

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

1. PRESENT: Mayor William MacDonald, Deputy Mayor Pat Power, Councillor John Kinsella, Councillor Paula Hafting, Councillor Holly Sanford, Director of Finance (DoF) Melony Robinson, CAO Sandi Millett-Campbell, and Recording Secretary Taylor Robinson. One member of the public attended for a short time to discuss item i. under NEW BUSINESS. All members joined by a Zoom meeting.

2. REGRETS:

3. CALL TO ORDER: Mayor MacDonald called the meeting to order at 4:10 p.m.

4. ADDITIONS TO AGENDA:

- i. Move under Section 9. BUSINESS ARISING iv. Paving St. George Street to iii.
- ii. Move under Section 9. BUSINESS ARISING ix. Alternative Voting By Law to v.
- iii. Under Section 9. BUSINESS ARISING iv. Preliminary List of Electors
- iv. Under Section 10. NEW BUSINESS v. Pool Society Request for Additional Funding
- v. Under Section 10. NEW BUSINESS vi. King's Theatre Application
- vi. Under Section 13. CORRESPONDENCE i. Grant Potter Memorial Park Donation
- vii. Under Section 13. CORRESPONDENCE ii. Dog By-Law Inquiry
- viii. Under Section 14. IN CAMERA iii. Contract Negotiations
- ix. Under Section 14. IN CAMERA iv. Legal Matter

5. APPROVAL OF AGENDA:

MOTION #C2020-07-20-01

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

6. APPROVAL OF MINUTES:

- i. Council Minutes – June 15, 2020

MOTION #C2020-07-20-02

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the Council minutes of June 15, 2020 as presented. **Motion carried.**

- ii. Special Council Minutes – June 22, 2020

MOTION #C2020-07-20-03

It was moved by Councillor Kinsella, seconded by Councillor Hafting to approve the Special Council minutes of June 22, 2020 as presented. **Motion carried.**

- iii. Special Council Minutes – July 6, 2020

MOTION #C2020-07-20-04

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to approve the Special Council minutes of July 6, 2020 as presented. **Motion carried.**

7. PUBLIC INPUT – None

8. PRESENTATIONS – None

9. BUSINESS ARISING:

i. Quarterly Financial Update

DoF Robinson overviewed the quarterly financials for the operational, capital, and water budgets. It was noted that the Town is on budget and there is no need to make any adjustments.

ii. 2019 Municipal Profile and Financial Condition Indicators Report

DoF Robinson explained that Council has already seen this report in a previous meeting but mentioned that it was the official report and it will be posted on the Department of Municipal Affairs website.

iii. Paving St. George Street

CAO Millett-Campbell reported that she has sent in a request for funding to the Government but is awaiting a response. CAO Millett-Campbell suggested that Council go ahead with the paving of lower St. George Street. Councillor Hafting expressed worries about spending a large portion of money on the project as we do not know what financial situation the Town could be in the future months due to COVID-19 impacts. DoF Robinson explained that it is unusual timing, but the Town should go ahead with the project as there has never been a better price. Council agreed. CAO Millett-Campbell will put out the tender for paving with a two-week closing date on August 4, 2020.

iv. Preliminary List of Electors

DoF explained the dates of the revision period for the preliminary list of electors and asked Council for a motion for approval.

MOTION #C2020-07-20-05

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council approve the dates of July 27, 2020 to August 25, 2020 as the formal Revision Period during which amendments can be made to the Preliminary List of Electors for the Town of Annapolis Royal. **Motion carried.**

v. Alternative Voting By-Law

Council reviewed the Alternative Voting By-Law. CAO Millett-Campbell reported that the ad for the second reading was published and there has been no public input for the By-Law

MOTION #C2020-07-20-06

It was moved by Councillor Kinsella, seconded by Councillor Sanford to adopt the second reading of the Alternative Voting By-Law as presented. (1 Nay: Deputy Mayor Power)

vi. State of Emergency – July 26, 2020

CAO Millett-Campbell reported that the State of Emergency has been extended again to July 26, 2020. It was noted that there have been more visitors in Town and the Music at the “O” has had good crowds with some tourists even coming to see the live music.

a. Town Hall & Library Washrooms

CAO Millett-Campbell stated that Town Hall washrooms have remained closed, but there have been no inquiries to use them. Staff prefers that they stay closed as there would be a lot more people and points of contact within the building. Council sympathized and discussed different options. It was ultimately decided to open the downstairs bathroom to the public and designate the upstairs washroom just for staff. It was noted that the Library washrooms are also opened, and Council decided to appoint a separate bathroom just for staff with a sign.

