSP Wall encapsulated
in Concrete Copewall

Drawing Number:

304

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Tie Backs

New Asphalt

Wheelguard

Annapolis Royal Wharf

ENCASE EXISTING IN CONCRETE OPTION

Particulars

50 feet wide
350 feet long
27 feet tall at end
10 feet tall at start

Surface Area

A= 14300 ft²

Concrete Cope Wall \$ 1,600.00 per m² = \$ 148.65 per ft²

Install= **\$ 2,125,623.61** +/- \$ 400,000.00

Assumes tie-rods are in good condition and can be reused.

Additional tie-rod work would be in the range of + **\$1,000,000.00**

DRAFT

APPENDIX G – EAGLE BEACH
ANNAPOLIS ROYAL - WHARF REUSE DESIGN - OPTION #4
5 PAGES

DRAFT

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Contractors Ltd.

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Nova Scotia.

(902) 835-7664

Project Name:

General Notes:

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change.

Drawing Number:

401

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Outer Wharf to be Rebuilt/ Changed

- 1. Wharf
- 2. Stairs into water
- 3. Viewing underwater

**New Soldier Pile with
Concrete Panel Wall.
Concrete deadman anchors
in center of existing wharf.
Outer 15' +/- to be Removed**

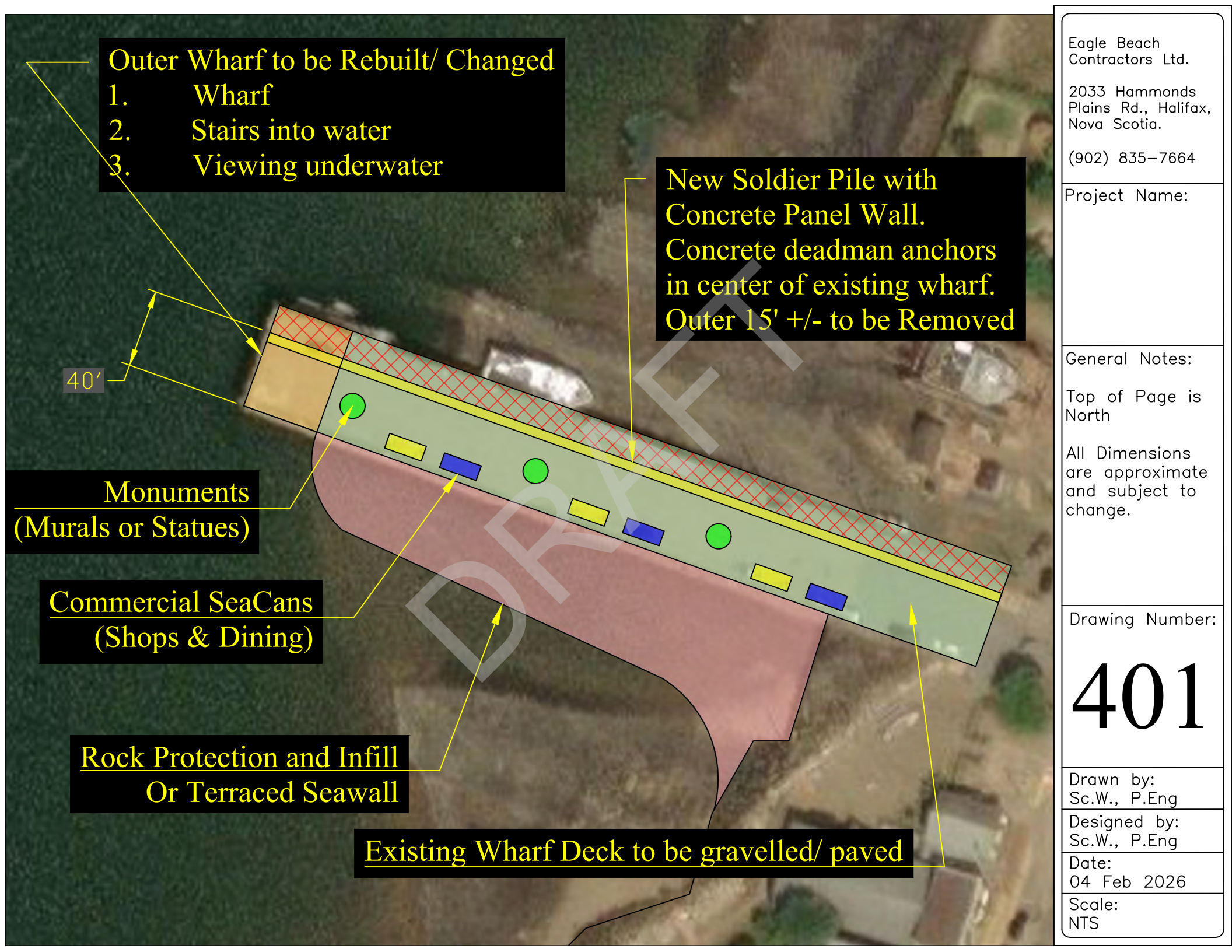
40'

