

**Town of Annapolis Royal
Approved Council Minutes
December 16, 2019 at 4:30 pm**

1. PRESENT: Mayor William MacDonald (Chair), Councillor Holly Sanford, Councillor John Kinsella, Councillor Paula Hafting, CDC / Interim CAO Sandi Millet-Campbell, recording secretary Amber Brown

2. REGRETS: Deputy Mayor Pat Power

3. CALL TO ORDER: Mayor Macdonald called the meeting to order at 4:00 p.m

4. ADDITIONS TO AGENDA:

- i. Under Section 13. In-Camera: Item ii. Litigation

5. APPROVAL OF AGENDA:

MOTION #C2019-Dec-16-01

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- November 18, 2019

MOTION #C2019-Dec-16-02

It was moved by Councillor Hafting and seconded by Councillor Kinsella to approve the November 18, 2019 Council minutes as amended. **Motion carried.** Delete "St "

7. PUBLIC INPUT: Public Hearing took place from 4:00 – 4:30 pm

8. BUSINESS ARISING:

- i. Second and Final Reading of By-Laws
 - a. Dog's By-Law

4.3 The pound keeper shall make every effort to locate the dogs owner, the dogs will be scanned for an implanted micro chip and tag be read if possible. Notified by registered letter and by phone if available.

MOTION #C2019-Dec-16-03

It was moved by Councillor Kinsella and seconded by Councillor Sanford that Council approve the second reading and passing of the Dog's By-Law, as presented. Motion withdrawn.

MOTION #C2019-Dec-16-04

It was moved by Councillor Hafting and seconded by Councillor Kinsella to table the motion pending additional amendments of the Dogs By-Law. **Motion Carried.**

b. Vending By-Law

MOTION #C2019-Dec-16-05

It was moved by Councillor Sanford and seconded by Councillor Kinsella that Council approve the second reading and passing of the Vending By-Law, as amended to increase the Vending by-law 2019 fees. **Motion Carried.**

c. Board of Police Commissioners By-Law

MOTION #C2019-Dec-16-06

It was moved by Councillor Kinsella and seconded by Councillor Sanford that Council approve the second reading and passing of the Board of Police Commissioners By-Law, as amended. **Motion Carried.**

ii. January Committee of the Whole meeting

MOTION #C2019-Dec-16-07

It was moved by Councillor Kinsella and Councillor Sanford that Council move Committee of the Whole meeting from January 2nd to January 8th at 4:30 pm. **Motion Carried.**

iii. Support for King's Theatre

Discussion Ensued. Tabled until January.

MOTION #C2019-Dec-16-08

It was moved by Councillor Kinsella and seconded by Councillor Sanford to move forward with the letter of support for King's Theatre with the inclusion of the in kind Support the town provides. **Motion Carried.**

iv. Washroom Closure

Interim CAO Millett-Campbell gave Council her recommendation for proposed closure for the Comfort Station from January 2020 until March 2020 with Holiday hours: close early 24th, closed on the 25th, Close early for December 31st and closed January 1st.

MOTION #C2019-Dec-16-09

It was moved by Councillor Hafting and seconded by Councillor Sanford to go with the recommendation of Public Works Superintendent and Interim CAO and go ahead and close the comfort station effective January 1st until March 31st. **Motion Carried.**

v. Additional Council Appointments

a. Nova Scotia Association of Police Boards – Tabled until January

b. Grandville Source Water Protection Advisory Committee – Councillor Kinsella

c. Annapolis Partnership Steering Committee – Mayor MacDonald and Deputy Mayor Power

vi. Citizen Appointments

a. Board of Police Commissioners

MOTION #C2019-Dec-16-10

It was moved by Councillor Kinsella and seconded by Councillor Sanford to re-appoint Kenneth Knox and Jim McGinis to the Board of Police Commissioners for a three-year term ending December 31, 2022.

Motion Carried.

b. Environment Advisory Committee

MOTION #C2019-Dec-16-11

It was moved by Councillor Sanford and seconded by Councillor Hafting to re-appoint Sally O'Grady, Starr Cardwell and John Bottomley as citizen members and Katie McLean as the Clean Annapolis River Project representative to the Environment Advisory Committee for a two-year term ending December 31, 2021. **Motion Carried.**

c. Marketing and Economic Development Committee

MOTION #C2019-Dec-16-12

It was moved by Councillor Hafting and seconded by Councillor Kinsella to appoint Ken Knox, Michael Tompkins, Teresa Carlisle, Connie Arnold to the Marketing and Economic Development Committee for the one-year term ending Dec 31, 2020. **Motion Carried.**

