

**Town of Annapolis Royal
Committee of the Whole
Approved Minutes
June 4, 2020 at 1:00 p.m.**

1. **PRESENT** (via Zoom): Mayor William MacDonald (Chair), Deputy Mayor Pat Power Councillor John Kinsella, Councillor Holly Sanford, Councillor Paula Hafting, CAO Sandi Millett-Campbell, Director of Finance Melony Robinson, and Recording Secretary Taylor Robinson.
2. **REGRETS:** None
3. **CALL TO ORDER:** The meeting was called to order at by Mayor MacDonald at 1:00 p.m.
4. **ADDITIONS TO AGENDA:**
 - i. Under 10. NEW/UNFINISHED BUSINESS xii. Application from PHAC – 204 St. Anthony Street
 - ii. Move 10. NEW/UNFINISHED BUSINESS ix. Easement with Annapolis Condo Corporation to 12. IN-CAMERA Business Items i.
 - iii. Move 10. NEW/UNFINISHED BUSINESS x. 11 St. James Street Rightaway 12. IN-CAMERA Business Items ii.
5. **APPROVAL OF AGENDA:**
MOTION #CoW2020-06-04-01
It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the agenda for June 4, 2020 as amended. **Motion carried.**
6. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**
 - i. Committee of the Whole May 7, 2020
MOTION #CoW2020-06-04-02
It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the minutes for May 7, 2020 as presented. **Motion carried.**
7. **PRESENTATIONS:** None
8. **PUBLIC INPUT:** None
9. **ROUND TABLE**

Mayor MacDonald noted that he had sent Council an email from Municipal of Affairs stating that they will be establishing a committee to discuss potential issues with the election this year and will keep all Municipalities updated. Mayor MacDonald also informed Council that he attended a meeting which the CEO of Nova Scotia Tourism was also there; they revealed their Marketing Plan and pledged to help promote a video of Annapolis Royal that Mayor MacDonald shared with them.

Deputy Mayor Power reported that the Zoom meeting with the accommodations in the Town went very well and believed there were great ideas that can be helpful.

Councillor Kinsella mentioned that he was excited to get the dog by-law passed because he has seen many incidents where dogs have been off their leashes in Town. Councillor Hafting agreed that Council must get the dog by-law passed.

Councillor Hafting also thanked everyone for their participation in “Rock the Block”.

Councillor Sanford noted that she was very happy that businesses can open and hope that they are successful.

10. NEW/UNFINISHED BUSINESS:

i. COVID-19 Property Tax Financing Plan Policy

DoF Robinson went over and described any gaps within the policy and recommended that Council accept it. CAO Millett-Campbell suggested that they adopt the policy immediately since there is a deadline of June 30, 2020. Council discussed and agreed on the policy. Councillor Hafting asked if they could reduce the tax rate to help community members during this time. CAO Millett-Campbell reminded Council that the budget is based on a 18% tax rate, which Mayor MacDonald suggested that the topic be revisited later to discuss in more detail.

MOTION #CoW2020-06-04-03

It was moved by Councillor Sanford, seconded by Councillor Kinsella that Council accept the COVID-19 Property Tax Financing Plan Program Policy effective immediately. **Motion carried.**

ii. Alternative Voting

DoF Robinson presented a model by-law which will give Council the means to hold the election voting with any method they prefer i.e. paper, electronically, telephone and noted that there is not a way to manage paper voting at this time in a safe way. The by-law can allow alternative approaches. Councillor Hafting questioned if there were any outlines for the candidates that want to run in the upcoming election. Mayor MacDonald stated that there is going to be a lot of challenges with campaigning, but candidates will have to get creative due to the pandemic.

MOTION #CoW2020-06-04-04

It was moved by Councillor Hafting, seconded by Councillor Sanford to recommend to Council to hold the October 17, 2020 Fall Election by electronic and telephone voting only due to COVID-19. **Motion carried.**

MOTION #CoW2020-06-04-05

It was moved by Councillor Kinsella, seconded by Councillor Sanford recommend to Council to adopt the first reading of the Town of Annapolis Royal Alternative Voting By-Law. **Motion carried.**

iii. Option to Freeze Tax Rate for 5 Years

Council reviewed the suggestion to freeze tax rates for five years which was brought up during the local accommodations Zoom meeting. Councillor Kinsella indicated that the suggestion presents some issues. He explained that it could hinder upcoming Council and there could be some forthcoming concerns with NSPI contributions which is 18% of the Town's revenue. DoF Robinson agreed and stated if anything were to happen with NSPI, then there could be some potential layoffs, tax rates could rise, and that five years is too long to take on the tax freeze suggestion. Council agreed.

iv. Interest Charges Outstanding Tax & Water – July 1, 2020

CAO Millett-Campbell reminded Council that the outstanding interest charges will be charged on July 1st. Council agreed to extend the deadline so they can help resident and business owners in any way they can during this financially challenging time.

