

**Town of Annapolis Royal
Council Meeting
Approved Minutes
December 21, 2020 at 5:00 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 5:00 p.m.

4. ADDITIONS TO AGENDA:

- i. Remove under section 11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS Motion 3.
- ii. Remove under section 14. IN-CAMERA iii. Contract Negotiations
- iii. Addition under section 10. NEW BUSINESS v. Extend Invitation to Annapolis Climate Ecology Research Centre
- iv. Addition under section 12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS xv. Friends of Annapolis Pool
- v. Addition under 14. IN-CAMERA iv. Personnel Matter

5. APPROVAL OF AGENDA:

MOTION #C2020-12-21-01

It was moved by Councillor Hafting, seconded by Councillor Sanford to approve the December 21, 2020 agenda as amended. **Motion carried.**

6. APPROVAL OF MINUTES:

- i. Council Minutes – November 16, 2020

MOTION #C2020-12-21-02

It was moved by Deputy Mayor Power, seconded by Councillor Tompkins to approve the November 16, 2020 Council minutes as presented. **Motion carried.**

- ii. Public Hearing Minutes – November 16, 2020

MOTION #C2020-12-21-03

It was moved by Councillor Sanford, seconded by Councillor Hafting to approve the November 16, 2020 Public Hearing minutes as presented. **Motion carried.**

7. PUBLIC INPUT – None

8. PRESENTATIONS:

- i. 235 St. George & 204 St. Anthony Street Development Agreement – Planner Chris Millier

Mr. Millier explained that Council participated in a Public Hearing to consider the development agreements for 235 St. George and 204 St. Anthony Street. There was one public submission for 235 St. George Street that stated that there could be visibility issues with the lighthouse. Mr. Millier explained that Council should consider all input, but the Town has not prescribed view planes. Deputy Mayor Power inquired about the second entrance to 204 St. Anthony Street and it was clarified that the additional entry way is located in the rear of the building.

MOTION #C2020-12-21-04

It was moved by Deputy Mayor Power, seconded by Councillor Tompkins that Council give second reading and approval to enter into a Development Agreement with 3101023 Nova Scotia Limited to permit the development of an accessory structure - 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 #C2020-12-21-05

It was moved by Councillor Sanford, seconded by Deputy Mayor Power that Council give second reading and approval to enter into a Development Agreement with Douglas Bourne and Angela Bourne 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.**

9. BUSINESS ARISING:

- i. State of Emergency – Update CAO Millett-Campbell
CAO Millett-Campbell described the gatherings and events that are restricted starting December 21, 2020 until January 10, 2021. Town Hall is open to the public, but face masks are required, and all meetings remain via Zoom. It was noted that any member of the public can join the meetings if a Zoom link is requested from the administration office 24 hours in advance.
- ii. Strategic Planning – Update Mayor Boyer
Mayor Boyer reported that Council has met twice to discuss format and process for strategic planning. Council has been revisiting previous plans and will make updates where necessary. Council will be meeting again in early January to discuss the development of a strategic plan to guide next year's budget. The public will be asked for input early in 2021.
- iii. Second Reading of the Solid Waste By-Law

MOTION #C2020-12-21-06

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

- iv. Approval of the Meetings, Procedures, and Presentation Policy

MOTION #C2020-12-21-07

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council approve the Meetings, Procedures, and Presentation Policy as presented. **Motion carried.**

- v. Approval of the Human Resource Policy

MOTION #C2020-12-21-08

It was moved by Councillor Sanford, seconded by Councillor Tompkins that Council approve the Human Resource Policy as presented. **Motion carried.**

- vi. Ratification of Electronic Vote – Investment Options
CAO Millett-Campbell explained that there was an electronic vote for investment options due to time constraints and asked that Council ratify the electronic vote taken on December 9, 2020.

MOTION #C2020-12-21-09

It was moved by Deputy Mayor Power, seconded by Councillor Hafting to ratify the electronic vote to invest \$1,950,000 from the following accounts: \$200,000 Water Utility operating, \$200,000 Gas Tax funds, \$200,000 Capital Investment Account, \$150,000 Capital Water Reserve, \$300,000 Operating Reserves, \$400,000 Depreciation Water Utility, \$100,000 Capital Water, \$400,000 Town Operating, into a dual rate investment account with Scotiabank that would see the Town earn an interest rate of .7% provided a minimum balance of \$1,000,000 is left in total at all times. **Motion carried.**

10. NEW BUSINESS:

- i. Thank you to The Board of Trade, Jim Medill, & Katie McLean, and Founders for tree lighting event
Council thanked all parties involved with helping with the tree lighting event that took place on November 27, 2020. CAO Millett-Campbell will ensure that thank you letters are distributed.
- ii. Request for Decision for Tables for Council Chambers
Council reviewed the request for decision that outlines the purchase of new tables for Council Chambers. CAO Millett-Campbell explained that the tables can be separated or combined to allow for proper social distancing once meetings can once again be conducted in person. The money would be coming from the Safe Restart Agreement Funding. Council agreed that the tables will be useful.

