

**Town of Annapolis Royal
Council Meeting Approved Minutes
February 19, 2019 at 4:00 pm**

1. PRESENT: Mayor William MacDonald (Chair), Deputy Mayor Power, Councillor Holly Sanford, Councillor John Kinsella, Interim Chief Administrative Officer (CAO) Melony Robinson, and Recording Secretary Amy MacManus

2. REGRETS: Councillor Owen Elliot

3. CALL TO ORDER: Chair MacDonald called the meeting to order at 3:58 p.m.

4. ADDITIONS TO AGENDA:

- i. Under Section 14, In-camera: Contract Negotiations
- ii. Under Section 14, In-camera: Contract Negotiations
- iii. Under Section 10, New Business: Janitorial Services Contract
- iv. Under Section 14, In-camera: Personnel
- v. Under Section 13, Correspondence: Letter from Town of Westville to Communities, Culture, and Heritage
- vi. Under Section 10, New Business: HATCH Invoice for Library Project Services

5. APPROVAL OF AGENDA:

MOTION #C2019-FEB-19-01

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the agenda as amended.
Motion carried.

6. APPROVAL OF COUNCIL MINUTES:

- i. Council – January 21, 2019

MOTION #C2019-FEB-19-02

It was moved by Councillor Sanford, seconded by Councillor Kinsella to approve the January 21, 2019 Council minutes as presented. **Motion carried.**

7. PUBLIC INPUT:

8. PRESENTATIONS:

9. BUSINESS ARISING:

- i. Ash Trees Inventory Offer

Angelika Waldow provided an electronic update on the ash tree inventory offer by a Nova Scotia Community College campus (COGS). Council directed Interim CAO Robinson to communicate with Ms. Waldow and send a formal letter to COGS thanking them for their assistance. Council suggested that students wear an identifier so that residents are aware the survey is official and for staff to further communicate with community members regarding the survey taking place.

10. NEW BUSINESS:

- i. Ratification of Electronic Votes

MOTION #C2019-FEB-19-03

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power, to ratify the electronic motion #EV2019-01-24-01, held January 24, 2019; to increase the Town's contribution to \$55,000 from \$50,000 in relation to the redevelopment of 24 Drury Lane and Farmers' Market roof project as previously outlined in MOTION #C2018-NOV-19-07. **Motion carried.**

MOTION #C2019-FEB-19-04

It was moved by Councillor Kinsella, seconded by Councillor Sanford, to ratify the electronic motion #EV2019-02-01-01, held February 1, 2019; that the February 19, 2019 council meeting start time be changed from 6pm (as per council MOTION #C2019-JAN-21-09) to 4pm. **Motion carried.**

- ii. Safety Program

Interim CAO Robinson provided a verbal update on the status of the Town of Annapolis Royal becoming safety certified as she will require direction from council in the upcoming budget.

- iii. Janitorial Services Contract

Interim CAO Robinson recommended to council that given the circumstances, the current janitorial contract be extended for one more year of service, as per contract permission. Discussion ensued.

MOTION #C2019-FEB-19-05

It was moved by Councillor Sanford, seconded by Councillor Kinsella to extend the current janitorial services to an additional year of service. **Motion carried.**

- iv. HATCH Invoice for Library Project Services

Interim CAO Robinson summarized the request from HATCH for further funds toward the shortfall in HATCH's fees for their services on the Library redevelopment project. Discussion ensued.

MOTION #C2019-FEB-19-06

It was moved by Councillor Kinsella, seconded by Councillor Sanford that we pay to HATCH in the amount of \$16,000 for the outstanding bill, dated this day, from the General Capital Reserve Account. **Motion carried.**

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2019-FEB-19-07

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella, to approve Option 4 of the HATCH engineering report regarding the St. Anthony Street and Prince Albert Road intersection. **Motion carried.**

MOTION #C2019-FEB-19-08

It was moved by Councillor Kinsella, seconded by Councillor Sanford to accept the adoption of the Facilities Usage Policy as amended, with an effective date of March 1, 2019. **Motion carried.**

MOTION #C2019-FEB-19-09

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to apply for official intervener status and for John Cummings to represent the Town related to the Annapolis County Water Rate Hearing. **Motion carried.**