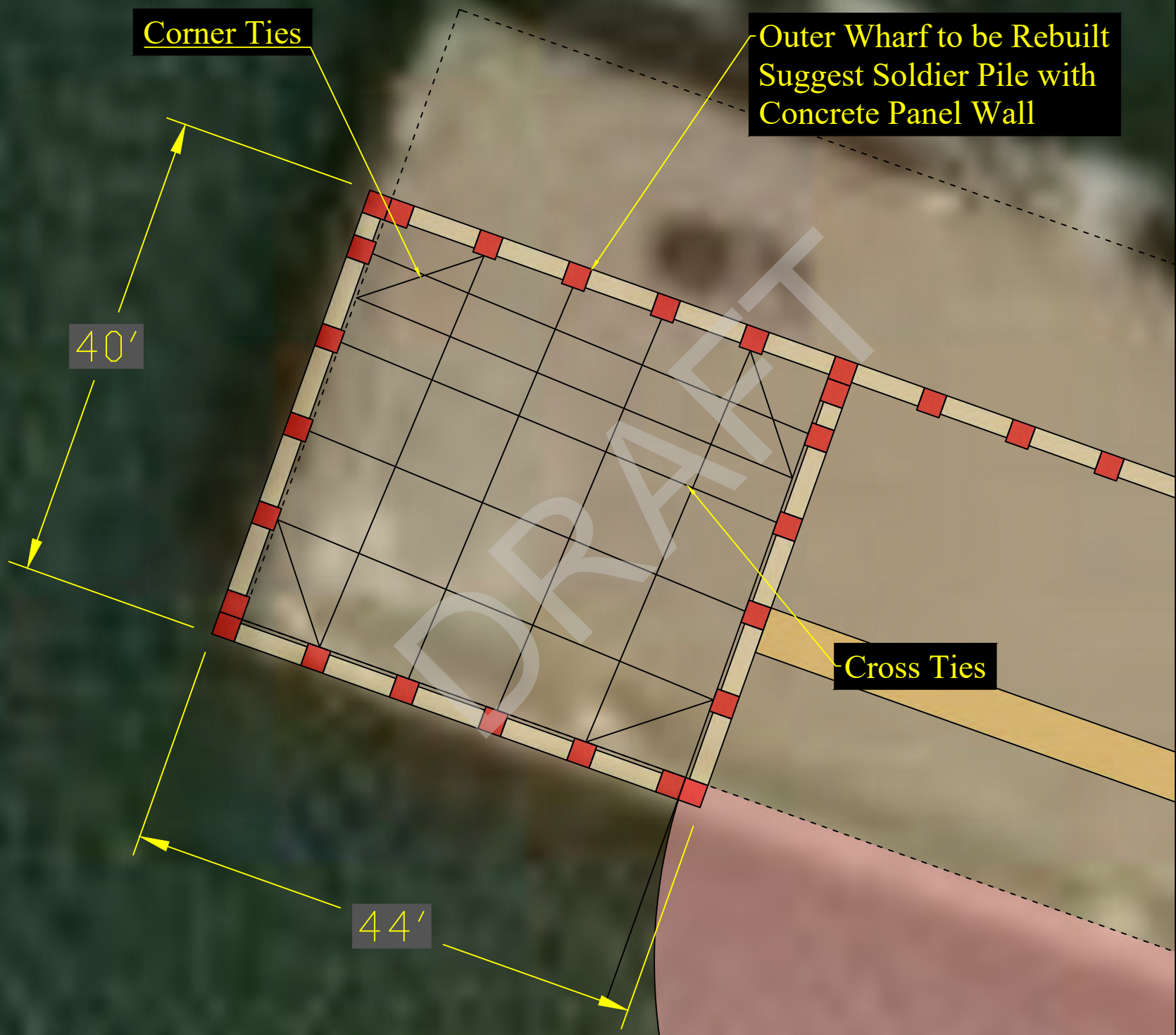
**Monuments
(Murals or Statues)**

**Commercial SeaCans
(Shops & Dining)**

**Rock Protection and Infill
Or Terraced Seawall**

Existing Wharf Deck to be gravelled/ paved





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Contractors Ltd.

2033 Hammonds
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Project Name:

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are approximate
and subject to
change.

Drawing Number:

402

Drawn by:
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Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
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(902) 835-7664

Project Name:

General Notes:

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change.

Drawing Number:

