

**Town of Annapolis Royal  
Council Meeting  
Approved Minutes  
October 19, 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 (left at 4:25 p.m.), CAO Sandi Millett-Campbell, and Recording Secretary Taylor Robinson. Chris Millier joined the meeting to provide a presentation. All members joined by a Zoom meeting.

**2. REGRETS:** None

**3. CALL TO ORDER:** Mayor MacDonald called the meeting to order at 4:02 p.m.

**4. ADDITIONS TO AGENDA:**

- i. Under Section 6. APPROVAL OF THE MINUTES ii. Public Hearing Minutes – September 21, 2020
- ii. Under Section 9. BUSINESS ARISING iii. ABC Brewing Extension
- iii. Under Section 10. NEW BUSINESS vi. Climate Action Partnership
- iv. Under Section 14. IN-CAMERA iii. Personnel

**5. APPROVAL OF AGENDA:**

**MOTION #C2020-10-19-01**

It was moved by Councillor Sanford, seconded by Councillor Kinsella to approve the October 19, 2020 agenda as amended. **Motion carried.**

**6. APPROVAL OF MINUTES:**

- i. Council Minutes – September 21, 2020

**MOTION #C2020-10-19-02**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the September 21, 2020 Council minutes as presented. **Motion carried.**

- ii. Public Hearing Minutes – September 21, 2020

**MOTION #C2020-10-19-03**

It was moved by Councillor Hafting, seconded by Councillor Kinsella to approve the September 21, 2020 Public Hearing minutes as presented. **Motion carried.**

- iii. Special Council Minutes – October 15, 2020

**MOTION #C2020-10-19-04**

It was moved by Deputy Mayor Power, seconded by Councillor Hafting to approve the October 15, 2020 Special Council minutes as presented. **Motion carried.**

**7. PUBLIC INPUT:** None

## 8. PRESENTATIONS:

**Councillor Sanford declared a Conflict of Interest and left the meeting at 4:04 p.m.**

- i. 213-215 St. George Street Development Agreement – Chris Millier  
Mr. Millier explained that Council participated in a Public Hearing to consider the development agreement for the 213-215 St. George Street. There were no public inquiries and therefore he recommended to approve the agreement. Council thanked Mr. Millier for his continued good work.

### **MOTION #C2020-10-19-05**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council give second reading and approval for the Development Agreement with Totten & Duggan Enterprises Limited to permit the development of an exterior deck structure at 213-215 St. George Street (PID 05003785) pursuant to the application, site plan and construction details contained in the application dated July 17, 2020. **Motion carried.**

**Councillor Sanford returned to the meeting at 4:08 p.m.**

## 9. BUSINESS ARISING:

- i. Financial Update Quarterly Reports – DoF Robinson  
DoF Robinson reviewed the 2<sup>nd</sup> Quarterly Financials for the Town Operating and Capital budgets. Council thanked DoF Robinson for the update. Council discussed and decided to move the Dexter's Construction Ltd. survey scope of work paving from the Capital budget to Town Operating budget. DoF formally thanked the current Council for all their hard work for the past four years, specifically Mayor MacDonald and Councillor Kinsella.

### **MOTION #C2020-10-19-06**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move \$2086 from Dexter's Construction Ltd. invoice for the survey scope of work paving from Capital and move it into Town Operating for the fiscal year 2020-2021. **Motion carried.**

- ii. State of Emergency – Update  
CAO Millett-Campbell reported that the State of Emergency was extended to Sunday, November 1, 2020. It was noted that the programs at the gym have started and is going well; the facility is only being used for Town organized programs. CAO Millett-Campbell explained that things keep moving forward slowly but everything is being controlled and monitored properly.
  - a. Virtual Meetings  
CAO Millett-Campbell stated that all subcommittees have chose to stay virtual as it is unknown how the next few months will go due to the potential second wave of COVID-19.
- iii. ABC Brewing Extension

Council reviewed the request for an extension for another 45 days from the owner of Annapolis Brewing Company. Council discussed the hardships that have come from COVID-19 and understood that it is causing construction delays.

**MOTION #C2020-10-19-07**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to grant Annapolis Brewing Company an extension for another 45 days until December 3, 2020. **Motion carried.** (1 Nay: Deputy Mayor Power)

**10. NEW BUSINESS:**

- i. Thank you to the Current Council  
CAO Millett-Campbell echoed DoF Robinson's thank you to Council on behalf of all staff and mentioned that she is looking forward to the next four years. Mayor MacDonald expressed gratitude to Council, CAO Millett-Campbell, and staff for all the support and wished everyone all the best. Councillor Kinsella thanked everyone and quickly spoke on some Council accomplishments over the past 20 years. Councillor Kinsella also noted that it was a pleasure working with all of Council and staff.
- ii. New Council Orientation & Swearing In – November 3, 2020  
CAO Millett-Campbell reported that the Swearing In Ceremony will be at 1:00 p.m. on November 3, 2020 with Council Orientation following. Event will be cancelled to the public if it rains. CAO Millett-Campbell will ensure that the notice of the ceremony will be sent out via Mailchimp and Facebook.
- iii. Christmas Closure  
CAO Millett-Campbell explained that the Town needs the recommendation that this year's closure keep in line with the last several years and Town Hall be closed from December 24, 2020 until January 1, 2021. Council agreed.