d. Planning and Heritage Advisory Committee

MOTION #C2019-Dec-16-13

It was moved by Councillor Kinsella and seconded by Councillor Sanford to re-appoint Brian Bohaker and Carol Hanson to the Planning and Heritage Advisory Committee for a two-year term ending December 31, 2021. **Motion Carried.**

e. Traffic Flow Advisory Committee

MOTION #C2019-Dec-16-14

It was moved by Councillor Sanford and seconded by Councillor Hafting to re-appoint Traffic Authority Chief Moser, Superintendent of Public works Kevin MacLean to the Traffic Flow Advisory Committee for one-year terms, ending December 31, 2020. **Motion Carried.**

vii. Other Appointments

a. Traffic Authority

MOTION #C2019-Dec-16-15

It was moved by Councillor Hafting and seconded by Councillor Kinsella to re-appoint Chief Tim Moser as the Traffic Authority for the Town of Annapolis Royal for a one-year term ending December 31, 2020.

Motion Carried.

b. Town Crier

MOTION #C2019-Dec-16-16

It was moved by Councillor Kinsella and seconded by Councillor Sanford to re-appoint Peter Davies as the Town Crier and Valerie Davies as consort for the Town of Annapolis Royal for one year, ending December 31, 2020. **Motion Carried.**

c. Building Inspectors

MOTION #C2019-Dec-16-17

It was moved by Councillor Sanford and seconded by Councillor Hafting to re-appoint Alfred Doucet and Cathy Barr as Building Inspectors for the Town of Annapolis Royal on a fee-for service basis for one-year terms, ending December 31, 2020. **Motion Carried.**

d. Fire Inspector

MOTION #C2019-Dec-16-18

It was moved by Councillor Hafting and seconded by Councillor Kinsella that Hank Sawchuk and Alfred Doucet are re-appointed as Fire Inspectors for the Town of Annapolis Royal on a fee-for-service basis for one-year terms, ending December 31, 2020. **Motion Carried.**

e. Civic Address Coordinator

MOTION #C2019-Dec-16-19

It was moved by Councillor Kinsella and seconded by Councillor Sanford to re-appoint Sandi Millett-Campbell as Civic Address Coordinator for a one-year term, ending December 31, 2020. **Motion Carried.**

f. Animal Control Officers

MOTION #C2019-Dec-16-20

It was moved by Councillor Sanford and seconded by Councillor Hafting to re-appoint James “Zak” Rose as the Animal Control Officer for a one-year term, ending December 31, 2020. **Motion Carried.**

g. Development Officer & Planner

MOTION #C2019-Dec-16-21

It was moved by Councillor Hafting and seconded by Councillor Kinsella to re-appoint Chris Millier as Development Officer & Planner for a one-year term, ending December 31, 2020. **Motion Carried.**

MOTION #C2019-Dec-16-22

It was moved by Councillor Kinsella and seconded by Councillor Sanford to appoint the following Council representatives for terms ending October 31, 2020: Mayor MacDonald, Deputy Mayor Power, Councillor Kinsella, Councillor Sanford and Councillor Hafting to the Audit Committee; Councillor Kinsella and Councillor Sanford to the Planning and Heritage Advisory Committee; Councillor Hafting to the Environment Advisory Committee; Deputy Mayor Power to the Waterfront Development Committee; Councillor Hafting to the Annapolis Pool Committee; Councillor Kinsella and Councillor Sanford to the Traffic Flow Advisory Committee; Councillor Sanford and Councillor Hafting to the Marketing and Economic Development Committee; Councillor Kinsella and Deputy Mayor Power to the Board of Police Commissioners; Mayor MacDonald to the Accessibility Committee; Councillor Hafting to Historic Gardens; Mayor MacDonald to Upper Clements Parks Society; Deputy Mayor Power to the Annapolis Valley Regional Library Board; Councillor Sanford to King’s Theatre; Mayor MacDonald and Deputy Mayor Power to the Regional Emergency Management Office Committee; Councillor Kinsella with Deputy Mayor Power as alternate to the Valley Waste Resource Management Board; Councillor Kinsella to the Twinning Committee; Mayor MacDonald, Deputy Mayor Power, Councillor Kinsella, Councillor Sanford and Councillor Hafting to the Human Resources Committee; CAO with Mayor Macdonald as alternate to the Condo Board; Councillor Kinsella to the Granville Source Water Protection Advisory Committee; and Mayor MacDonald and Deputy Mayor Power to the Annapolis Partnership Steering Committee. **Motion Carried.**

9. NEW BUSINESS:

- i. TBR 19_20-03 Guarantee Annapolis Royal and repeal **MOTION #C2019-Oct-03-03**