MOTION #C2020-12-21-10

It was moved by Councillor Tompkins, seconded by Councillor Sanford that Council approve the purchase of new council chambers tables not to exceed the amount of \$3,000 plus shipping. **Motion carried.**

- iii. Request for Decision to Purchase Counting Device for Public Washrooms

CAO Millett-Campbell explained that the Marketing and Economic Committee has recommended the purchase of a counting device for the Comfort Station washrooms to gather data on usage. The device will be placed on the inside of the door and will count the number of times the door opens with a time and date stamp. Council agreed that it was a great idea to start gathering more information on washroom usage.

MOTION #C2020-12-21-11

It was moved Councillor Sanford, seconded Deputy Mayor Power that Council approve the purchase of the “Smart Counter” device in order for staff to compile the data needed to provide a report to Council on Comfort Station usage. **Motion carried.**

- iv. Format of Meeting Packages
Mayor Boyer asked if Council was happy with the agenda package layout. Council briefly discussed the matter and agreed to keep the packages the same.
- v. Extend Invitation to Annapolis Climate Ecology Research Centre
Councillor Hafting suggested that the community group called the Annapolis Climate Ecology Research Centre assembled to discuss the tidal power plant present their ideas at the next Committee of the Whole meeting. CAO Millett-Campbell stated that anyone can make a presentation to Council, they just have to reach out and make the request. Councillor Hafting will let the group know that Council is interested.

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2020-12-21-12

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council approve the Ramp Policy as presented. **Motion carried.** (1 Nay: Councillor Tompkins)

MOTION #C2020-12-21-13

It was moved by Councillor Sanford, seconded by Councillor Tompkins to appoint Dale Roberts as the Valley Waste-Resource Management Bylaw Enforcement Officer until December 2021, appoint Tanichia Hamm and Zachary Cromwell as the Animal Control Officer until December 2021, appoint Hank Sawchuck as Town of Annapolis Royal’s Fire Inspector until December 2021, appoint Alfred Doucet and Cathy Barr as the Town of Annapolis Royal’s Building Inspectors until December 2021, appoint Chris Millier as the Town of Annapolis Royal Planner until December 2021, appoint Peter Davies as the Town Crier for Annapolis Royal with Valarie Davies as the escort until December 2021, appoint Jenni Cram, Lesley Hodder, and Anna Kate Newman to the Pool Committee for a term of 1 year until December 31, 2021, appoint Starr Cardwell, John Bottomley, Amy Cameron, and Katie McLean (as the CARP Representative) to the Environment Advisory Committee for a term of 2 years until December 2022, to appoint Sharon Hall, Connie Arnold, Teresa Carlisle, and Laura Robinson to the Marketing & Economic Development Committee for a term of 1 year until December 2021, appoint Heather Sprague, to the Planning & Heritage Advisory Committee for a term of 2 years until December 2022, appoint Brenda MacDonald, and Brant Hamilton Brown to the Accessibility Committee for a term of 1 year until December 2021, appoint Don Droy to the Board of Police Commissioners for a term of 3 years until December 2023, appoint Ken Knox as the Civic Addressing Coordinator for the Town of

Annapolis Royal for a term of one year until December 2021, appoint Chief Mark Kane as the Traffic Authority for a term of 1 year until December 2021, appoint Chief Mark Kane and Superintendent of Public Works Kevin MacLean to the Traffic Flow Advisory Committee for a term of 1 year until December 2021. **Motion carried.**

Marketing & Economic Development Committee

MOTION #C2020-12-21-14

It was moved by Councillor Hafting, seconded by Councillor Sanford for Council to embrace the Beyond Oqwa'titek event and to honor the vibrant history of Annapolis Royal, planning within the constraints of budget and COVID-19 restrictions. **Motion carried.** (1 Nay: Councillor Tompkins)

