

**Town of Annapolis Royal
Council Meeting
Approved Minutes
March 18, 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, Recording Secretary Amy MacManus, members of the public

2. REGRETS: Councillor Owen Elliot

3. CALL TO ORDER: Chair MacDonald called the meeting to order at 4 p.m.

4. ADDITIONS TO AGENDA:

- i. Under Section 13, item vi: Annapolis Valley Light it Up
- ii. Under Section 10, New Business: Royal Robots Request
- iii. Under Section 14, In-Camera: Contract Negotiations
- iv. Under Section 10, New Business O'Dell Museum Request
- v. Under Section 14, In-Camera: Contract Negotiations

5. APPROVAL OF AGENDA:

MOTION #C2019-MAR-18-01

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

6. APPROVAL OF COUNCIL MINUTES:

- i. Special Council – February 19, 2019

MOTION #C2019-MAR-18-02

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power to approve the February 19, 2019 Special Council minutes as presented. **Motion carried.**

- ii. Council – February 19, 2019

MOTION #C2019-MAR-18-03

It was moved by Councillor Sanford, seconded by Councillor Kinsella to approve the February 19, 2019 Council minutes as presented. **Motion carried.**

7. PUBLIC INPUT:

8. PRESENTATIONS:

9. BUSINESS ARISING:

- i. FCM Climate Change Staff Grant

Council discussed whether or not to move forward with participating in the Climate Change Staffing Grant with the Municipality of the County of Digby and Town of Digby. Council had previously made a motion to participate in principal.

MOTION #C2019-MAR-18-04

It was moved by Councillor Sanford, seconded by Councillor Kinsella to participate in the Staffing Grant, MCIP 16118 Climate Change, with the Municipality and Town of Digby, with the Town of Annapolis Royal contributing \$2,000.00 for the 2019/20 fiscal budget. **Motion carried.**

10. NEW BUSINESS:

i. Community Hub Kitchen

Discussion between council and Janet and David Myers, the successful applicants for the kitchen rental at 143 Ritchie Street, pertaining to the details of them leasing the space.

MOTION #C2019-MAR-18-05

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to accept Lola's application for tenancy of the Community Hub kitchen, with the agreed rental rate as determined, and an effective date of April 1, 2019. **Motion carried.**

ii. Ratification of Electronic Vote from March 7, 2019 (recommendation from Committee of the Whole March 5, 2019)

MOTION #C2019-MAR-18-06

It was moved by Councillor Kinsella, seconded by Councillor Sanford to ratify the electronic motion #EV2019-03-07-01, held March 7, 2019; to issue the proposed Request for Expression of Interest for commercial space at 24 Drury Lane, PID 05002217. **Motion carried.**

iii. Ratification of Electronic Vote held March 13, 2019

MOTION #C2019-MAR-18-07

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to ratify the electronic motion #EV2019-03-13-01, held March 13, 2019; to change the start time of the March 2019 and April 2019 Council meeting from 6p.m. to 4p.m. **Motion carried.**

iv. In-Camera Minutes

Executive Assistance/Grant Writing Administrator Amy MacManus summarized regulations surrounding in-camera minutes.

v. Council Meeting Start Time

The trial period for holding Council meetings at 4p.m has ended. Interim CAO Robinson posed to Council whether they want to continue with a 4 p.m. start time. Item tabled until April meeting so that Councillor Elliot may participate in the discussion.

vi. Propane Generator for the Water Plant

Interim CAO Robinson explained the need for a new propane generator at the water plant.

MOTION #C2019-MAR-18-08

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to pre-approve for the 2019/20 budget year, the amount of \$8,500.00 in the Water Capital for a propane generator for the water plant that has an automatic switch over. **Motion carried.**

vii. Open House to Meet New CAO

Interim CAO Robinson summarized the planned open house for the public to meet new CAO Kelly Rice. The open house will be held April 12th from 1pm-3pm.

viii. Royal Robots

Council discussed the request for funding by the Royal Robots, although they have missed the funding deadline.

MOTION #C2019-MAR-18-09

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that we pre-approve the \$500.00 to go to the Royal Robots to go towards the expenses involved with their internal competition in Detroit in the amount of \$500.00. **Motion carried.**

ix. O'Dell Museum – Market

Interim CAO Robinson and Mayor MacDonald summarized the request by the O'Dell House to hold a Saturday market on their premises. Discussion ensued. The O'Dell Museum needs to complete a vending application. Mayor MacDonald will reach out to the Executive Director of the O'Dell Museum.