b. In-Person Meetings

CAO Millett-Campbell explained that Council is still mandated to meet virtually but are hopeful that it will change by September.

vii. Annapolis Brewing Company Extension – 438 St. George Street

Council reviewed Annapolis Brewing Company’s request for extension. Mayor MacDonald explained that COVID-19 has caused many difficulties with supply chains and construction disruptions. Deputy Mayor Power noted that she is not in favor of extending it for another two months. Mayor MacDonald that Council approve the extension on a month-by-month basis. Councillor Sanford stated that she would be okay with continuing the extension to September as Council is not meeting in August and wants to see the project get done. Council agreed.

MOTION #C2020-07-20-07

It was moved by Councillor Kinsella, seconded by Councillor Sanford to grant a two-month extension to Annapolis Brewing Company until the end of September. **Motion carried.** (1 Nay: Deputy Mayor Power)

viii. Relocation of Police Station

Council quickly examined the presentation of the pros and cons on potential locations. Deputy Mayor Power revealed that the Board of Police Commissioners agree with Chief Moser and need a new space for the Police Station since the current location is no longer operational. Mayor MacDonald encouraged Council, the Board of Police Commissioners, and Police force to consider all options. Council discussed the potential options and agreed to investigate further into a relocation.

MOTION #C2020-07-20-08

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to recognize that the current space for the Police Department is not adequate for legislation and operational needs therefore Council should explore alternative options. **Motion carried.**

ix. Character Defining Element Heritage Properties

CAO Millett-Campbell explained that in 2018 PHAC decided to review all the heritage properties that did not have character defining elements listed for the registered property. A contractor reviewed the files for these properties and proposed character defining elements for each one. The Planning & Heritage Advisory Committee has received 3-4 of the files each month for the last year and has reviewed and made some changes to the character defining elements. CAO Millett-Campbell requested that Council approve these properties to be posted on the website. Council understood and appreciated all the work that the Planning & Heritage Advisory Committee has done on this project.

MOTION #C2020-07-20-09

It was moved by Councillor Sanford, seconded by Councillor Kinsella that Council approve the character defining elements of the heritage properties reviewed by the Planning & Heritage Advisory Committee and the Consultant to be posted on the Town's website. **Motion carried.**

x. Maudified House

Council reviewed the request to move the Maudified House. Mayor MacDonald suggested that it be relocated to the Historic Gardens. Council agreed and loved the idea. CAO Millett-Campbell will respond to the letter and Councillor Hafting will seek out the Historic Gardens to see if they would be interested.

xi. Police By-Law

CAO Millett-Campbell reported that the ad for the second reading was published and there has been no public input for the By-Law.

MOTION #C2020-07-20-10

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council adopt the second reading of the Police By-Law as presented. **Motion carried.**

xii. Dog By-Law

Mayor MacDonald suggested a small change to the phrasing of Section 28. Changing "sufficient" to "insufficient". Council accepted the adjustment.

MOTION #C2020-07-20-11

It was moved by Councillor Hafting, seconded by Councillor Sanford that Council adopt the first reading of the Dog By-Law as presented.

10. NEW BUSINESS:

i. Housekeeping Amendments to the MPS & LUB

Jane Nicholson joined the Council meeting to report that there must be amendments to the MPS & LUB. It was noted that it will not change the meaning or the vision of these as they just need grammatical corrections. CAO Millett-Campbell quickly explained the amendment process and recommended getting through the process before there is a new Council elected this fall. Council agreed and approved the meetings needed for the housekeeping amendments to the MPS & LUB.

MOTION #C2020-07-20-12

It was moved by Councillor Sanford, seconded by Councillor Kinsella that Council directs the Planning and Heritage Advisory Committee to prepare the draft housekeeping amendments including grammar, spelling, conversion error and mapping errors to the Municipal Planning Strategy and Land Use By-law as identified by CAO Millett-Campbell. **Motion carried.**

MOTION #C2020-07-20-13

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the August 6th Public Meeting at 9 a.m., August 10th Special Council Meeting at 4 p.m., and September 21st Public Hearing at 3 p.m. **Motion carried.**

ii. Electronic Services Agreement

CAO Millett-Campbell reported that NSFAM has approved the agreement for each Municipality and noted that the Town will still have to pay for electronic voting even if there is not an election, but it has been budgeted. Council understood.

