

**Town of Annapolis Royal
Council Meeting
Approved Minutes
May 19, 2020 at 1:00 pm**

1. PRESENT: Mayor William MacDonald, Deputy Mayor Pat Power, Councillor Paula Hafting, Councillor John Kinsella, Councillor Holly Sanford, Director of Finance (DoF) Melony Robinson, CAO Sandi Millett-Campbell, and Recording Secretary Taylor Robinson. All members joined by a Zoom meeting.

2. REGRETS: None

3. CALL TO ORDER: Mayor MacDonald called the meeting to order at 1:00 pm.

4. ADDITIONS TO THE AGENDA: None

5. APPROVAL OF THE AGENDA:

MOTION #C2020-05-19-01

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

6. APPROVAL OF THE MINUTES:

i. Special Council Budget Minutes – April 14, 2020

MOTION #C2020-05-19-02

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

ii. Council Minutes – April 20, 2020

MOTION #C2020-05-19-03

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the Council minutes of April 20, 2020 as presented. **Motion carried.**

iii. Special Council Minutes – April 27, 2020

MOTION #C2020-05-19-04

It was moved by Councillor Sanford, seconded by Councillor Kinsella to approve the Special Council minutes of April 27, 2020 as presented. **Motion carried.**

iv. Special Council Budget Minutes – April 27, 2020

MOTION #C2020-05-19-05

It was moved by Councillor Hafting, seconded by Deputy Mayor Power to approve the Special Council Budget minutes of April 27, 2020 as presented. **Motion carried.**

- v. Special Council Minutes – May 1, 2020

MOTION #C2020-05-19-06

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the Special Council minutes of May 1, 2020 as amended. **Motion carried.**

Correction: Addition to 3. Correspondence iii. Legal Opinion

- vi. Special Council Minutes – May 4, 2020

MOTION #C2020-05-19-07

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the Special Council minutes of May 4, 2020 as presented. **Motion carried.**

- vii. Special Council Minutes – May 11, 2020

MOTION #C2020-05-19-08

It was moved by Councillor Sanford, seconded by Councillor Hafting to approve the Special Council minutes of May 11, 2020 as presented. **Motion carried.**

7. PUBLIC INPUT – None

8. PRESENTATIONS – None

9. BUSINESS ARISING:

- i. COVID-19 Tax Financing Program

DoF Robinson explained the highlighted sections she made on the COVID-19 Property Tax Financing Program Policy. It was noted that there has only been one tax inquiry. DoF Robinson suggested that the topic is tabled until the next Committee of the Whole meeting since Council has until June 30, 2020 to make final decision. Council agreed and decided the tabled topic will be revisited.

- ii. Operating Budget

DoF Robinson updated Council on the significant changes to the operating budget and pointed out that elections are still on and will take place October 17, 2020. Mayor MacDonald asked if the Town would need to add expenses to the budget for extra PPE for the election. DoF Robinson explained that she usually does the election procedures by herself and would just add PPE in the cleaning expense. It was also noted that the portable potties have been removed for the season, but Council agreed that they will leave \$750.00 in the budget to place one at the trails for the public.

MOTION #C2020-05-19-09

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that council approve of the \$2.015 Million Town Operating budget 2020-2021 with tax rates remaining unchanged at

\$1.70 and \$3.20 respectively for Residential and Commercial. **Motion carried.** (1 Nay: Councillor Kinsella)

iii. Capital Budget

DoF Robinson explained to Council that the amount of dollars in the capital budget did not alter very much. Only exceptions were reducing the Town's share for the paving project at the firehall and the town renovations moved to the operating budget. DoF Robinson stated that there will be a large surplus for the new Council and commended Council for the great work that they have done. Councillor Hafting mentioned that there should be room in the budget for the library doors to be redone. CAO Millett-Campbell recommended that staff apply to the accessibility grant in August then Council and can amend the budget in September if the grant is approved.