403

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

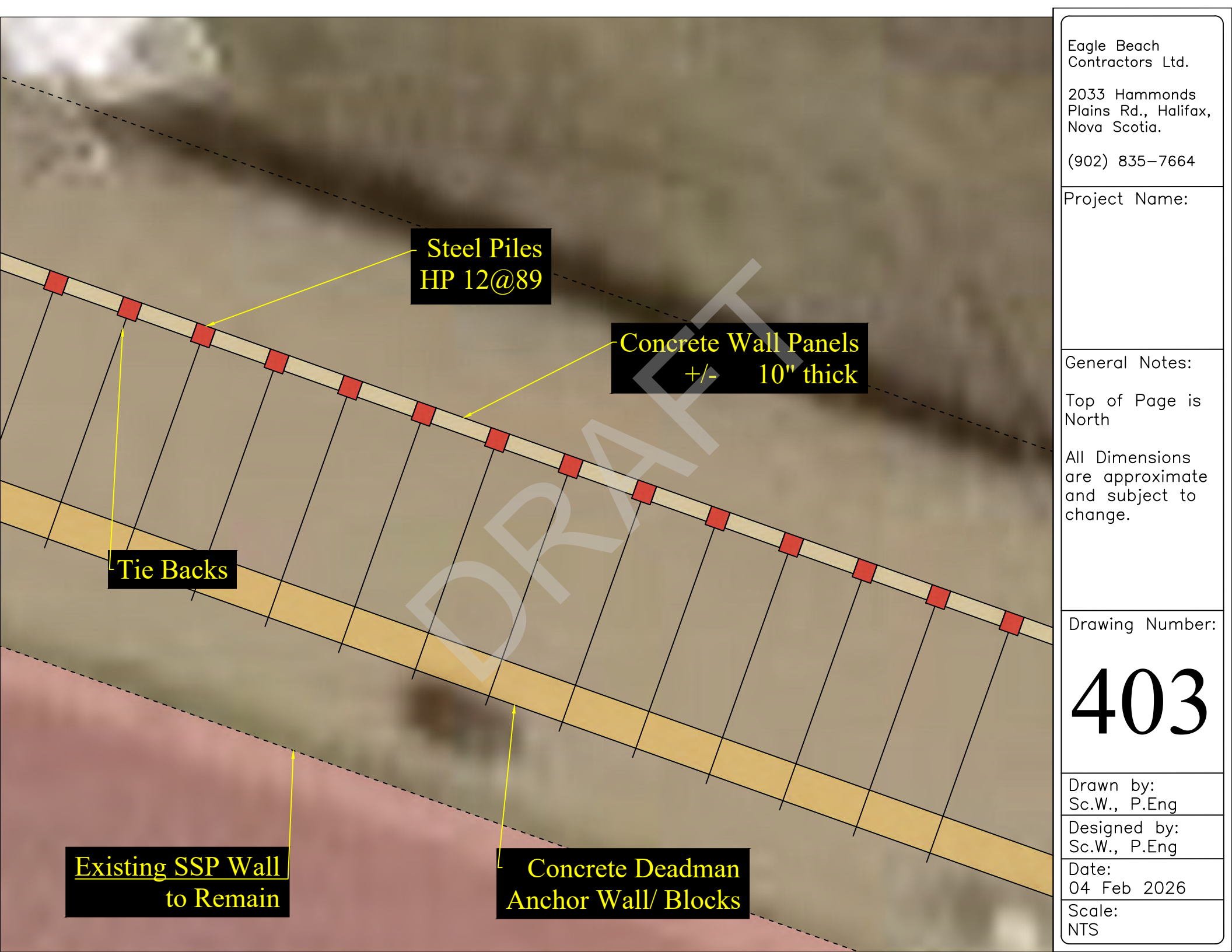
**Steel Piles
HP 12@89**

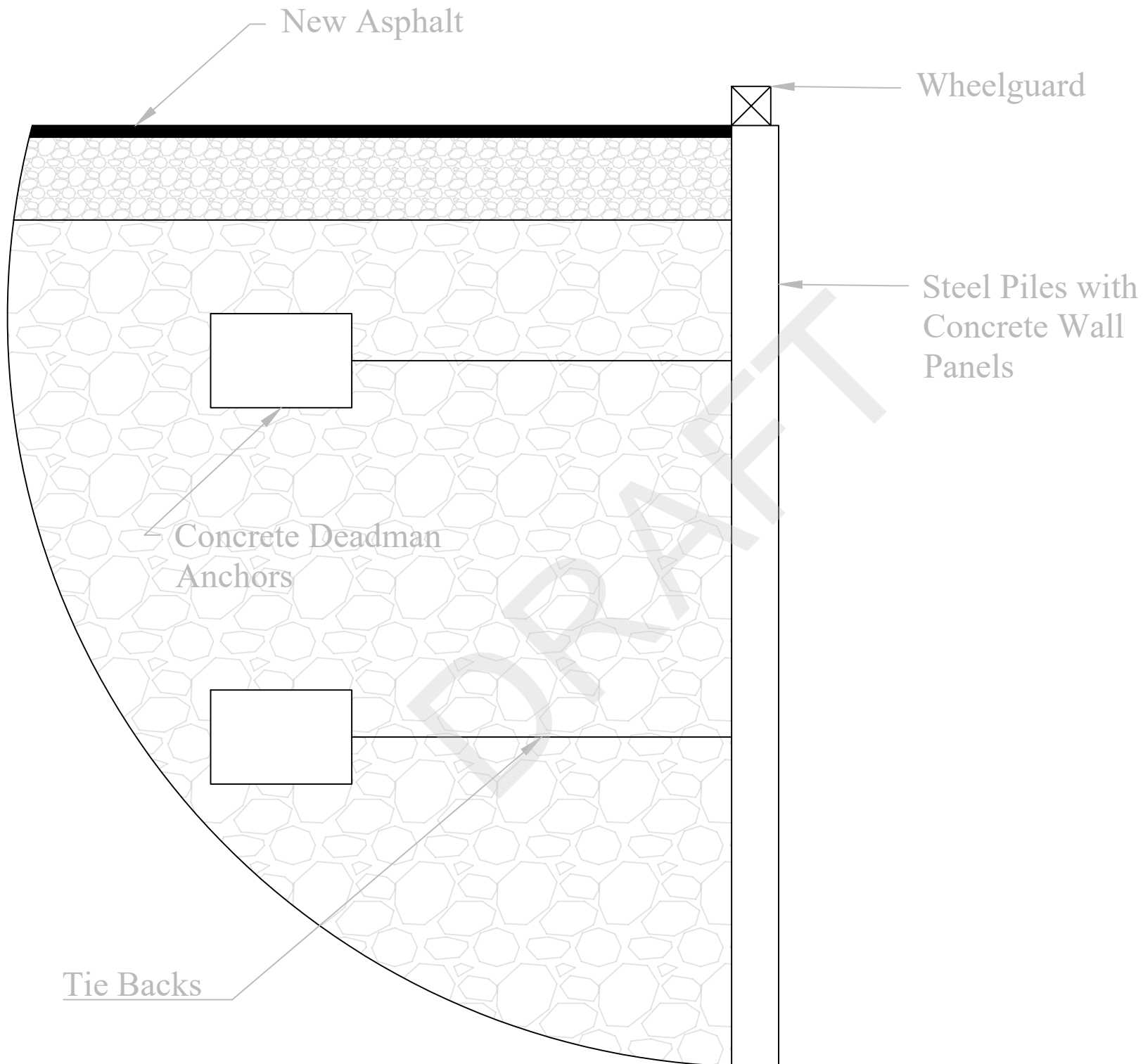
**Concrete Wall Panels
+/- 10" thick**

Tie Backs

**Existing SSP Wall
to Remain**

**Concrete Deadman
Anchor Wall/ Blocks**





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404

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Steel Piles with
Concrete Wall Panels

Concrete Deadman
Anchors

Tie Backs

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

(902) 835-7664

Project Name:

General Notes:

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change.

Drawing Number:

405

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Annapolis Royal Wharf

