

**Town of Annapolis Royal
Council Meeting
Approved Minutes
November 16, 2020 at 4:00 p.m.**

1. PRESENT: Mayor Amery Boyer, Deputy Mayor Pat Power, Councillor Paula Hafting, Councillor Holly Sanford, Councillor Michael Tompkins, Chief Administrative Officer (CAO) Sandi Millett-Campbell, and Recording Secretary Taylor Robinson. Planner Chris Millier joined the meeting to provide a presentation. All members joined by a Zoom meeting.

2. REGRETS: None

3. CALL TO ORDER: Mayor Boyer called the meeting to order at 4:00 p.m.

4. ADDITIONS TO AGENDA:

- i. Under Section 10. NEW BUSINESS iii. Meeting Times

5. APPROVAL OF AGENDA:

MOTION #C2020-11-16-01

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the November 16, 2020 agenda as amended. **Motion carried.**

6. APPROVAL OF MINUTES:

- i. Council Minutes – October 19, 2020

MOTION #C2020-11-16-02

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the October 19, 2020 Council minutes as presented. **Motion carried.** (2 Abstain: Mayor Boyer, Councillor Tompkins)

- ii. Public Hearing Minutes – October 19, 2020

MOTION #C2020-11-16-03

It was moved by Councillor Hafting, seconded by Councillor Sanford to approve the October 19, 2020 Public Hearing minutes as presented. **Motion carried.** (2 Abstain: Mayor Boyer, Councillor Tompkins)

7. PUBLIC INPUT: None

8. PRESENTATIONS:

- i. 494 St. George Street Development Agreement – Planner Chris Millier
Mr. Millier explained that Council participated in a Public Hearing to consider the development agreement for 494 St. George Street. There was one public submission that stated that they have no problems with the construction of a single unit residential dwelling on this property. Council thanked Mr. Millier for his ongoing work and asked if

he would be able to attend the December 21, 2020 Public Hearing at 4:00 p.m. instead of 3:00 p.m. to which he agreed.

MOTION #C2020-11-16-04

It was moved by Deputy Mayor Power, seconded by Councillor Sanford, that Council give second reading and approval to amend the 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.

Motion carried.

9. BUSINESS ARISING:

i. State of Emergency – Update

CAO Millett-Campbell explained that she attended a virtual meeting with Dr. Strang at which he reported that Nova Scotia must keep the Atlantic Bubble tight; there should be no non-essential travel. Even though the holiday season is coming up, we have to remember to keep group gatherings to 50 people following public health guidelines. Dr. Strang is hoping that Nova Scotia will be coming out of the second wave by January 2021. It was recommended that people download the COVID-19 Alert App. CAO Millett-Campbell will ensure that more information is published in the next edition of the Town Crier.

ii. Board of Police Commissioners New Appointment

CAO Millett-Campbell stated that there has been a request that Mayor Boyer join the Board of Police Commissioners replacing Councillor Hafting. Council understood and agreed.

MOTION #C2020-11-16-05

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to appoint Mayor Boyer to the Board of Police Commissioners as the Council representative replacing Councillor Hafting reliant to a criminal record check. **Motion carried.**

iii. Committee Appointments (King's Theatre, Historic Gardens, Twinning Committee)

Mayor Boyer stated that participation in Board meetings requires a substantial time commitment by members of Council. what Council members provide to the external committees and mentioned that they will contemplate more when Council meets to discuss strategic planning. As a result, Council has decided not to appoint Council members to the King's Theatre and Historic Gardens Boards at this time. A decision about the Twinning Committee will be made as part of the strategic planning process.

iv. Strategic Planning

Mayor Boyer stated that it would be beneficial for Council to have a meeting to talk about how it is going to approach strategic planning (i.e. framework, public consultation, etc.) Deputy Mayor Power asked if there were documents that could be used from the 2018 strategic planning process. CAO Millett-Campbell noted that it would be better to start fresh but to review the drafted documents for background. Council agreed and CAO Millett-Campbell to arrange a date for Council to have a planning meeting for the strategic planning process.

v. Solid Waste By-Law

CAO Millett-Campbell clarified questions from the previous meeting. She stated that it would be beneficial to give the by-law first reading to get the process started and that it can be discussed again at the next meeting. Council agreed.

MOTION #C2020-11-16-06

It was moved by Councillor Tompkins, seconded by Deputy Mayor Power to move the first reading of the Solid Waste By-Law as presented. **Motion carried.**

10. NEW BUSINESS:

i. Accessibility Grant

CAO Millett-Campbell informed Council that the Community ACCESS-Ability Program application has been approved. The Department of Communities, Culture and Heritage will provide \$6,483 to make the library doors accessible at the Community Hub. This will cover 66% of the expense and the Town will cover the remainder out of the capital budget.

