

**Town of Annapolis Royal
Council Meeting Agenda
Approved Minutes
April 20, 2020 at 4:00 p.m.**

1. **PRESENT** (via ZOOM): Mayor William MacDonald (Chair), Deputy Mayor Pat Power, Councillor Paula Hafting, Councillor John Kinsella, Councillor Holly Sanford, CAO Sandi Millet-Campbell, and Recording Secretary Natalia Gartley. Chief Moser and Cst. Theriault attending the meeting and left after the presentation.
2. **REGRETS:** None
3. **CALL TO ORDER:** Mayor MacDonald called the meeting to order at 4:25 p.m. (the meeting was delayed due to technical difficulties with ZOOM)
4. **ADDITIONS TO AGENDA:**
 - i. Under Section 10: New Business, i. Interest on Outstanding Balances
 - ii. Under Section 10: New Business, vii. Facebook Comments
 - iii. Under Section 13: Correspondence, ii. Vigil of Support
5. **APPROVAL OF AGENDA:**
MOTION #C2020-04-20-01
It was moved by Councillor Sanford, seconded by Councillor Kinsella to approve the agenda as amended. **Motion carried.**
6. **APPROVAL OF MINUTES:**
 - i. Council Minutes- March 16, 2020
MOTION #C2020-04-20-02
It was moved by Councillor Hafting, seconded by Deputy Mayor Power to approve the Council minutes of March 16, 2020 as amended. **Motion carried.**
Correction: Section 10, item vi: typo in "flashing traffic light".
 - ii. Special Council Minutes – March 16, 2020
MOTION #C2020-04-20-03
It was moved by Councillor Sanford, seconded by Councillor Kinsella to approve the Special Council minutes of March 16, 2020 as presented. **Motion carried.**
 - iii. Special Council Minutes – March 23, 2020
MOTION #C2020-04-20-04
It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to approve the Special Council minutes of March 23, 2020 as presented. **Motion carried.**
 - iv. Special Council Minutes – March 30, 2020
MOTION #C2020-04-20-05

It was moved by Councillor Sanford, seconded by Councillor Hafting to approve the Special Council minutes of March 30, 2020 Special as presented. **Motion carried.**

- v. Special Council Minutes – April 6, 2020

MOTION #C2020-04-20-06

It was moved by Councillor Hafting, seconded by Councillor Sanford to approve the Special Council minutes of April 6, 2020 as presented. **Motion carried.**

- vi. Special Council Minutes – April 14, 2020

MOTION #C2020-04-20-07

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the Special Council minutes of April 14, 2020 as presented. **Motion carried.**

7. PUBLIC INPUT: None

8. PRESENTATION: Constable Jonathan Theriault – By-Law Review

Constable Theriault overviewed the current Town of Annapolis Royal By-Law.

Format should be consistent for all by-laws. The goal is to have all by-laws look the same and have a good flow for better understanding. Also, it was recommended to create a Public Places by-law that have an enforcement component, the way to enforce a by-law, and scheduling a by-law (pros and cons). Recommendations were provided for Dog By-Law, specifically for Dog Annual Registration.

Action: Council to revisit the current by-laws with CAO Millett-Campbell based on the provided recommendations.

9. BUSINESS ARISING:

- i. Trails Closure

Mayor MacDonald updated on his recent call with Minister of Justice regarding the trails closure. He is waiting for a letter from the Minister with clarification on the closure of trails in the Parks and Open Spaces Zone through the Land Use By-Law. Council re-visited the closure of the Boardwalk and trails and whether the decision should be amended. Council had further discussion on the option to amend the current motion for the closure.

MOTION #C2020-04-20-08:

It was moved by Councillor Hafting, seconded by Councillor Kinsella that Council open Harvest Moon trail, French Basin trail, the Pierre DuGua Promenade in compliance with the current Nova Scotia state of emergency dynamic. **Motion Defeated** (3 Nays: Mayor MacDonald, Deputy Mayor Power, Councillor Sanford)

- ii. Bus Shelters

Mayor MacDonald will bring this matter to the Budget meeting for further discussion and action.

- iii. Town Hall Space

Council discussed the Town Hall space and the proposed layout to move Council Chambers downstairs for better public accessibility. Mayor MacDonald will bring this topic to the Budget meeting. \$10,000 funds were allocated for the proposed renovation.