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2019-MAR-18-10

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Kim Gunn and Dave Kirk be awarded honorary citizenship for the Town of Annapolis Royal and to be presented by our mayor on the 15th of March. **Motion carried.**

MOTION #C2019-MAR-18-11

It was moved Councillor Kinsella, seconded by Councillor Sanford that the Town of Annapolis Royal sign the lease with Irving Oil Limited to permit the Town to rent their property at a cost of \$1,200.00+HST per annum, with an effective date of April 1, 2019. **Motion carried.**

Recommendation 3:

Moved to Section 10, New Business, item iii.

MOTION #C2019-MAR-18-12

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to issue the proposed Request for Expression of Interest for commercial space at 24 Drury Lane, PID 05002217. **Motion carried.**

Chair MacDonald summarized the need for the above motion.

MOTION #C2019-MAR-18-13

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to accept the Letter of Offer-Proposed Easement in favour of the Town of Annapolis Royal, over Crown Lands at Annapolis Royal, Annapolis County, portion of PID 05091921. **Motion carried.**

Recommendation 6:

...to accept the offer of assistance under the Innovative Communities Fund by ACOA in their agreement dated February 28, 2019. Item deferred to in-camera discussion.

Marketing & Economic Development Committee

Recommendation 7:

...to consider the following budget allocations for the 2019/2020 general operating budget; 01-27629Z General Marketing = \$17,839.50; 01-27823Z = ABoT \$5,750; 01-27820Z Historic Gardens = \$3,000; 01-27814Z Twinning = \$1020 and 01-27807Z Canada Day = \$3,500.00. **Recommendation deferred to budget discussions.**

MOTION #C2019-MAR-18-14

It was moved Councillor Kinsella, seconded by Councillor Sanford to pre-approve \$500 from the 2019-2020 general operating budget for the Easter Eggstravaganza. **Motion carried.**

Planning & Heritage Advisory Committee

MOTION #C2019-MAR-18-15

It was moved by Councillor Sanford, seconded by Deputy Mayor Power that council gives the applicant at 407 St George Street heritage approval replace the current asphalt shingle roof to a Musket grey metal roof, as detailed in the application AR19-004-HER, providing the requirements of the Land Use By-Law are met. **Motion carried. Councillor Kinsella declared a conflict of interest.**

Discussion amongst council regarding the use of electronic vote for planning applications. Chair MacDonald is very concerned that the applicant of AR19-004-HER communicated to the Town's Community Development Coordinator that she is going to proceed with work and commence it almost immediately, regardless of the process for applications.

Board of Police Commissioners

Recommendation 10:

...to approve the draft budget with the following alteration; line 01-22170 shall read \$3,530.00. **Item deferred to budget discussions.**

MOTION #C2019-MAR-18-16

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Chief Moser receives a retroactive pay increase of 1.75% to January 1, 2019 as a result of an extremely satisfactory performance review. **Motion carried.**

Traffic Flow Advisory Committee

MOTION #C2019-MAR-18-17

It was moved by Councillor Kinsella, seconded by Councillor Sanford that we place no parking signs on the north side of Ritchie Street (in front of residences between School Street and Grange Street); and to identify by signage, handicap parking at the front and back of the Academy and show where the public parking is at the front and back of the Academy. **Motion carried.**

Councillor Kinsella summarized the issues regarding parking at the Community Hub and steps being taken to remedy the situation.

MOTION #C2019-MAR-18-18

It was moved by Councillor Sanford, seconded by Deputy Mayor Power that we erect a four way stop sign at the intersection of St. Anthony Street and Victoria Street, for safety purposes, in accordance with the recommendation from HATCH engineer report, Section 3.2 (1A). **Motion carried.**

Councillor Kinsella summarized the HATCH engineering report and need for the four way stop.