MOTION #C2019-Dec-16-23

Councillor Kinsella and Councillor Sanford move to repeal **MOTION #C2019-Oct-03-03** “that without intending in any way, to release or otherwise limit the liability or responsibility of any one or more current or former parties of VWRM to contribute to or guarantee the accrues indebtedness or VWRM, Council Guarantees to approved Temporary Borrowing Resolutions #19/20-01, in the amount of \$1220 and #19/20-02, in the amount of \$149, the Guaranteed Resolution that relate to the funds previously withheld by Municipal Finance Corporation as a result of Annapolis County refusing to sign their Guarantee Resolution when the venture funds were available to Valley Waste- Resource Management. There is now a new IMSA (Inter Municipal Service Agreement) for the remaining 6 parties and MFC will advance the balance of funds upon receiving all parties Guaranteed Resolutions.” **Motion Carried.**

MOTION #C2019-Dec-16-24

It was moved by Councillor Sanford and seconded by Councillor Hafting that without intending in any way, to release or otherwise limit the liability or responsibility of any one or more current or former parties of VWRM to contribute to or guarantee the accrues indebtedness or VWRM, Council Guarantees to approve Temporary Borrowing Resolutions #19/20-03, in the amount of \$906, the Guaranteed Resolution that relate to the funds previously withheld by Municipal Finance Corporation as a result of Annapolis County refusing to sign their Guarantee Resolution when the venture funds were available to Valley Waste- Resource Management. There is now a new IMSA (Inter Municipal Service Agreement) for the remaining 6 parties and MFC (Municipal Finance Corporation) will advance the balance of funds upon receiving all parties Guaranteed Resolutions. **Motion Carried.**

- ii. 90-day Non-Redeemable 1.93%

MOTION #C2019-Dec-16-25

It was moved by Councillor Hafting and seconded by Councillor Kinsella that Council give approval for the Director of Finance to invest the following 90 day t-bills: Bank account No. 60103 01066 15 \$300,000, No. 60103 00657 14 \$150,000, No. 33993 00092 10 \$150,000 and No. 33993 01134 17 \$150,000. **Motion Carried.**

- iii. Contest to name Program Rooms at Community Hub

Closing date prior to February 18th. Locations for Ballots High school, Library and Town Hall.

10. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Planning and Heritage Advisory Committee

... that Lands of Annapolis Royal Wellness & Spa Incorporated located at civic 6 Grange Street (PID 05292735) be rezoned from Residential Single Unit (RSU) to Residential Medium Density (RMD) to permit the construction of 3 dwelling units within an existing structure.

MOTION #C2019-Dec-16-26

It was moved by Councillor Hafting and seconded by Councillor Kinsella that Council agrees to first reading of the application: that Lands of Annapolis Royal Wellness & Spa Incorporated located at civic 6 Grange Street (PID 05292735) be rezoned from Residential Single Unit (RSU) to Residential Medium

Density (RMD) to permit the construction of 3 dwelling units within an existing structure. **Motion Carried**

MOTION #C2019-Dec-16-27

It was moved by Councillor Kinsella and seconded by Councillor Hafting to hold a Special Council meeting and a public hearing to be held in the Council Chambers of the Annapolis Royal Town Hall on January 8, 2020 at 4:00 pm. The purpose of this Public Hearing is to receive comment from the public on its intention on the potential amendments to the Land Use By-law to be re-zoned from a Residential Single Unit to a Residential Medium Density zone to permit the construction of a three dwelling units in an existing structure. **Motion Carried.**

MOTION #C2019-Dec-16-28

It was moved by Councillor Kinsella and seconded by Councillor Sanford that Council give the applicant at 237 St George Street heritage approval to install a window sign, as detailed in the application AR19-038-HER, providing the requirements of the Land Use By-Law are met. **Motion Carried.**

Mayor MacDonald declared a conflict of interest on the following item.

MOTION #C2019-Dec-16-29

It was moved by Councillor Hafting and seconded by Councillor Sanford that Council gives the applicant at 253 St. George Street heritage approval to add one facial wall sign and one projecting wall sign, as detailed in the application AR19-039-HER, providing the requirements of the Land Use By-Law are met. **Motion Carried.**

Committee of the Whole

MOTION #C2019-Dec-16-30

It was moved by Councillor Kinsella and seconded by Councillor Sanford that Council approve the policy to establish the Accessibility Committee as received. **Motion Carried.**

MOTION #C2019-Dec-16-31

It was moved by Councillor Sanford and seconded by Councillor Hafting that Council nominate Elsa Riley for Volunteer week. **Motion Carried.**

MOTION #C2019-Dec-16-32

It was moved by Councillor Kinsella and seconded by Councillor Sanford that Council approve the amendments to the Environment Advisory Committee as received. **Motion Carried.**

Councillor Hafting declared a conflict of interest on the following item.