MOTION #C2020-07-20-14

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council approve the Electronic Service Agreement as presented. **Motion carried.** (1 Nay: Deputy Mayor Power)

iii. MEDC Member Appointment

Council reviewed the application for MEDC and agreed to assign the new member to the Committee.

MOTION #C2020-07-20-15

It was moved by Councillor Sanford, seconded by Deputy Mayor Power that Council appoint Sharon Hall as a member of the Marketing & Economic Development Committee until December 2020. **Motion carried.**

iv. BoPC Member Appointment

CAO Millett-Campbell shared information of the applicant to Council. Deputy Mayor Power suggested that they table this topic as the members on the Board of Police Commissions should see the application first. Council agreed to table the appointment to September's Committee of the Whole meeting.

v. Pool Society Request for Additional Funding

Councillor Hafting updated Council on the reopening of the pool and explained what the additional funding would be used for. Council discussed allocating the funding to the Friends of the Annapolis Pool Society and empathized that it has been a different year due to COVID-19. Council agreed to give them the budgeted funding.

MOTION #C2020-07-20-16

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power that Council provide the Friends of the Annapolis Pool Society their entire grant amount for the 2020 season.

Motion carried.

vi. King's Theatre Application

CAO Millett-Campbell reported that she received an application from King's Theatre to rent the Market Square on August 1, 2020. It was noted that they have started marketing the event before approval. They plan to have 200 people allowed in Market Square and are planning to serve alcohol. CAO Millett-Campbell expressed concerns with 6ft distancing, washrooms, liquor licensing, and not being able to prohibit individuals from standing on the street to listen to the music as it is a public space. Council discussed the potential issues with the event but agreed that they want to accommodate the request reasonably. Council asked CAO Millett-Campbell to work with King's Theatre collaboratively to resolve all the concerns.

MOTION #C2020-07-20-17

It was moved by Councillor Sanford, seconded by Councillor Hafting to approve the event if King's Theatre acquires a special event liquor license and arranges proper security. **Motion carried.**

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2020-07-20-18

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council approve the Grant of License of 11 St. James Street approved by CAO Millett-Campbell and the property owner as discussed. **Motion carried.**

MOTION #C2020-07-20-19

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council give approval of the 2020-2023 3-year Annapolis Royal Water Utility and Water Capital budgets as presented. **Motion carried.**

MOTION #C2020-07-20-20

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council approve the tax rebate/reduction for the following not-for-profit properties for the 2020 year: roll 00479993 in the amount of \$2,311.50; roll 02355256 in the amount of \$2,802.00; roll 00092428 in the amount of \$768.00; roll 02045486 in the amount of \$178.50; roll 02045494 in the amount of \$1,975.50; roll 036111957 in the amount of \$1,357.50; roll 1033204 in the amount of \$789.00; and roll 06445721 in the amount of \$1,938.50. **Motion carried.**

MOTION #C2020-07-20-21

It was moved by Councillor Hafting, seconded by Deputy Mayor Power that Council implement the following provincially mandated Seasonal Business Reduction for 2020 for roll 1408402 in the amount of \$862.40, roll 0092274 in the amount of \$3,752.00, and roll 3144577 in the amount of \$1,638.40. **Motion carried.**

MOTION #C2020-07-20-22

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council appoint Taylor Robinson to be the Assistant Returning officer. **Motion carried.**

Board of Police Commission

MOTION #C2020-07-20-23

It was moved by Councillor Kinsella, seconded by Councillor Sanford to extend Constable Cleaves as acting Corporal until September 21, 2020. **Motion carried.**

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- i. Mayor's Report – Mayor MacDonald
Mayor MacDonald stated that he has heard from Development Nova Scotia and they are working on placemaking initiatives for Annapolis Royal. They are keen on helping the Town become a tourism and historic icon.
- ii. Marketing and Economic Development Committee – Councillor Sanford
Councillor Sanford reported that MEDC received an update on the 400th Anniversary, appointed a new chair, and discussed the Dugua Panels at their July meeting.
- iii. REMO – Mayor MacDonald
Mayor MacDonald reported that there have not been any meetings recently but continues to be impressed with the REMO Coordinator.
- iv. Planning and Heritage Advisory Committee – Councillor Kinsella
Councillor Kinsella noted that PHAC has been working diligently on the character defining elements on heritage properties.
- v. Traffic Flow Advisory Committee – Councillor Kinsella
Councillor Kinsella reported that the Committee did not meet in July but noted that there were five complaints associated with the new 4-hour parking signage. It was reiterated that the Police Department needs to the signage to be able to enforce the law. Council discussed how there is different wording on the signs of the left side of the road and asked CAO Millett-Campbell to reach out to Public Works to clarify.
- vi. Board of Police Report – Deputy Mayor Pat Power
Deputy Mayor Power informed Council that there was a new chair appointed and the presentation was made for police station relocation at the July meeting. It was also

noted that the union is asking the Town to have a new policy outlining the procedures for new hires and promotions.