MOTION #C2020-11-16-07

It was moved by Councillor Tompkins, seconded by Councillor Sanford that Council approve \$3,500 from the capital budget to install accessible doors at the Community Hub. **Motion carried.**

ii. Enabling Accessibility Funding

CAO Millett-Campbell reported that the Youth Accessibility Leader (a student from AWEC) would like to help the Town apply for funding from the Enabling Accessibility Fund. CAO Millett-Campbell suggested that the Town apply for a grant to get accessible doors at Town Hall and Council agreed. CAO Millett-Campbell will reach out and schedule a meeting to work with the student to fill out the funding application.

iii. Meeting Times

Councillor Tompkins requested that Committee of the Whole and Council meeting times be moved to 5:00 p.m. instead of 4:00 p.m. due to his work schedule. Council discussed and agreed as long as it works for staff.

MOTION #C2020-11-16-08

It was moved by Councillor Sanford, seconded by Councillor Hafting to have Committee of the Whole and Council meetings start at 5:00 p.m. **Motion carried.**

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2020-11-16-09

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council approve the Social Media Policy as presented. **Motion carried.**

MOTION #C2020-11-16-10

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council proceed with the signing of the loan renewal agreement 00A4MD for the HMCS Annapolis ships' bells. **Motion carried.**

MOTION #C2020-11-16-11

It was moved by Councillor Hafting, seconded by Councillor Tompkins that Council write off final taxes from roll 00092398 and roll 04997409 final taxes in the amounts \$680.85 and \$2460.80 respectively for the Town of Annapolis Royal's Town owned properties. **Motion carried.**

Marketing & Economic Development Committee

MOTION #C2020-11-16-12

It was moved by Councillor Tompkins, seconded by Deputy Mayor Power that up discussion on the proposed 3-Point Panel be referred to the strategic planning process. **Motion carried.**

Planning and Heritage Advisory Committee

MOTION #C2020-11-16-13

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that the Town move first reading for the Development Agreement with 3101023 Nova Scotia Limited to permit the development of an accessory structure, a pergola, at 235 St. George Street (PID 05003835) pursuant to the application, site plan and construction details contained in the application dated September 21, 2020. **Motion carried.**

MOTION #C2020-11-16-14

It was moved by Councillor Sanford, seconded by Councillor Hafting that the Town move first reading for the Development Agreement with the property owners to permit the development of a residential dwelling unit in an accessory building at 204 St. Anthony Street (PID 05002647) pursuant to the application, site plan and details contained in the application dated September 30, 2020. **Motion carried.**

MOTION #C2020-11-16-15

It was moved by Councillor Hafting, seconded by Councillor Tompkins that the Town schedule a Public Hearing for 4:00 p.m. on December 21, 2020 for the Development Agreements for 235 St. George Street to develop an accessory structure and 204 St. Anthony Street to develop a residential dwelling unit in an accessory building. **Motion carried.**

Board of Police Commissioners

MOTION #C2020-11-16-16

It was moved by Councillor Tompkins, seconded by Deputy Mayor Power that Council agree to extend Constable Cleaves as acting Corporal until December 4, 2020. **Motion carried.**

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- i. Mayor's Report – Mayor Boyer

Mayor Boyer provided written feedback from her campaign to members of Council. Councillor Tompkins complimented her on the report and stated that it had incredible detail. Mayor Boyer noted that the report documents had several concerns from Town residents involving dogs, businesses, taxes, infrastructure, paving, etc. that will have to be addressed.

- ii. Chief Administrative Officers Report – CAO Millett-Campbell
Council reviewed CAO Millett-Campbell's report. CAO Millett-Campbell extended a special welcome to the new Police Chief, Mark Kane and noted that everyone is looking forward to working with him. Deputy Mayor Power asked a question about attendance for October's Condo Board meeting which CAO Millett-Campbell clarified.
- iii. Planning Services Report
Council reviewed the Planning Services Report.
- iv. Water Report – Update
For information purposes. Nothing unusual to report.
- v. Marketing and Economic Development Committee – Councillor Tompkins
Councillor Tompkins stated that there was nothing to report except that MEDC is looking for a new member.
- vi. REMO – Mayor Boyer
Mayor Boyer stated that there is a tentative date for a virtual meeting on December 15, 2020.
- vii. Planning and Heritage Advisory Committee – Councillor Sanford
Councillor Sanford reported that PHAC met on November 9, 2020 and discussed the development agreements, character defining elements of particular heritage properties, and the ramp policy.
- viii. Traffic Flow Advisory Committee – Councillor Sanford
Councillor Sanford informed Council that there is nothing to report as there was no meeting in the month of November.
- ix. Board of Police Report – Deputy Mayor Power
Deputy Mayor Power reported that the BoPC met on November 10, 2020 where they received more information on the new Police Chief and discussed the Swearing-In Ceremony, Corporal Cleaves extension, and the radios. Deputy Mayor Power stated that the Swearing-In Ceremony will be on November 30, 2020 and informed Council that the new Police Commissioners By-Law was passed and is now in effect.
- x. Library Report – Deputy Mayor Power
Deputy Mayor Power stated that the next meeting is on November 19, 2020 and that she will have more information for December's CoW meeting.
- xi. Valley Waste Resource Management – Deputy Mayor Power

Deputy Mayor Power stated that she is waiting to be advised when the next meeting is.