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Mayor's Report – Mayor MacDonald

Mayor MacDonald provided a summary report. Council directed Interim CAO Robinson to add \$20,000/yr in the upcoming draft budget to be allocated for the wharf.

ii. Marketing and Economic Development Committee – Councillor Sanford

Councillor Sanford provided an update from the committee.

iii. REMO – Mayor MacDonald

The REMO meeting was cancelled.

iv. Planning Services Report – January

Council acknowledged.

v. Planning and Heritage Advisory Committee – Councillor Kinsella

No meeting was held this month.

vi. Traffic Flow Advisory Committee – Councillor Kinsella

Update provided during the recommendations from the committee in Section 11 of the agenda.

vii. CAO's Report

Interim CAO Robinson provided a verbal report.

viii. Police Report – Deputy Mayor Power

Deputy Mayor Power provided an update from the Board of Police Commissioners.

ix. Investment Committee – Councillor Kinsella

No meeting has been held.

x. Library Report – Deputy Mayor Power

No meetings have been held.

xi. Valley Waste Resource Management – Councillor Kinsella

Councillor Kinsella provided an update.

xii. Water Report

Council acknowledged.

xiii. Municipal Effectiveness Advisory Committee – Mayor MacDonald

Chair MacDonald provided an update and summary of proposed changes to the Land-Use By-law and Municipal Planning Strategy.

xiv. Environment Advisory Committee

Councillor Sanford provided an update.

xv. Annapolis Royal Historic Gardens – Councillor Elliot
Councillor Elliot not in attendance.

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

xvii. Friends of the Annapolis Pool Society – Councillor Sanford
Councillor Sanford provided an update.

xviii. Academy Condo Board – Mayor MacDonald
Chair MacDonald provided an update.

xix. Upper Clements Park – Mayor MacDonald
The meeting is scheduled for this week.

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

13. CORRESPONDENCE:

i. Nova Scotia Federation of Municipalities (NSFM) - Collaborative Effort to Protect Nova Scotia's Coastline
Council acknowledged.

ii. Snow Clearing Complaint
Item deferred for the new CAO.

iii. Lyme Disease Proclamation Request
Council discussed the request for the Town to have a proclamation for Lyme Disease. Item tabled until April. Council directed staff to add information to the Town's website pertaining to Lyme Disease.

iv. NSFM – New Reservation Process at the Westin
Council acknowledged.

v. Apple Blossom Festival
Council discussed the funding request by the Apple Blossom Festival.

vi. Annapolis Valley Light's It Up Blue
Council discussed the request for to partake in the Annapolis Valley Light's It Up Blue campaign to raise awareness for Autism. Council directed staff to install a blue spotlight for March 30-April 2 and share it the information about the campaign on social media.

MOTION #C2019-MAR-18-19

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move in-camera at 6:05 pm to discuss personnel, litigation, contract negotiations, and sale of municipal property items. **Motion carried.**

14. IN-CAMERA:

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

Adoption of Minutes:

- i. In-Camera Special Council – February 19, 2019
- ii. In-Camera Council – February 19, 2019

Business Items:

- i. Personnel
- ii. Litigation
- iii. Litigation
- iv. Sale of Municipal Property
- v. Contract Negotiations
- vi. Contract Negotiations
- vii. Contract Negotiations
- viii. Contract Negotiations

MOTION #C2019-MAR-18-22

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move out-of-camera at 7:04 pm.
Motion carried.

MOTION #C2019-MAR-18-23

It was moved by Councillor Sanford, seconded by Councillor Kinsella to appoint Michael Tompkins as a citizen member of the Marketing and Economic Development Committee for a one-year term. **Motion carried.**

MOTION #C2019-MAR-18-24

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power to direct staff to seek a legal opinion on Section 36 of the *Condominium Act* in regards to the issue of voting weight as it relates to the Town's portion of the Academy. **Motion carried.**

MOTION #C2019-MAR-18-25

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to accept the offer of assistance under the Innovative Communities Fund by ACOA in their agreement dated February 28, 2019. **Motion carried.**

MOTION #C2019-MAR-18-26

It was moved by Councillor Sanford, seconded by Councillor Kinsella to award Tender 19-359453 Comfort Station to Access Contracting, in the amount of \$263,950.00. **Motion carried.**

15. ADJOURNMENT

Councillor Sanford moved adjournment at 7:07 pm.

16. NEXT MEETING: April 15, 2019 at 4 p.m.

Chair William MacDonald

Recording Secretary Amy MacManus