REBUILD NORTH WALL, BREAKWATER SOUTH WALL
WITH VIEWING SPACE AT END OF WHARF

Particulars

50 feet wide
350 feet long
27 feet tall at end
10 feet tall at start

Lineal Feet

L= 350 ft

Soldier Pile and Lagging \$ 4,500.00 per lineal ft

Install= **\$ 1,575,000.00** +/- \$ 300,000.00

Included tie-backs and deadman anchors

Cross Section Area

A= 6475 ft²

Volume

V= 323750 ft³

Density of Soils/ Rocks

p= 100 lbs/ft³

Weight of Fill

W= 32375000 lbs = 16187.5 tons

Steel sheets

W/ft= 50 lb/ft

Sheet width= 1.67 ft

Sheets in wharf= 449.1017964 sheets

Average length= 20 feet tall

Lineal feet of sheets= 8982.035928 ft

Weight of sheets= 449101.7964 lbs = 224.5509 tons

Excavation= \$ 90.00 per ton

Trucking= \$ 40.00 per ton

Disposal= \$ 110.00 per ton

Unit Cost Removal= \$ 240.00 per ton

Total Cost Removal= **\$ 1,321,946.11** Third fill material removed

Half of sheets removed

Assumes NO contaminated materials

Rock Cost= \$ 30.00 per ton

Armour Stone= 2500 tons

Filter Stone= 2000 tons

Unit Cost Install= \$ 160.00

Breakwater install= **\$ 720,000.00**

Concrete Caisson with **\$2,000,000**

viewing ports, stairs

TOTAL COST= \$ 5,616,946.11 +/- \$ 1,000,000.00

APPENDIX H – EAGLE BEACH
ANNAPOLIS ROYAL - WHARF REUSE DESIGN - OPTION #4
5 PAGES

DRAFT

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

(902) 835-7664

Project Name:

General Notes:

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are approximate
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change.