MOTION #C2019-Dec-16-33

It was moved by Councillor Kinsella and seconded by Councillor Sanford that Council approve the amendments to the Annapolis Pool Committee Policy as received. **Motion Carried.**

MOTION #C2019-Dec-16-34

It was moved by Councillor Hafting and seconded by Councillor Kinsella that Council to dissolve the Municipal Effectiveness Advisory Committee as per the Policy mandate, thanking the Committee and its chairs for all their hard work. **Motion Carried.**

MOTION #C2019-Dec-16-35

It was moved by Councillor Kinsella and seconded by Councillor Sanford that Council dissolve the investment committee with thanks to chair and its members. **Motion Carried.**

MOTION #C2019-Dec-16-36

It was moved by Councillor Sanford and seconded by Councillor Hafting that Council approve the changes to the Waterfront Development Committee Policy and reactivate the Committee. **Motion Carried.**

MOTION #C2019-Dec-16-37

It was moved by Councillor Hafting and seconded by Councillor Kinsella that the council representative position for the Friends of the Library be dissolved and that Deputy Mayor Power remain the representative on Annapolis Valley Regional Board. Motion Tabled

*To revisit when Deputy Mayor Power is present.

MOTION #C2019-Dec-16-38

It was moved by Councillor Kinsella and seconded by Councillor Sanford that we adopt the recommendation of staff for the new copier lease through Workplace Essentials for a Kyocera TA3252ci. **Motion Carried.**

11. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- i. Mayor's Report – Mayor MacDonald
Previously updated on Upper Clements Park.
- ii. Marketing and Economic Development Committee
Councillor Sanford reported MEDC is still discussing Way finding signage. The Committee also discussed possible Karaoke at the Amphitheatre. Discussion ensued regarding a Board of Trade representative on MEDC.
- iii. REMO – Mayor MacDonald
Nothing to report since last Council.
- iv. Planning Services Report
For information purposes.
- v. Planning and Heritage Advisory Committee
Councillor Kinsella informed Council that PHAC is continuing the review of heritage property defining character elements.
- vi. Traffic Flow Advisory Committee – Councillor Kinsella
Updated Council on items discussed at TFAC including Victoria street shoulder widening – and the consideration of a crosswalk for the Comfort Station. Discussion Ensued.
- vii. Police Report
Councillor Kinsella informed Council that the Board met and there was no new business.
- viii. Investment Committee – Dissolved
- ix. Library Report – Deputy Mayor Power was absent from Council.
- x. Valley Waste Resource Management
Councillor Kinsella provided an update on Valley Waste meetings.

xi. Water Report

For information Purposes.

xii. Municipal Effectiveness Advisory Committee –dissolved

xiii. Environment Advisory Committee – Councillor Sanford

The Committee did not meet in December.

xiv. Annapolis Royal Historic Gardens – Currently no Representative

xv. King's Theatre

Councillor Sanford reported on the overall success of the Theatre.

xvi. Friends of the Annapolis Pool Society – Councillor Sanford

The society has not met.

xvii. Academy Condo Board – CAO

No meeting in December however there has been discussion regarding parking at special events.

xviii. Upper Clements Park

Mayor MacDonald provided a report to Council at Committee of the Whole.

xix. Twinning Committee –

Councillor Kinsella reported that the committee met to talk about how the visit to Royan went. Invitations have been sent to the Mayor of Royan and planning continues for Pierre Dugas Day 2021.

xx. Chief Administration Officers Report

Council discussed elements of the CAO report.

12. CORRESPONDENCE:

i. Smart meter overview and benefits

For information only.

MOTION #C2019-Dec-16-39

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move in-camera at 7:04 p.m. to discuss 1 legal matter and a contract negotiation. **Motion carried.**

13. IN-CAMERA:

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

i. Council In-Camera Minutes – November 18, 2019

Business Items:

ii. Contract Negotiation

iii. Addition: Litigation

MOTION #C2019-Dec-16-41

It was moved by Councillor Kinsella, seconded by Councillor Hafting, to move out-of-camera at 7:29 pm. **Motion carried.**

14. ADJOURNMENT: Councillor Kinsella moved adjournment at 7:29pm

15. NEXT MEETING: Public Hearing January 8, 2020 at 4 p.m.

Chair William MacDonald

Recording Secretary Amber Brown