- iv. Council Remuneration
This matter will be added to the Budget meeting for further discussion and action.
- v. King's Theatre Sprinkler System Funding Request
CAO Millett-Campbell confirmed that the Insurance policy is now in place and updated Council on the amount of time that the Director of Finance has done to accommodate the ask from Council. CAO Millett-Campbell reviewed the current lease with King's Theatre that outlines they are responsible for the repairs and maintenance for the sprinkler system. The CAO asked for directions regarding the King's Theatre Sprinkler System and the request received to support for the additional funding.

MOTION #C2020-04-20-09:

It was moved by Councillor Sanford, seconded by Deputy Mayor Power that Council approve to pay King's Theatre \$3875,76 (50%) to be used towards repair of the Sprinkler System. **Motion Carried**

10. NEW BUSINESS:

- i. Ratification of Electronic Vote: Interest on Water & Tax Bills

MOTION #C2020-04-20-09

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council ratify the electronic vote to approve that the water bills and tax bills both have a month extension until end of March before any interest is charged, due to the current COVID-19 situation, and these measures would be re-addressed, as need. **Motion Carried**

MOTION #C2020-04-20-10

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council approve that all outstanding water bills and tax accounts not be charged interest for the months of April, May and June, due to the current COVID-19 situation (extension until July 1). **Motion Carried**

- ii. Removal of Pay Phone – Town Hall
Council agreed to keep the pay phone.
- iii. May Newsletter – one page
CAO Millett-Campbell suggested to circulate one double sided page Town Crier Newsletter to keep Town's residents up to date. Council supported this recommendation.
- iv. Valley Waste By-Law Update
Councillor Kinsella updated Council on the status of the Valley Waste By-Law. The work is in progress to make By-Law wording as simple as possible.
- v. King's Transit Funding
Council discussed whether the Town should support King's Transit Funding in the amount of \$5000. Council agreed to spend the funds toward building bus shelters and not to transfer the money to the County of Annapolis as it was done in the past.

Action: CAO Millett-Campbell to reach out to CAO of the County of Annapolis to inquire how the funds are spent.

- vi. Year End Audit – Update CAO
CAO Millett-Campbell reported that the Year End Audit is currently still scheduled for June 2020 and the process in place due to COVID-19.
- vii. Facebook Comments
CAO Millett-Campbell shared about recent backlash and comments on Facebook on Social Distancing. Council discussed how to respond to such comments.

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2020-04-20-11

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council approve the Pet Policy Sign as amended and be posted at the two main entrances at the Market Square.

Motion Carried

MOTION #C2020-04-20-12

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council amend the current MOTION #C2020-03-16-06 that Council cover King's Theatre insurance being added to the Town Insurance Policy and King's Theatre pays back the cost of the increase of the insurance in the amount of \$ 1800.00. **Motion Carried**

MOTION #C2020-04-20-13

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council award the Gardening tender to Kristy Lasch for 2020 with a six-month contract in the amount \$10,296.

Motion Carried. 1 Nay vote Deputy Mayor Power

MOTION #C2020-04-20-14

It was moved by Councillor Hafting, seconded by Councillor Power that Council move the Committee of the Whole and Council meetings to 1:00 p.m., and continue Special Council meetings at 9:00 a.m. on Mondays when no Council Meetings are scheduled. **Motion Carried**

MOTION #C2020-04-20-15

It was moved by Councillor Power, seconded by Councillor Kinsella that Council approve the Valley Waste 2020-2021 Operating and Capital budget with the town share being 1.03% or \$63,142. **Motion Carried**

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- i. Mayor's Report – Mayor MacDonald
Mayor MacDonald reported on the current challenging times and the important role of Council. Mayor thanked Council for the work done and everyone's commitment.

Mayor MacDonald stated that a Vigil of Light for the victims of the tragic mass shooting will be held on Wednesday April 22nd at 8:30 p.m. in the Town of Annapolis Royal. Complying with state of emergency restrictions on social gatherings and physical distancing, all residents are asked to stand at the end of their driveways - holding an illuminated flashlight.