Drawing Number:

501

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
1:200

Full Removal

55'

350'

DRAFT



Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

(902) 835-7664

Project Name:

General Notes:

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are approximate
and subject to
change.

Drawing Number:

502

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
1:200

**Removal of SSP
Turn into Breakwater
Armour Stone Sloped 1:1
Pathway on Top**

55'

350'

DRAFT



Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
Nova Scotia.

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Project Name:

General Notes:

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are approximate
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change.

Drawing Number:

503

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
1:200

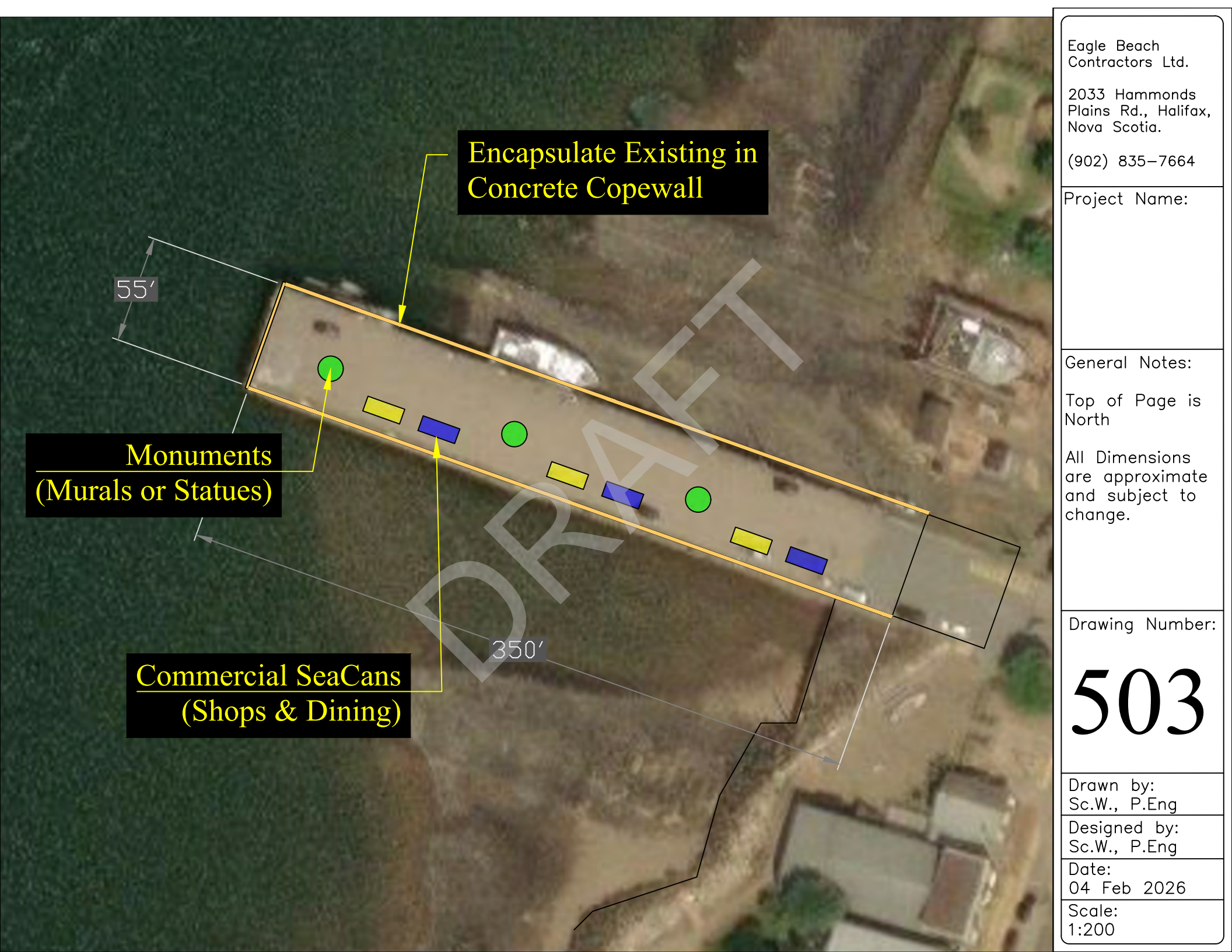
**Encapsulate Existing in
Concrete Copewall**