**MOTION #C2020-10-19-08**

It was moved by Councillor Kinsella, seconded by Councillor Hafting that Town Hall be closed from December 24, 2020 to January 1, 2021 (inclusive) and further, that Town Hall staff use vacation time, unpaid leave, or time in lieu in the equivalent amount of two days. **Motion carried.**

- iv. New Parking at the Hub  
CAO Millett-Campbell reported that an accessible parking spot was made the Library due to many requests but the spot that was chosen has had complaints about the slope of it as it is difficult for an individual with accessibility issues to enter and exit the vehicle. Council discussed different options and ultimately decided to repaint the diagonal lines for better indication in the meantime while CAO Millett-Campbell reaches out to members of the public for input and will report back.
- v. Valley Waste Temporary Borrowing Resolution (TBR)  
Councillor Kinsella explained that the TBR is very straightforward and Council just has to signoff on the Town's portion of it.

**MOTION #C2020-10-19-09**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that the Town accept the Temporary Borrowing Resolution in the amount of \$9,828 for the Town of Annapolis Royal's portion of the total amount of \$945,000. **Motion carried.**

vi. Climate Action Partnership

Council discussed the potential opportunity with COIN Atlantic. Councillor Hafting explained that the Ecology Action Centre is proposing a partnership with the Town to access federal climate action funding. A letter of support is needed as the funding application deadline is October 21st. Council quickly discussed the partnership and agreed that it was a good idea.

**MOTION #C2020-10-19-10**

It was moved by Councillor Hafting, seconded by Councillor Sanford that Council agree to submit a letter of support and participate in the proposed partnership with COIN Atlantic and CARP in hopes to receive federal funding to help with climate change. **Motion carried.**

**11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

**Marketing & Economic Development Committee**

**MOTION TABLED UNTIL EDITS ARE MADE.**

...that the Draft Social Media Policy be approved as presented.

**MOTION #C2020-10-19-11**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that the Dugua Panel be approved as presented. **Motion carried.**

**Planning and Heritage Advisory Committee**

**MOTION #C2020-10-19-12**

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council agree for the Town enter into an Agreement to Amend a Development Agreement with Laszlo and Katherine Tanczos to permit the development of a new single unit dwelling at 494 St. George Street (PID 05002068) pursuant to the application dated August 6, 2020 subject to the provision of revised architectural drawings detailing front/rear/side building elevation and floor plans. **Motion carried.**

**MOTION #C2020-10-19-13**

It was moved by Councillor Hafting, seconded by Deputy Mayor Power that Council approve November 16, 2020 at 3:00 p.m. as the date and time for the Public Hearing for 494 St. George Street Development Agreement. **Motion carried.**

**MOTION #C2020-10-19-14**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that approval be given to the applicant at 238 St Anthony Street heritage property to replace the asphalt shingles with aluminum interlock roofing with a black slate profile as detailed in the application AR20-27-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

**Board of Police Commission**

**MOTION #C2020-10-19-15**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to extend Constable Cleaves as acting Corporal until November 16, 2020. **Motion carried.**

**MOTION #C2020-10-19-16**

It was moved by Councillor Sanford, seconded by Councillor Hafting to accept the Collective Agreement contract with the Annapolis Royal Police Association as recommended. **Motion carried.**