MOTION #C2020-05-19-10

It was moved by Councillor Kinsella, seconded by Councillor Sanford that council approve of the \$254,800 General Capital budget 2020- 2021 of which \$151,800 is earmarked for the Intersection/paving project at the Firehall/Fortier Mills. This project is be paid out of gas tax funds. **Motion carried.** (1 Nay: Councillor Hafting)

iv. St. Anthony Intersection – Amend Motion \$151,000

MOTION #C2020-05-19-11

It was moved by Deputy Mayor Power and seconded by Councillor Kinsella amend the current **MOTION #C2020-02-18-09** to preapprove the St. Anthony Street Intersection improvements in the amount of \$151,000 from the Gas Tax funding. **Motion Carried.**

v. Dog By-Law – Update

CAO Millett-Campbell explained that after hearing back from Constable Theriault and Animal Control there must be more work completed on the Dog By-Law. Council decided to table topic and will revisited.

vi. Dog On Leash Sign

Councillor Hafting created a sign for dogs to be on their leash and recommended that the sign be positioned around town. CAO Millett-Campbell estimated that it would cost \$200 per sign. Council agreed to table topic but, in the meantime, remind public via website and newsletter.

vii. 11 St. James Street Right Away

CAO Millet-Campbell reported that she had concerns about Section 5. PERMITTED ACTIVITIES & CONDITIONS in the Grant of License but went back to owner to ratify. It will be sent to legal next for review. Council will await the final document to approve.

10. NEW BUSINESS:

i. Paving St. George Street

CAO Millett-Campbell was informed by Superintendent of Public Works, Kevin McLean, that there are many areas around town limits that are getting and paved. Public Works wanted to

know if Council would be interested in getting St. George Street paved. CAO Millett-Campbell explained that it could be a perfect time to take on this project since it is cheaper due to low oil prices and it may be possible to get a low interest loan from the government to help cover costs. Mayor MacDonald believed that there could be an infrastructure program that could benefit and noted that he would reach out to the MP to get more details. Council was very interested in finding a way to complete the project and requested that CAO Millett-Campbell get a quote.

ii. June Newsletter – One Page

CAO Millett-Campbell proposed that they repeat the same newsletter method for June as it was for May; a one-page, double sided Town Crier Newsletter to keep Town's residents up to date since everything is still affected by COVID-19. Mayor MacDonald agreed and reiterated that the dog on a leash information be included in the newsletter as well. Council supported the recommendation.

iii. Natal Day Celebration – Update

CAO Millett-Campbell informed Council that the Natal Day Committee has decided to pause the festivities for Natal Day 2020.

iv. Fibre Optic – Update

CAO Millett-Campbell updated Council on the conversation with CAO Ferguson regarding Fibre Optic in the area. It is in the process of coming down Highway #1 and the County will inform the Town once it gets closer. It is expected that the project will be completed by the end of 2020. Council discussed that it is a positive thing for the community and are eager to see how it goes.

v. Comfort Station Reopening

Mayor MacDonald reminded Council that the Farmer's Market has a new way of operating due to COVID-19 and that vendors and community members have requested that the Comfort Station bathrooms be reopened during market times. Council discussed the best possibility of opening the bathrooms in the safest way for the public. It was agreed by Council that the washrooms will be open on Saturdays while the market is running for the month of May.

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2020-05-19-12

It was moved by Deputy Power, seconded by Councillor Kinsella that Council write off roll 04997409 interim taxes in the amounts \$680.85 and \$2460.80 respectively for the Town of Annapolis Royal's Town owned properties. **Motion carried.**

Planning & Heritage Advisory Committee

MOTION #C2020-05-19-13

It was moved by Councillor Sanford, seconded by Councillor Kinsella that Council approve the applicant at 136 St George Street be given heritage approval to replace the current ramp with

an wheelchair accessible ramp, as detailed in the application AR20-010-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Marketing & Economic Development Committee

MOTION #C2020-05-19-14

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council cancel Natal Day 2020. **Motion carried.** (1 Nay: Deputy Mayor Power)

MOTION #C2020-05-19-15

It was moved by Councillor Hafting, seconded by Deputy Mayor Power that Council begin a community noise making initiative (clapping, cheering, honking, etc.) on Sunday May 24, 2020 at 7pm, for a few minutes, that shows support for care givers and key workers across Nova Scotia. **Motion carried.**

Board of Police Commission

MOTION #C2020-05-19-16

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council start the process of finding one casual employee for the Police Department. **Motion carried.**

12. REPORTS FROM COMMITTEES, BOARDS, AND COMMISSIONS

i. Mayor's Report – Mayor MacDonald

Mayor MacDonald stated that there is nothing new to report besides the fact that the Council is meeting regularly and made a reminder that May 22, 2020 is Municipal Wellness Day.

ii. Marketing and Economic Development Committee – Councillor Sanford

Councillor Sanford updated Council that MEDC met via Zoom and decided to recommend cancelling Natal Day celebrations. The Committee also decided not to change the mandate to require a member from the Board of Trade to join but are more than welcome to join as a public member. MEDC discussed and would like to market the area as a "staycation" for local tourists this season.