**Monuments
(Murals or Statues)**

**Commercial SeaCans
(Shops & Dining)**

55'

350'





Outer Wharf to be Rebuilt

New Soldier Pile with Concrete Panel Wall. Concrete deadman anchors in center of existing wharf. Outer 15' +/- to be Removed

40'

Monuments (Murals or Statues)

Commercial SeaCans (Shops & Dining)

Rock Protection and Infill Or Terraced Seawall

Existing Wharf Deck to be gravelled/ paved

Eagle Beach Contractors Ltd.
 2033 Hammonds Plains Rd., Halifax, Nova Scotia.
 (902) 835-7664

Project Name:

General Notes:
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 All Dimensions are approximate and subject to change.

Drawing Number:
504

Drawn by: Sc.W., P.Eng
 Designed by: Sc.W., P.Eng
 Date: 04 Feb 2026
 Scale: NTS

**Outer Wharf to be Rebuilt
as Underwater Viewing
"Aquarium"**

**New Soldier Pile with
Concrete Panel Wall.
Concrete deadman anchors
in center of existing wharf.
Outer 15' +/- to be Removed**

40'

**Monuments
(Murals or Statues)**

**Commercial SeaCans
(Shops & Dining)**

**Rock Protection and Infill
Or Terraced Seawall**

Existing Wharf Deck to be gravelled/ paved

Eagle Beach
Contractors Ltd.

2033 Hammonds
Plains Rd., Halifax,
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Project Name:

General Notes:

Top of Page is
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All Dimensions
are approximate
and subject to
change.

Drawing Number:

505

Drawn by:
Sc.W., P.Eng

Designed by:
Sc.W., P.Eng

Date:
04 Feb 2026

Scale:
NTS

Annapolis Royal Wharf

FULL REMOVAL OPTION

Particulars

50 feet wide
350 feet long
27 feet tall at end
10 feet tall at start

Cross Section Area

A= 6475 ft²

Volume

V= 323750 ft³

Density of Soils/ Rocks

p= 100 lbs/ft³

Weight of Fill

W= 32375000 lbs = 16187.5 tons

Steel sheets

W/ft= 50 lb/ft

Sheet width= 1.67 ft

Sheets in wharf= 449.1017964 sheets

Average length= 20 feet tall

Lineal feet of sheets= 8982.035928 ft

Weight of sheets= 449101.7964 lbs = 224.5509 tons

Excavation= \$ 90.00 per ton

Trucking= \$ 40.00 per ton

Disposal= \$ 110.00 per ton

Unit Cost= \$ 240.00 per ton

Total Cost= \$ 3,938,892.22 +/- \$ 500,000.00

Assumes NO contaminated materials



Sent: Friday, June 26, 2026 9:42 AM

To: Sandi Millett-Campbell <cao@annapolisroyal.com>; Amery Boyer
<MayorBoyer@annapolisroyal.com>; Sybil Skinner-Robertson
<sskinnerrobertson@annapolisroyal.com>

Subject: International Town Crier competition, Fairlawn NJ October 2-4

Caution

This email comes from an outside sender. Verify the sender and use caution with any requests, links or attachments.

Dear Sandi, Amery and Sybil,

I have been invited to attend an International Town Crier competition in Fairlawn, NJ in early October.

I am considering attending. It is hosted by a Crier who came to the competition in New Glasgow.

So, I am writing to ask if the Town has any discretionary funds at all to help me get to New Jersey?

If not, I am open to suggestions to help me fundraise in order to go.

Cheers,
Christine