**12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

- i. Mayor's Report – Mayor MacDonald  
Mayor MacDonald informed Council that he is still waiting to hear back from the County of Annapolis on the Upper Clements Park Carousel but is hopeful and speedily discussed the Board of Origin Film Project.
- ii. Marketing and Economic Development Committee – Councillor Sanford  
Councillor Sanford informed Council that MEDC met on October 13<sup>th</sup> and updated Council that there was a presentation by Christine Igot on the Dugua Panels and Committee discussed the social media draft policy, the 400<sup>th</sup> Anniversary, UNESCO World Heritage Site Application, 3-Point Tribute, and meeting protocols. Councillor Sanford noted that it was a productive meeting.
- iii. REMO – Mayor MacDonald  
Mayor MacDonald stated that REMO still has not met but reiterated that the representative continues to be very helpful and informative.
- iv. Planning and Heritage Advisory Committee – Councillor Kinsella  
Councillor Kinsella reported that the Committee continues to work on development agreements and heritage applications. The Committee has also been diligently working on the character defining characteristics for the designated heritage properties.
- v. Traffic Flow Advisory Committee – Councillor Kinsella  
Councillor Kinsella reported that the Committee did not meet in October.
- vi. Board of Police Report – Deputy Mayor Pat Power  
Deputy Mayor Power reported that the Board met on October 14, 2020 and welcomed Mike Bernard as a public member that meeting which he will be sworn in in November. The Board also discussed extending virtual meetings, reports, and the draft policies that Chief Moser has made for new hires and promotions.
- vii. Library Report – Deputy Mayor Power  
Deputy Mayor Power informed Council that there is nothing to report on as the Library did not meet in October.
- viii. Valley Waste Resource Management – Councillor Kinsella  
Councillor Kinsella stated that there is nothing further to mention.

- ix. Environment Advisory Committee – Councillor Hafting  
Councillor Hafting explained that EAC has been continuing to review Milestone 5 and are working on recommendations to put forward to Council in November.
- x. Annapolis Royal Historic Gardens – Councillor Hafting  
Councillor Hafting informed Council that the AGM took place on September 30, 2020 and went very well. The staff at the Historic Gardens thanked everyone for their support.
- xi. King's Theatre – Councillor Sanford  
Councillor Sanford informed Council that the King's Film Society will be giving money to ARCAC. King's Theatre be working on planning events for their centennial year and will be implementing a new ticket system for easier transactions.
- xii. Friends of the Annapolis Pool Society – Councillor Hafting  
Councillor Hafting reported that the Society is finishing their final calculations for the season and will be available to see soon. It was noted that they did slightly better than breaking even.
- xiii. Academy Condo Board – CAO  
CAO Millett-Campbell stated that the Board's meeting was taking place at the same time as Council, so she was evidently not able to attend.
- xiv. Twinning Committee – Councillor Kinsella  
Councillor Kinsella stated that the Committee is meeting later in the month and will be very pleased with the approval of the Dugua Panels.
- xv. Planning Services Report  
Council reviewed the Planning Services Report.
- xvi. Water Report – Update CAO  
Council reviewed the water reports.
- xvii. Chief Administration Officers Report  
Council reviewed CAO Millett-Campbell's report. It was noted that staff will be busy in the upcoming month with Council orientation.

**13. CORRESPONDENCE:**

- i. Daurene Lewis Donation Thank You  
Council noted and appreciated the thank you letter in response to the donation.
- ii. The Honourable Chuck Porter Virtual Meetings  
CAO Millett-Campbell reported that they received a thank you email back concerning the letter that was written to Minister of Municipal Affairs about keeping virtual meetings. CAO Millett-Campbell is hopeful that they acknowledged the Town's letter and will investigate making the changes to the Municipal Government Act.

- iii. Western Regional Housing Authority  
Noted and filed. Council appreciated the update and are looking forward for the work to be done.

**MOTION #C2020-10-19-17**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move to in-camera at 5:39 p.m. to discuss contract negotiations, public safety, and personnel. **Motion carried.**

**14. IN-CAMERA:**

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

- i. Council In-Camera Minutes – September 21, 2020
- ii. Special Council In-Camera Minutes – October 15, 2020

**BUSINESS ITEMS:**

- i. Contract Negotiations
- ii. Public Safety
- iii. Personnel

**MOTION #C2020-10-19-20**

It was moved by Councillor Sanford, seconded by Councillor Kinsella to move to out of in-camera at 6:17 p.m. **Motion carried.**

**MOTION #C2020-10-19-21**

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to agree to sign the Wheeling Rate Agreement as amended. **Motion carried.**

**MOTION #C2020-10-19-22**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to agree to purchase the upgrades to the security system from Langsecure Security at approximately \$12,000 from the approved capital budget. **Motion carried.**

**15. ADJOURNMENT:** Councillor Kinsella moved adjournment at 6:21 p.m.

- 16. NEXT MEETING:**
- Planning & Heritage Advisory Committee, November 2nd @ 9:00 a.m.
  - Committee of the Whole, November 5th @ 4:00 p.m.
  - Board of Police Commissioners, November 10th @ 10:00 a.m.
  - Marketing & Economic Development Committee, November 10<sup>th</sup> @ 6:00 p.m.
  - Traffic Flow Advisory Committee, November 12th @ 9:00 a.m.
  - Environment Advisory Committee November 12th @ 2:00 p.m.
  - 494 St. George St Development Agreement Public Hearing, November 16<sup>th</sup> @ 3:00 p.m.
  - Council, November 16th @ 4:00 p.m.