

**Town of Annapolis Royal  
Approved Minutes  
January 21, 2019 at 4:00 pm**

**1. PRESENT:** Mayor William MacDonald (Chair), Deputy Mayor Power, Councillor Holly Sanford, Councillor Owen Elliot, Councillor John Kinsella, Chief Administrative Officer (CAO) Gregory Barr, Director of Finance (DoF) Melony Robinson, and Recording Secretary Amy MacManus, members of the public for part of the meeting

**2. REGRETS:** N/A

**3. CALL TO ORDER:** Chair MacDonald called the meeting to order at 4:02pm

**4. ADDITIONS TO AGENDA:**

- i. Under Section 11, New Business: Skating on the French Basin Marsh (two letters)
- ii. Under Section 14, Correspondence: Friends of the Library (Re Library Signage)
- iii. Under Section 15, In-camera: Contract Negotiations
- iv. Under Section 15, In-camera: Litigation
- v. Under Section 15, In-Camera: Potential Litigation
- vi. Under Section 11, New Business: Councillor Elliot's Meeting Attendance

**5. APPROVAL OF AGENDA:**

**MOTION #C2019-JAN-21-01**

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 – December 17, 2018

**MOTION #C2019-JAN-21-02**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the December 17, 2018 Council minutes as presented. **Motion carried.**

**7. PUBLIC INPUT:**

Members of the public spoke in favour of keeping the French Basin marsh open as a skating location and the idea of erecting a "Skate at your own risk" sign instead of banning skating there completely.

**MOTION #C2019-JAN-21-03**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move in-camera at 4:08 p.m. to discuss contract negotiations. **Motion carried.**

Councillor Elliot declared a conflict of interest.

**8. IN-CAMERA**

- i. Contract Negotiations

**MOTION #C2019-JAN-21-04**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move out-of-camera at 4:30 p.m.  
**Motion carried.**

**MOTION #C2019-JAN-21-05**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the agreement of purchase and sale with the Annapolis Brewing Company with the revision of the closing date to March 31, 2019 and the construction and completion date to on or before June 1, 2020. **Motion carried. 4 yay votes. Councillor Elliot abstained from voting.**

**9. PRESENTATIONS:**

- i. Joy Elliott – Farmers’ Market Roof Concept (4:30pm)

Joy Elliot, accompanied by representatives of the Annapolis Royal Farmers & Traders Market, presented roofing options for the Farmers’ Market. Discussion ensued, including discussion regarding a permanent roof structure. CAO Barr will investigate if there might be possible funding for a permanent structure through Atlantic Canada Opportunities Agency (ACOA).

**10. BUSINESS ARISING:**

- i. St. Anthony / Prince Albert Intersection Discussion

CAO Barr posed to Council whether a public input session is actually necessary as the options have been reviewed by engineers, Traffic Flow Advisory Committee, and Council. Discussion ensued. Council concurred that a public meeting is not necessary but directed staff to obtain feedback from the public as a first step and then have the Traffic Flow Advisory Committee make a formal recommendation to council. Discussions with the Fire Department will be ongoing.

- ii. The Academy Sign - Verbal Update

CAO Barr provided an update on the impending signage for the Community Hub (Library, Food Bank, Gym, and Innovation Centre)

**11. NEW BUSINESS:**

- i. Ratification of Electronic Votes (January 17, 2019)

**MOTION #C2019-JAN-21-06**

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power to ratify the electronic motion #EA2019-01-17-01, held January 17, 2019; that council direct staff to submit an application to Infrastructure Canada’s Green Infrastructure stream of their Investing in Canada program for new potable water infrastructure in the Lequille area of Alden Hubley Road, Hillside Drive, and English Oaks Drive; identified and approved as a priority infrastructure project. The application is to be submitted on behalf of the water utility customers in this area and these customers are responsible for the 26.67% of the total costs not funded through Infrastructure Canada (73.33%). Council directs staff to submit an application for Option 1B of the HATCH Water Servicing Study, in the amount of \$843,726.50 (total with non-rebated HST). **Motion carried.**

**MOTION #C2019-JAN-21-07**

It was moved by Councillor Elliot, seconded by Councillor Sanford to ratify the electronic motion #EA2019-01-17-02, held January 17, 2019; that council direct staff to submit an application to Infrastructure Canada’s Green Infrastructure stream of their Investing in Canada program for an improvement project of Pump Station No.1, estimated cost of \$485,055.50 (total with non-rebated HST),

with the Town of Annapolis Royal's portion being \$129,364.30 (26.67%); the project has been identified and approved as a priority infrastructure project. **Motion carried.**

ii. The Academy Condo Board Designate and Alternate  
As CAO Barr is leaving, a replacement is required for the Academy Condo Board.

