

**Town of Annapolis Royal
Council Approved Minutes
October 28, 2019 at 4:00 pm**

1. **PRESENT:** Mayor William MacDonald (Chair), Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor John Kinsella, Councillor Paula Hafting Director of Finance Melony Robinson, CAO¹ Kelly Rice and Recording Secretary Sandi Millett-Campbell. Four members of the public were present for portions of the meeting.
2. **REGRETS:** None
3. **CALL TO ORDER:** Mayor Macdonald called the meeting to order at 4:00 p.m.
4. **ADDITIONS TO AGENDA:**
 - i. Under 12. Correspondence, item vi) Short-term Rentals
 - ii. Under 9. New / Unfinished Business, item viii) French Section in Annapolis Royal Library

5. **APPROVAL OF AGENDA:**

MOTION #C2019-OCT-28-01

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

6. **APPROVAL OF MINUTES:**

- i. Council Minutes- September 16, 2019

MOTION #C2019-OCT-28-02

It was moved by Deputy Mayor Power and seconded by Councillor Kinsella to approve the September 16, 2019 Council minutes as presented. **Motion carried.**

7. **PUBLIC INPUT:**

Danny and Krista McClair discussed options with Council on the requirements for purchasing land to keep Annapolis Brewing Company in Town. There were many challenges with the original agreement to purchase the land with design, structure, usability of the land, cost to stabilize the land, and the cost of the water/sewer hook up. The McClair's stated they were still interested in purchasing the land behind the legion as they would like to keep their business in Town.

¹ Chief Administrative Officer

8. QUARTERLY FINANCIAL REPORT

i. Second Quarter Summary

DoF² Robinson reviewed the town general quarterly financial statements and answered Council's questions.

ii. Second Quarter Capital

DoF Robinson reviewed the capital quarterly financial statements and answered Council's questions.

DoF Robinson informed Council that Audit Committee training is available as of November 1, 2019. All Council is interested in taking the training. Mayor MacDonald would like to have the training held here at Town Hall and request that Ron Daphne also attend to do an update for our new Council member the same day.

9. NEW/ UNFINISHED BUSINESS:

i. Board of Police Commissioners By-Law Amendments

Mayor MacDonald would like to see the By-Law to include the Police Act where sections are identified. The changes will be updated for the second reading.

ii. Discussion re: Annapolis Royal Fire Hall Insurer

CAO Rice updated Council on the request from Chief Cranton of the Annapolis Royal Volunteer Fire Department to insure all the vehicles under their own name, except for the truck that the Town owns. Council discussed and CAO Rice agrees to the change.

MOTION #C2019-OCT-28-03

It was moved by Councillor Sanford and seconded by Deputy Mayor Power to support the request to change the ownership of the Fire Departments vehicles from the Town of Annapolis Royal to the Annapolis Royal Volunteer Fire Society, excluding the Town owned vehicle. **Motion Carried.**

iii. Council Member for MEDC, Historic Gardens, Friends of the Pool Society and Valley Waste

Tabled this item until re-appointments in December.

iv. Surplus library Shelves

CAO Rice had an inquiry on the shelving in the old library. Council agreed that Public Works should take what they need, then offer the remaining ones for sale. Public Works can give a quote on the minimum bid that could go out for request for proposal.

v. Annapolis Royal review of CAP Removal

CAO Rice updated Council on the proposed CAP removal and the difference in the new assess value of the property. For information only.

vi. Anti Violence in the Workplace Policy

CAO Rice reviewed the draft Anti Violence in the Workplace Policy with Council that was recommended from the inspection from the Provincial Occupational Health and Safety review last month.

² Director of Finance

MOTION #C2019-OCT-28-04

It was moved by Deputy Mayor Power and seconded by Councillor Kinsella to accept the Anti Violence in the Workplace Policy as presented. **Motion Carried.**

vii. Prince Albert Rd Property Subdivided

CAO Rice informed Council on the subdivision of the property to meet the Parks and Open spaces zone to keep the trails intact. The survey will be completed in the next couple of weeks. The Request for Proposal should include a minimum bid accepted, when to go out and a closing date. The land should go for Fair Market value, should be your benchmark. Council set the minimum price is for \$50K. CAO Rice will send out the minimum time requirements to Council for review, if there is no specific timeline then the request for proposals will be 10 days.

viii. French Section in Library

Mayor MacDonald spoke with the Librarian to see if they would be interested in receiving the books received from the recent and past Royan trips. The Library is thinking of adding a French section and Mayor MacDonald would like Council's permission to donate the books from the last twinning visit. Council agreed.

10. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2019-OCT-28-05

It was moved by Deputy Mayor Power and seconded by Councillor Kinsella to approve the Communications Policy as amended to item 3 to change the language from visible to transparent. **Motion Carried.**

MOTION 2:

Make the following amendment to the Dog By-law: change definition for Market Square to Market area (definition to include expanded Market) and under 2.5 add "certified" service dogs for second reading.

11. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Mayor's Report

Mayor MacDonald reported on the great trip to Royan and growing the link with the twinning of the two communities. Mayor MacDonald reported that there are many similarities that the two towns share. Mayor MacDonald extended an invitation to the current Mayor of Royan to attend the ceremony on June 18, 2021 for Pierre Duga Day. Mayor MacDonald also has meeting with the Premier concerning Upper Clements Park and he will meet with Nova Scotia Power this week.

ii. Marketing and Economic Development Committee

Councillor Sanford updated Council that the new Chair is Ken Knox. The Committee has had a problem with getting quorum and hoping to keep the momentum going forward. Looking for new Chair for the Natal Day Committee. Formed a new Committee for 2021 on the Gathering of the Clans.

iii. REMO

Mayor MacDonald commented that the meeting mostly discussed the recent hurricane Dorian.

iv. Planning Services Report

For information only.

v. Planning and Heritage Advisory Committee

Councillor Kinsella updated that the Committee is reviewing the Character Defining Elements on registered properties that do not have them listed.

vi. Traffic Flow Advisory Committee

Councillor Kinsella primarily discussed the intersection at the Fire Hall. CAO Rice updated Council that the landowners might be willing to give the small piece of property for the new intersection. The Committee also discussed the possibility of getting a bus shelter in Town.

vii. Police Report

Deputy Mayor Pat Power updated Council that Chief and Chair both attended the Police meeting this month. Information was provided that criminal record checks could be done on a contract basis. The set up is expensive but profitable. Chief Moser is looking into the details.

viii. Investment Committee

Councillor Kinsella informed Council that the Committee has liquidated all funds at this time.

ix. Library Report

No meetings this month.

x. Valley Waste Resource Management

Councillor Kinsella provided an update for the western transfer station and the financial implications of the process. The County has a permit to open a transfer site and is receiving negative feed back from the Community.

xi. Water Report

For information only.

xii. Municipal Effectiveness advisory Committee

Mayor MacDonald updated waiting for the Director to approve the draft MPS³ and LUB⁴ documents.

xiii. Environment Advisory Committee

Councillor Sanford spent the meeting skyping a person in Florida to research information on rising tides. The Committee is going to AWEC to meet with the students to discuss any issues.

³ Municipal Planning Strategy

⁴ Land Use By-law

xiv. Annapolis Royal Historic Gardens
Currently no representative from Council attending meetings.

xv. King's Theatre
Not able to attend due to time change.

xvi. Friends of the Annapolis Pool Society
Councillor Sanford updated that the year ended with money for start up next year. Congratulated the Pool Committee on a great job getting things back in order.

xvii. Academy Condo Board –
CAO Rice and DoF Robinson attended the board meeting to carry on for the interim. There was a substantial water loss but think the leak has been found and fixed.

xviii. Upper Clements Park
Mayor MacDonald is meeting with the Premier, ACOA and Develop Nova Scotia to try to pull together to work together to deal with the current status of the park.

xix. Twinning Committee
Councillor Kinsella will meet shortly to debrief the latest trip to Royan. The Mayor did a great job representing the Town on the exchange. It was a great experience for everyone that was able to attend.

xx. Chief Administrative Officer Report
CAO Rice updated as circulated.

12. CORRESPONDENCE:

i. Protecting Salmon farming Jobs in Nova Scotia
For information only.

ii. Doug Brown re: Market Improvements
CAO Rice suggest that Council should sit down and work with the ARFT Market Committee on the requests for market improvements. Council agreed.

iii. Letter re: Chestnut Tree at 800 St George Street
Mayor Macdonald agrees with the recommendation to wait to spring. Council would like to see what the cost is to cable the tree.

iv. Royal Canadian Legion Branch #21
Council usually all attends the service. Regrets from Councillor Hafting.

v. WCB and Firefighters
CAO Rice updated Council that there might be coverage for WCB for firefighters and possibility of the Town being responsible for paying the coverage.

vi. Short-term rental

Letter from Municipal Affairs regarding discussion on short-term rentals. This will be discussed at the NSFM⁵ Conference.

MOTION #C2019-OCT-28-06

It was moved by Councillor Kinsella and seconded by Councillor Sanford to move in-camera at 7:30 pm to discuss two contract negotiations and a personnel issue. Motion Carried.

13. IN-CAMERA:

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

- i. Council In- Camera Minutes- October 10, 2019

Business Items:

- i. Contract Negotiation
- ii. Contract Negotiation
- iii. Personnel

MOTION #C2019-OCT-28-07 It was moved by councillor Kinsella and seconded by Councillor Sanford to move out of camera at 7:55 pm. Motion Carried.


MOTION #C2019-OCT-28-08

It was moved by Councillor Sanford and seconded by Councillor Kinsella that Sandi Millett-Campbell will assume the interim CAO position. Motion Carried. 1 Nay Vote Deputy Mayor Power.

14. ADJOURNMENT:

Councillor Kinsella moved to adjourn the meeting at 8:00 pm

15. NEXT MEETING: November 18, 2019 at 4 p.m.



Chair William MacDonald

Recording Secretary Sandi Millett-Campbell

⁵ Nova Scotia Federation of Municipalities