- vii. Library Report – Deputy Mayor Power
Deputy Mayor Power met with the Board at the library on July 22, 2020, where they created an action plan. The library is now open to the public and the plexiglass has been installed for staff's safety. Councillor Hafting reported that she was invited to an Innovation Lab meeting and learned that phase 3 in their plan will roll out as soon as plexiglass is installed. The Innovation Lab would like to open to the public as soon as possible.
- viii. Valley Waste Resource Management – Councillor Kinsella
Councillor Kinsella stated that Valley Waste is planning to have a Fall Pick-Up as the one planned in the Spring was cancelled due to COVID-19 complications. It was noted that there has been issues with solid waste management and other organizations are looking to be managed. Councillor Kinsella explained that New Brunswick has already started the process and it could possibly integrate to the Maritimes.
- ix. Environment Advisory Committee – Councillor Hafting
Mayor MacDonald shared that the Committee agreed to look over Milestone 5 and will review it in September's meeting to bring recommendations forward to Council.
- x. Annapolis Royal Historic Gardens – Councillor Hafting
Councillor Hafting reported that the Historic Gardens have been operating daily and are having many visitors from the Atlantic Bubble. Councillor Hafting wanted to note that they generously offered the graduates from AWEC free admissions for grad and prom photos.
- xi. King's Theatre – Councillor Sanford
Councillor Sanford explained that there was a meeting on June 22, 2020 where they discussed their AGM and said goodbye to member, Ken Knox, as he is now a Town staff member. Councillor Sanford encouraged everyone to check out the 5 @ 5 at King's Theatre every Friday.
- xii. Friends of the Annapolis Pool Society – Councillor Hafting
Councillor Hafting previously updated Council on FAPS but wanted to express gratitude for the grant money.
- xiii. Academy Condo Board – CAO
CAO Millett-Campbell noted that the Board's AGM is on July 29, 2020 where they will be voting in the new board members.
- xiv. Twinning Committee – Councillor Kinsella

Councillor Kinsella reported that he was not able to attend the Bastille event at Town Hall but was grateful for Mayor MacDonald and Deputy Mayor Power for going. It was noted the Dugua Interpretation Panels are coming along nicely and Councillor Kinsella is very pleased with them.

xv. Planning Services Report

Council reviewed the Planning Services Report. Deputy Mayor Power inquired about a potential new business on St. Anthony Street and CAO Millett-Campbell will get the Community Development Coordinator to investigate.

xvi. Water Report – Update CAO

CAO Millett-Campbell explained that Public Works will be looking into iron testing in the second week of August. Three Council and three public members will be selected, and results will be recorded. This testing will have to be annually.

xvii. Chief Administration Officers Report

Council reviewed the CAO Report. Deputy Mayor Power asked if there was a timeline on the upcoming intersection work. CAO Millett-Campbell explained that they are awaiting to see how the Route 8 section goes and will send notice out to the public beforehand.

13. CORRESPONDENCE:

i. Grant Potter Memorial Park Donation

For information purposes. Council was very grateful for the donation asked if a thank you letter could be sent.

ii. Dog By-Law Inquiry

Council discussed the letter and noted that they have been anxiously working on the Dog By-Law. Council wants to get it passed as soon as possible.

MOTION #C2020-07-20-24

It was moved by Councillor Hafting, seconded by Councillor Sanford to move in-camera at 7:23 p.m. to discuss personnel, contract negotiation, and legal matters. **Motion carried.**

14. IN-CAMERA:

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

i. Council In-Camera Minutes – June 15, 2020

BUSINESS ITEMS:

- i. Personnel
- ii. Contract Negotiations
- iii. Legal Matter
- iv. Legal Matter

MOTION #C2020-07-20-26

It was moved by Councillor Kinsella, seconded by Councillor Hafting to move out of in-camera at 8:10 p.m. **Motion carried.**

15. ADJOURNMENT: Councillor Kinsella moved adjournment at 8:11 p.m.

Chair William MacDonald

Recording Secretary Taylor Robinson