MOTION #C2019-FEB-19-10

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella, to direct legal counsel to file a boundary survey plan with the UARB. **Motion carried.**

Planning and Heritage Advisory Committee

MOTION #C2019-FEB-19-11

It was moved by Councillor Kinsella, seconded by Councillor Sanford that the applicant at 651 St. George Street be given heritage approval to add one wooden window at the rear of the building, as detailed in the application AR19-001-HER, providing the requirements of the Land Use By-Law are met. **Motion carried. Chair MacDonald declared a conflict of interest. Deputy Mayor Power chaired the vote.**

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Mayor's Report – Mayor MacDonald
Mayor MacDonald provided report.

ii. Marketing and Economic Development Committee (MEDC) – Councillor Elliot
Councillor Sanford summarized MEDC's committee work.

iii. REMO – Mayor MacDonald
No meeting has been held.

iv. Planning Services Report (no report this month)

v. Planning and Heritage Advisory Committee – Councillor Kinsella
Councillor Sanford summarized PHAC's committee undertakings for the month.

vi. Traffic Flow Advisory Committee – Councillor Kinsella
No meeting has been held though a meeting has taken place with the Fire Department regarding the proposed change to the intersection by the Fire Hall.

vii. CAO's Report
Interim CAO Robinson provided a verbal update regarding the administration of the Town.

viii. Police Report – Councillor Elliot
Deputy Mayor Power provided an update on Board of Police Commissioners' activities however no meeting was held in February.

ix. Investment Committee – Councillor Kinsella
No meeting has been held.

x. Library Report – Deputy Mayor Power

Deputy Mayor Power provided an update on the Friends of the Library and Library Regional Board meetings.

xi. Valley Waste Resource Management – Councillor Kinsella

Councillor Kinsella provided an update on Valley Waste activities. Discussion ensued.

Ad-hoc: Council requested that the Friends of the Annapolis Pool Society, Environment Advisory Committee, and Academy Condo Board be added to the list of monthly reports.

xii. Ad-hoc Addition to the Agenda: Condo Board

Chair MacDonald provided an update.

xiii. Ad-hoc Addition to the Agenda: Friends of the Annapolis Pool Society (FAPS)

Councillor Sanford provided an update on FAPS.

xiv. Ad-hoc Addition to the Agenda: Environment Advisory Committee

Councillor Sanford provided an update. The February meeting was cancelled due to inclement weather. Discussion ensued.

xv. Water Report

Council acknowledged.

xvi. Municipal Effectiveness Advisory Committee (MEAC) – Mayor MacDonald

Chair MacDonald provided an update on MEAC and feedback received from the public regarding the draft Land-Use By-law and Municipal Planning Strategy.

xvii. Annapolis Royal Historic Gardens – Councillor Elliot

Councillor Elliot not in attendance.

xviii. King's Theatre – Councillor Sanford

Meeting takes place next week.

xix. Upper Clements Park – Mayor MacDonald

No report for this month.

xx. Twinning Committee – Councillor Kinsella

Councillor Kinsella provided an update. Discussion ensued.

13. CORRESPONDENCE:

vii. Historic Gardens – Thank you to Public Works

Council acknowledged.

viii. Western Regional Housing Authority – Appointment Confirmation

Council acknowledged.

ix. Letter from Town of Westville to Communities, Culture, and Heritage

Council discussed and agrees that the Town should follow Westville's lead. The new provincial funding model for libraries is too costly for municipalities.

14. IN-CAMERA:

MOTION #C2019-FEB-19-10

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move in-camera at 4:59pm as per subsection 22(2) of the Municipal Government Act to discuss two contract negotiation items and a personnel matter. **Motion carried.**

- i. Contract Negotiations
- ii. Contract Negotiations
- iii. Personnel

MOTION #C2019-FEB-19-11

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move out-of-camera at 5:10pm. **Motion carried.**

15. ADJOURNMENT

Councillor Sanford moved adjournment at 5:10 pm.

16. NEXT MEETING: March 18, 2019 at 6 p.m.

Chair William MacDonald

Recording Secretary Amy MacManus