iii. REMO – Mayor MacDonald

Mayor MacDonald updated Council that costs have gone up and that the county's representative, Brian Orde, has been doing a great job.

iv. Planning and Heritage Advisory Committee – Councillor Kinsella

Councillor Kinsella had nothing to report but reiterated the motion that had been already approved by Council.

v. Traffic Flow Advisory Committee – Councillor Kinsella

No update as meeting was cancelled for May. Next meeting will be in June via Zoom.

vi. Board of Police Report – Deputy Mayor Pat Power

Deputy Mayor Power reported that Chief Moser had been asked to get more detail on Tritan Criminal Record Checks, look for low-cost options for portable radios, and has been doing performance evaluations on staff. Constable Cleaves has been reappointed as acting corporal until the end of May. The Commission received their By-Laws back from the Department of Justice with some alterations, which all members are going to review and discuss at the next meeting.

vii. Library Report – Deputy Mayor Power

Deputy Mayor Power reported that she received an email from the Board with an update that the Library staff is planning to go back to work on June 1, 2020; still no public allowed. The Board is planning a meeting to discuss budget and motions soon.

viii. Valley Waste Resource Management – Councillor Kinsella

Councillor Kinsella stated that everyone at Valley Waste is doing well and are planning the gradual reopening of services with social distancing precautions which will be discussed at the next meeting.

ix. Environment Advisory Committee – Councillor Hafting

Councillor Hafting informed Council that EAC will be meeting May 20, 2020. It was also noted that Councillor Hafting and Mayor MacDonald have been attending webinars focused on rising sea levels and habitat lost.

x. Annapolis Royal Historic Gardens – Councillor Hafting

Councillor Hafting reported that the Historic Gardens have been functioning positively and have remained open as a walking space for the public. They are now gearing up for the season with public safety precautions. The Historic Gardens would like to be heavily involved in the marketing as they are a key attraction to the Town.

xi. King's Theatre – Councillor Sanford

Councillor Sanford noted that King's Theatre has received a \$25,000 grant and \$9,000 in donations. They still have been publicizing on social media and were able to receive the Canadian Emergency Benefit for a loan and for their staff. King's Theatre is looking to have their AGM outdoors, but Councillor Sanford will let Council know.

xii. Friends of the Annapolis Pool Society – Councillor Hafting

Councillor Hafting stated that FAPS is waiting to hear from the Province on whether they must close public pools for the summer. The Society believes that they can have a scaled back operation of a four to six week season and do not have to make a final decision until July.

xiii. Academy Condo Board – CAO

No update as the Academy Condo Board has a meeting next week.

xiv. Twinning Committee – Councillor Kinsella

Councillor Kinsella reported that the subcommittee has been going back and forth with the text and illustration for the panel.

xv. Planning Services Report

Deputy Mayor Power asked if there was an update on the inspection deadline of February 2020. CAO Millett-Campbell mentioned that the fire inspector will be looking at the files and contact the owners to come up with a new process for inspections.

xvi. Water Report – Update CAO

CAO Millett-Campbell reported that the water reports will be back to normal, receiving them every couple weeks.

xvii. Chief Administration Officers Report

CAO Millett-Campbell stated that she has been very busy with meetings and some projects have been moving forward and others have been put on hold for the time being.

xviii. Annapolis Royal Wharf Association

Deputy Mayor Power mentioned that the final documents were signed by board members which will take the Annapolis Royal Wharf Association off the Registry of Joint Companies. The remaining balance of money will be given to the Town at the end of the month. Mayor MacDonald suggested that a letter from the Town be drafted and sent to express appreciation. Council agreed.

13. CORRESPONDENCE

i. Letter Received – Fibre Optic

Shared with Council for information purposes.

ii. Public Sector Bodies

Shared with Council for information purposes that outlines the accessibility act and grace period. CAO Millett-Campbell explained that the committee will need to be set up after COVID-19 is over.

MOTION #C2020-05-19-17

It was moved by Councillor Sanford, seconded by Councillor Hafting to move in-camera at 3:10 pm to discuss personnel. **Motion carried.**

14. IN CAMERA

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

- i. Council In-Camera Minutes – April 20, 2020
- ii. Special Council In-Camera Minutes – May 4, 2020

Business Items:

- i. Personnel

MOTION #C2020-05-19-20

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move out of in-camera at 3:27 pm. **Motion carried.**

15. ADJOURNMENT: Councillor Sanford moved adjournment at 3:28 pm.

Chair William MacDonald

Recording Secretary Taylor Robinson