- ii. Marketing and Economic Development Committee – Councillor Sanford
No update as meeting was cancelled in April due to COVID-19. Next meeting will be held in May by ZOOM.
- iii. REMO – Mayor MacDonald
Mayor MacDonald updated Council on how REMO communicates on social media.
- iv. Planning Services Report
For information purposes.
- v. Planning and Heritage Advisory Committee – Councillor Kinsella
No update as meeting was cancelled in April due to COVID-19. Next meeting will be held in May by ZOOM.
- vi. Traffic Flow Advisory Committee – Councillor Kinsella
No update as meeting was cancelled in April due to COVID-19.
- vii. Police Report – Deputy Mayor Pat Power
Deputy Mayor Power reported that the Board of Police Commissioners met on April 8 and discussed and approved the draft budget.
- viii. Library Report – Deputy Mayor Power
Deputy Mayor Power updated on email exchange regarding online library ordering. The Robotics Club was complimented on their current work.
- ix. Waterfront Development Committee – Deputy Mayor Power
Committee has not resumed meeting at this time.
- x. Valley Waste Resource Management – Councillor Kinsella
Councillor Kinsella updated on the Minister of Environment correspondence and the Board's take with respect to contingency plans of Valley Waste Resource Management in the light of COVID-19 and what approach Valley Waste Resource Management would have in case of shortage of their staff.
- xi. Water Report
For information purposes. CAO Millett-Campbell noted that the sampling is being done but no reports are being sent through at this time.
- xii. Environment Advisory Committee – Councillor Hafting
No update as meeting was cancelled in April due to COVID-19. Next meeting will be held in May by ZOOM.

- xiii. Annapolis Royal Historic Gardens – Councillor Hafting
Councillor Hafting reported on the Winter Market and its operation during COVID-19. Also, it was stated that the Historic Gardens keep their grounds open. Annual General Meeting (AGM) has been postponed.
- xiv. King's Theatre – Councillor Sanford
Councillor Sanford reported that King's Theatre didn't have any official meetings in April but they discussed by telephone to see if the Board can approve for the Executive Director to apply for a special funding for non-profit organizations in the amount of \$40,000.
- xv. Friends of the Annapolis Pool Society – Councillor Hafting
Councillor Hafting stated that plans for 2020 are under way. There was a discussion whether the pool would be open or not during the summer. AGM has been postponed.
- xvi. Academy Condo Board – CAO Millett-Campbell
CAO Millett-Campbell updated on the phone meetings with the Condo Board, next meeting is scheduled for the end of May.
- xvii. Upper Clements Park – Mayor MacDonald
Upper Clements Park was sold and all debts will be paid off. The closing date was April 14, 2020. The Scottish private school Gordonstoun Nova Scotia will be built on the former site of the Upper Clements Park.
- xviii. Twinning Committee – Councillor Kinsella
Subcommittee is working on signage language.
- xix. Chief Administration Officers Report
Council reviewed the CAO report. The Annapolis Royal Farmers Market will have a presentation to the Committee of the Whole in May about the opening the Market and how it will be handled during COVID-19. The Fire Hall intersection project has been funded by the Province (gas tax funds) and is moving forward with proposed work as per the Province's direction. The community will be notified and updated.

13. CORRESPONDENCE:

- i. Provincial Capital Assist Program
Council reviewed the letter about the Provincial Capital Assist Program received from Minister Chuck Porter. Mayor MacDonald suggested to share the letter with the Environment Advisory Committee for its information and input.
- ii. Vigil of Support
Discussed above in Section 12, Item i.

MOTION #C2020-04-20-16

It was moved by Councillor Sanford, seconded by Councillor Kinsella to move in-Camera at 7:40 pm to discuss acquisition of property. **Motion Carried.**

14. IN-CAMERA:

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

- i. Council In-Camera Minutes – March 16, 2020

Business Items:

- i. Acquisition of Municipal property
- ii. Easement of Right of Way

MOTION #C2020-04-20-15

It was moved by Councillor Sanford, seconded by Councillor Kinsella to move out of in-Camera at 8:01 pm. **Motion Carried.**

15. ADJOURNMENT: Councillor Sanford moved adjournment at 8:02 pm.

Chair William MacDonald

Recording Secretary Natalia Gartley