MOTION #CoW2020-06-04-06

It was moved by Councillor Sanford, seconded by Councillor Kinsella to recommend to Council to extend the Interest Charges Outstanding Tax & Water to be continued to August 1, 2020. **Motion carried.**

v. Municipal Asset Management Program

CAO Millett-Campbell informed Council that they were asked to join the Municipal Asset Management Program but asked to not move forward with it due to staff shortage and the substantial workload that comes with it. Mayor MacDonald understood but was concerned if the program would return. DoF Robinson suggested that the program may be shifted by one year due to COVID-19; CAO Millett-Campbell agreed to reach out and check.

vi. Dog On Leash Signage

CAO Millett-Campbell reported that she received the draft version of the signage from Councillor Hafting and advised that Council approve it so they can start making the signs for around Town. It was also noted that the Dog By-Law is not ready. Councillor Hafting mentioned that it would be more effective if enforceable with the by-law and suggested to add the wording on the bottom of the sign. CAO Millett-Campbell confirmed that she will send it through to ensure there is no copyrighting issues and will add the phrasing "Annapolis Royal Dog By-Law".

MOTION #CoW2020-06-04-07

It was moved by Councillor Hafting, seconded by Councillor Kinsella to recommend to Council to post the Dog On Leash Signage with the addition of the Annapolis Royal Dog By-Law wording at the bottom. **Motion carried.**

vii. St. Anthony Intersection Update

CAO Millett-Campbell stated that she has not heard back from the project manager, but the crew is running two weeks behind schedule. It was also noted that they have done lots of tree trimming in hopes to keep most of them around the new poles without cutting them down. CAO Millett-Campbell will write a description to explain timing delays, costs, and the explanation of the project to put out to the public. Councillor Hafting suggested that they put the good news story in next month's Town Crier Newsletter.

viii. Extension to Annapolis Brewing Company

Mayor MacDonald reminded Council that they gave allowance to Annapolis Brewing Company to continue to brew until June 30, 2020. Since then, COVID-19 has impacted their plans and construction to cause a delay which they have asked for an extension. Council asked that CAO Millett-Campbell send out the correspondence associated with the request and reach out to the neighbors to make sure it is okay with them. Topic tabled and will be revisited at the Council meeting.

ix. Paving St. George Street

CAO Millett-Campbell reported that the Superintendent of Public Works met with the paving company earlier in the day and is expecting to have estimates of the costs by next week. Mayor MacDonald noted that he hoped for an infrastructure program to get grant money to fund the paving, but he did reach out to province and they have agreed to lend the money to the Town. Council continued to discuss the project and the Gas Tax revenues for 2020-2021.

x. Canada Summer Jobs – Update

CAO Millett-Campbell reported that the Town has received funding for two summer students. The job ads have been advertised, and the deadline is June 17, 2020. The successful incumbents will start June 29, 2020 and work for eight weeks.

xi. Return to Work

CAO Millett-Campbell updated Council that all administrative staff will be returning to the office on June 15th. The office has been rearranged so that mailboxes are separated, and all employees can socially distance from one another. CAO Millett-Campbell mentioned that she was not sure when the public will be allowed back into Town Hall but will update Council.

xii. Application from PHAC – 204 St. Anthony Street

CAO Millett-Campbell explained that there was an individual who put in an application to the Planning and Heritage Committee to put solar panels on the main and accessory building on the property which they recommended to Council to approve. Mayor MacDonald suggested that Council think about a policy for future inquiries for solar panels as they want to preserve the historical value of the Town.

Motion #CoW2020-06-04-08

It was moved by Councillor Kinsella, seconded by Councillor Sanford that the applicant at 204 St. Anthony Street be given heritage approval to install solar panels on the main building and accessory structure as detailed in the application AR20-015-HER providing the by-laws be met.

11. CORRESPONDENCE:

i. Leaf and Yard Waste

Council discussed the email that had the proposal of keeping Land and Yard Waste open and getting it to look a lot better. Council wants to encourage volunteers to help with ideas and the beautification of the land. CAO Millett-Campbell mentioned that people have not been following the signage so Public Works has removed it but is open to the idea of a restructure. Councillor Hafting noted that it is an important part of the Town so it should be open to the public and was appointed to start a working group to help the beautification of Leaf and Yard Waste. CAO Millett-Campbell reminded Council that it is not in the budget so they will have to find grant money or donations to work with. Council suggested some shrubs and repaving ideas and was excited to see where this project goes.

MOTION #CoW2020-06-04-09

It was moved by Councillor Kinsella, seconded by Councillor Sanford that meeting move in-camera to discuss the legal matters at 2:31 p.m. **Motion carried.**

12. IN-CAMERA

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

Approval of Minutes:

i. Committee of the Whole, In-Camera – May 7, 2020

Business Items:

- i. Easement with Annapolis Condo Corporation
- ii. 11 St. James Street Rightaway

MOTION #CoW2020-06-04-11

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move out of in-camera at 3:05 p.m. **Motion carried.**

13. ADJOURNMENT: It was moved by Councillor Kinsella that the meeting be adjourned at 3:06 p.m.

Meetings:

Special Council, June 8, 2020 at 9:00 a.m.
Marketing & Economic Development Committee, June 9, 2020 at 6:00 p.m.
Board of Police Commissioners, June 10, 2020 at 10:00 a.m.
Council, June 15, 2020 at 4:00 p.m.
Environment Advisory Committee, June 17, 2020 at 2:00 p.m.

Chair William MacDonald

Recording Secretary Taylor Robinson