**MOTION #C2019-JAN-21-08**

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that we appoint Mayor Bill MacDonald as the designate representative of the Town on the Academy Condo Board and appoint Holly Sanford as the alternate. **Motion carried.**

iii. Councillor Elliot's Meeting Attendance:  
Councillor Elliot informed council that he has accepted a term position in Halifax. He asked that consideration be given to holding Committee of the Whole and Council meetings at 6pm, instead of 4pm for the next three months. Councillor Kinsella asked if the scheduled March 7<sup>th</sup> Committee of the Whole meeting could be moved to March 5<sup>th</sup> so that he is able to attend.

**MOTION #C2019-JAN-21-09**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that council for February, March, and April be moved from 4pm start time to 6pm, commencing at council in February. **Motion carried.**

**MOTION #C2019-JAN-21-10**

It was moved by Councillor Kinsella, seconded by Councillor that we change the Committee of the Whole date in March from the seventh to the fifth. **Motion carried.**

iv. Skating on the French Basin Marsh  
CAO Barr summarized the issues of skating at the French Basin Marsh. Comments from members of the public and letters submitted were taken into consideration. Discussion ensued.

**MOTION #C2019-JAN-21-11**

It was moved by Councillor Elliot, seconded by Councillor Kinsella that council direct staff to erect two signs; one at the pairing pond by the French Basin Trail, stating "skate at your own risk" and a warning sign at the main pond of the French Basin Trail, exact wording to be determined by staff, warning of the risks associated with its usage. **Motion carried.**

**12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

**Committee of the Whole**

**MOTION #C2019-JAN-21-12**

It was moved by Deputy Mayor Power, seconded by John Kinsella that Council approve and adopt the Municipal Specifications Manual dated January 2019. **Motion carried.**

**MOTION #C2019-JAN-21-13**

It was moved by Councillor Kinsella, seconded by Councillor Sanford approve the adoption of the Audit Committee Policy as presented. **Motion carried.**

**MOTION #C2019-JAN-21-14**

It was moved by Councillor Sanford, seconded by Councillor Elliot that the letter of support for the Congres Modiale Acadian letter be forwarded to the group for the 2024 bid application, to be done immediately. **Motion carried.**

**Board of Police Commissioners:**

**Recommendation 4**

...council immediately implement a 1.7% cost of living increase to Police Chief Moser's salary and retroactive to the one year anniversary of his hiring date, the anniversary being August 1, 2018.

Recommendation 4 not moved as it was a budget line already approved by council. It was an oversight and will be implemented immediately.

**Environment Advisory Committee:**

**Recommendation 5**

...that \$1,500.00 is allocated to the Environment Advisory Committee budget for the fiscal year 2019/20. The funds will be used to support the following activities: 1. acquisition of resource materials (i.e. maps) to assist in the Committee information and decision making (i.e maps); 2. plan and implement public education programs (i.e. pamphlets, meetings, vendors); 3. expenses related to attending like-minded meetings.

Recommendation 5 was not moved as the Committee can make the request directly to DoF Robinson.

**Planning and Heritage Advisory Committee**

**MOTION #C2019-JAN-21-15**

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that the applicant at 240 St. George Street be given heritage approval to demolish the back ell, as recommended by the contractor, to be replaced with the already approved structure as detailed in the application AR18-035-HER. **Motion carried.**

**Marketing & Economic Development Committee**

**MOTION #C2019-JAN-21-16**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to expand the current mandate for the Marketing & Economic Development Committee to include Community development. **Motion carried.**

**MOTION #C2019-JAN-21-17**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to remove item 4, "the mandate of the Committee does not include running events" on the current Marketing & Economic Development mandate. **Motion carried.**

**13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

i. Mayor's Report – Mayor MacDonald

Mayor MacDonald summarized his recent undertaking with focus on the possibility of the electoral boundaries being redefined.

ii. Marketing and Economic Development Committee (MEDC) – Councillor Elliot  
Councillor Elliott provided an update of MEDC.

iii. REMO – Mayor MacDonald  
Meeting was cancelled.

iv. Planning Services Report  
Received for information purposes.

v. Planning and Heritage Advisory Committee – Councillor Kinsella  
Councillor Sanford provided an update.

vi. Traffic Flow Advisory Committee – Councillor Kinsella  
Councillor Kinsella provided an update.