- xii. Environment Advisory Committee – Councillor Hafting
Councillor Hafting informed Council that the Committee did not meet in November as there was nothing to discuss. The Committee will meet in December.
- xiii. Annapolis Royal Historic Gardens – Councillor Hafting
Councillor Hafting reported that the pandemic operations continue to remain in effect at the Historic Gardens. The Winter Market is now taking place on Saturdays and has been reinvented to avoid crowding. The Historic Gardens are now focusing on projects and funding. Councillor Hafting shared some statistics from the tourist season and noted that the gift shop will be open until Christmas.
- xiv. King's Theatre – Councillor Sanford
Councillor Sanford shared that King's Theatre is working on a new and innovative ticket system for a smoother and more streamlined experience. It was noted that there is some potentially big news about funding but this has yet to be confirmed. King's Theatre is also hoping to host the Visitor Information Centre again next year.
- xv. Friends of the Annapolis Pool Society – Councillor Hafting
Councillor Hafting stated that FAPS is busy applying for accessibility funding and that it has received enough to purchase an aquatic chair lift. The Minister of Communities, Culture, and Heritage has personally thanks FAPS for doing a great job improving accessibility at the pool. Council welcomed the great news. Council also talked about the possibility of partnering with the Fundy YMCA again and Councillor Hafting stated that she will update Council as soon as she hears anything.
- xvi. Academy Condo Board – CAO Millett-Campbell
CAO Millett-Campbell reported that at the November 9, 2020 meeting, the Condo Board discussed budget, snow plowing, and signage for parking. CAO Millett-Campbell informed Council that Public Works will be putting in the new accessible parking spot at the Community Hub since the Condo Board approved the new location.
- xvii. Twinning Committee
To be discussed as part of the strategic planning process.

13. CORRESPONDENCE:

- i. Comfort Station Heat & Lights
CAO Millett-Campbell stated that the Town has received correspondence regarding the usage of heat and lights at the Comfort Station. The cleaners turn on the heat and lights at 8:00 a.m. and turn them off at 8:00 p.m. Temperature control is not available to the public to adjust and the lights in the stalls have motion sensors. Deputy Mayor Power suggested that the heat be turned up for the vendors who rent the other side of the building and CAO Millett-Campbell said that she will make sure that this happens.
- ii. Dog Sign Suggestion

Council reviewed the correspondence suggesting additional signage. CAO Millett-Campbell indicated the locations that had been suggested. Staff has recommended that two signs be put up on the corner of St. Patrick's Lane and on the French Basin Trail past the train station. Council agreed that it is important for the signage to be posted.

iii. Harvest Moon Trail Maintenance

CAO Millett-Campbell reported that the Town received a complaint about some muddy sections on the Harvest Moon Trail. Active Living Coordinator Noah Scanlan has since fixed the trail. Mayor Boyer mentioned that she has heard some great feedback.

MOTION #C2020-11-16-17

It was moved by Councillor Sanford, seconded by Councillor Hafting to move in-camera at 5:10 p.m. to discuss personnel matters. **Motion carried.**

14. IN-CAMERA:

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

- i. Council In-Camera Minutes – October 19, 2020

BUSINESS ITEMS:

- i. Personnel Matters

MOTION #C2020-11-16-19

It was moved by Councillor Sanford, seconded by Councillor Hafting to move out of in-camera at 5:32 p.m. **Motion carried.**

MOTION #C2020-11-16-20

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council reduce the current complement of the Police Department by one full-time position. **Motion carried.**

15. ADJOURNMENT: Councillor Sanford moved adjournment at 5:34 p.m.

16. NEXT MEETINGS:

Committee of the Whole, December 3rd @ 5:00 p.m.
Planning & Heritage Advisory Committee, December 7th @ 9:00 a.m.
Marketing & Economic Development Committee, December 8th @ 6:00 p.m.
Board of Police Commissioners, December 9th @ 10:00 a.m.
Environment Advisory Committee, December 9th @ 2:00 p.m.
Traffic Flow Advisory Committee, December 10th @ 9:00 a.m.
235 St. George St & 204 St. Anthony St Development Agreement Public Hearing, December 21 @ 4:00 p.m.
Council, December 21 @ 5:00 p.m.