vii. CAO's Report  
CAO Barr summarized his report. Councillor Elliot will investigate broadcasting options for council meetings.

viii. Police Report – Councillor Elliot  
Councillor Elliot provided an update. Mayor MacDonald will send confirmation to DoF Robinson that Chief Moser is to receive his cost of living increase and that a performance appraisal is forthcoming.

ix. Investment Committee – Councillor Kinsella  
Councillor Kinsella provided an update.

x. Library Report – Deputy Mayor Power  
Meetings are upcoming.

xi. Valley Waste Resource Management – Councillor Kinsella  
Councillor Kinsella provided an update.

xii. Water Report  
Received for information purposes.

xiii. Municipal Effectiveness Advisory Committee – Mayor MacDonald  
Meeting upcoming later this week.

xiv. Annapolis Royal Historic Gardens – Councillor Elliot  
No meeting was held in December.

xv. King's Theatre – Councillor Sanford  
Councillor Sanford provided an update.

xvi. Upper Clements Park – Mayor MacDonald  
Chair MacDonald provided an update.

xvii. Twinning Committee – Councillor Kinsella  
Councillor Kinsella provided an update.

**14. CORRESPONDENCE:**

i. Nova Scotia Association of Realtors (TAB 9)  
Council acknowledged.

ii. Valley REN Update (TAB 10)  
Council acknowledged.

iii. Nova Scotia Federation of Municipalities Representatives Required for Municipal Finance Corporation Board of Directors  
Council acknowledged.

iv. Changes to Solid Waste Resource Management - Minister for the Office of the Environment  
Council acknowledged.

v. Church in Action Committee - Single Use Plastic Bags  
Council acknowledged.

vi. First United Baptist Church  
CAO Barr summarized the background of the church requesting that the Town plow the driveway. Discussion ensued.

**MOTION #C2019-JAN-21-18**

It was moved by Councillor Elliot, seconded by Councillor Kinsella that we direct Public Works to re-instate the practice of plowing the parking lot at the First United Baptist Church as part of their regular plowing schedule. **Motion carried. 4 yay votes. Deputy Mayor Power abstained from voting.**

vii. Dept. of Municipal Affairs Advisory Support  
Council acknowledged.

**MOTION #C2019-JAN-21-19**

It was moved by Councillor Elliot, seconded by Councillor Sanford to move in-camera at 6:38 pm to discuss lease of municipal property, litigation, potential litigation, personnel, contract negotiations, litigation, potential litigation, and more personnel. **Motion carried.**

**15. IN-CAMERA:**

- i. Lease of Municipal Property (TAB 16 – added separately, DM)
- ii. Litigation
- iii. Potential Litigation & Contract Negotiations (TABs 17A-17J) – added separately)
- iv. Personnel
- v. Personnel
- vi. Contract Negotiations
- vii. Litigation
- viii. Contract Negotiations

**MOTION #C2019-JAN-21-20**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move out-of-camera at 7:50pm. **Motion carried.**

**MOTION #C2019-JAN-21-21**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council accept the recommendation to defer approving Valley Waste Resource Management until such time as a subsequent report is filed by the CAO; and that Council consider approval of the aforementioned budget(s) on or before May 31, 2019. **Motion carried.**

**MOTION #C2019-JAN-21-22**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council authorize the Valley Region Solid Waste Resource Management Authority operate on the proposed budget forwarded to the Parties on December 27, 2018, adjusted for debt and other cash flow requirements, up to and including May 31, 2019. **Motion carried.**

**MOTION #C2019-JAN-21-23**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that council support the regional service delivery initiative with a contribution of approximately \$725.00. **Motion carried.**

**MOTION #C2019-JAN-21-24**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to approve the REI for 143 Ritchie Street Rental Property (formerly basement kitchen at the Academy). **Motion carried.**

**MOTION #C2019-JAN-21-25**

It was moved by Councillor Kinsella, seconded by Councillor Elliot for the CAO to request the Town of Annapolis Royal request to have formal standing as an intervener with Annapolis County's most recent water rate study. **Motion carried.**

**MOTION #C2019-JAN-21-26**

It was moved and seconded to appoint the Town's Director of Finance, Melony Robinson as the Interim Chief Administration Officer, effective February 5<sup>th</sup>, 2019, with acting pay as discussed, until such time as a permanent full-time Chief Administrative Officer is in place. **Motion carried.**

**16. ADJOURNMENT**

Adjournment was moved at 7:55pm.

**17. NEXT MEETING:** February 19, 2019 at 4pm.

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Chair William MacDonald

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Recording Secretary Amy MacManus