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- i. Mayor's Report – Mayor Boyer
Mayor Boyer had nothing to report.
- ii. Chief Administrative Officer's Report – CAO Millett-Campbell
Council reviewed the report. It was noted that it has been a busy month with a lot of meetings. CAO Millett-Campbell reminded everyone that Town Hall is closed from December 24, 2020 until January 4, 2021.
- iii. Planning Services Report
Council reviewed the planning services report. Deputy Mayor Power asked why there was a lapse in dates for the fire reports. CAO Millett-Campbell explained that there are 30 days for compliance and sometimes people do not let the inspector know when they have completed the work. Council understood.
- iv. Water Report – For Council Review
Council reviewed the water report.
- v. Marketing and Economic Development Committee – Councillor Tompkins
Councillor Tompkins reported that the committee continues to develop projects for next year's budget and is working on the evaluation of the waterfront and public washrooms. There is a new member joining the committee at the next meeting.
- vi. REMO – Mayor Boyer
Mayor Boyer stated that the REMO meeting was cancelled but is looking forward to the next one.
- vii. Planning and Heritage Advisory Committee – Councillor Sanford
Councillor Sanford shared that the PHAC meeting was cancelled in December as there were no matters to discuss.
- viii. Traffic Flow Advisory Committee – Councillor Tompkins
Councillor Tompkins informed Council that TFAC had a quick meeting and discussed the parking lots and the stop sign at the St. George and St. Anthony Street intersection.
- ix. Board of Police Report – Deputy Mayor Power

Deputy Mayor Power reported that the Board met on December 9th and had its first official meeting with the new Police Chief, Mark Kane. At the meeting, they thanked Director of Finance Melony Robinson for helping Chief Kane with accommodations and discussed the security system upgrades and the relocation of the Police Department.

x. Library Report – Deputy Mayor Power

Deputy Mayor Power met with the Regional Library Board and met the new municipality representatives. It was noted that COVID-19 has had significant changes in branches and the Board is scheduling a get together for a draft budget in the new year. Deputy Mayor Power also mentioned that the Friends of Annapolis Library loved the new accessible doors.

xi. Valley Waste Resource Management – Deputy Mayor Power

Deputy Mayor Power informed Council that Valley Waste met virtually on December 16th where they met the new board members and a draft budget was presented.

xii. Environment Advisory Committee – Councillor Hafting

The Committee did not meet due to lack of quorum. Councillor Hafting noted that she attended a virtual meeting with CARP where their students made a presentation on energy efficiency for town owned buildings which she thought was very well done. Councillor Hafting also attended the Town Beautification meeting.

xiii. Academy Condo Board – CAO Millett-Campbell

CAO Millett-Campbell reported that the Condo Board did not meet in December.

xv. Friends of Annapolis Pool – Councillor Hafting

Councillor Hafting noted that the pool is fully winterized.

13. CORRESPONDENCE: None

MOTION #C2020-12-21-15

It was moved by Councillor Sanford, seconded by Councillor Hafting to move in-camera at 6:06 p.m. to discuss contract negotiation, lease of municipal property, and a personnel matter. **Motion carried.**

14. IN-CAMERA:

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

- i. Council In-Camera Minutes – November 16, 2020

BUSINESS ITEMS:

- i. Contract Negotiations
- ii. Lease of Municipal Property
- iii. Personnel Matter

MOTION #C2020-12-21-17

It was moved by Councillor Hafting, seconded by Councillor Sanford to move out of in-camera at 6:39 p.m. **Motion carried.**

MOTION #C2020-12-21-18

It was moved by Councillor Sanford, seconded by Councillor Hafting that the Town allow staff to negotiate a long-term rental contract for the commercial space at 24 Drury lane that is within 10% of the fee structure recommended by Council for a one-year term. **Motion carried.** (1 Nay: Councillor Tompkins)

15. ADJOURNMENT: Councillor Tompkins moved adjournment at 6:39 p.m.

NEXT MEETINGS:

- Planning & Heritage Advisory Committee, January 4th @ 9:00 a.m.
- Environment Advisory Committee, January 6th @ 2:00 p.m.
- Committee of the Whole, January 7th @ 5:00 p.m.
- PVSC Lunch & Learn Session, January 11, 2020 @ 12:00 P.M.
- Marketing & Economic Development Committee, January 12th @ 6:00 p.m.
- Board of Police Commissioners, January 13th @ 10:00 a.m.
- Traffic Flow Advisory Committee, January 14th @ 9:00 a.m.
- Council, January 18th @ 5:00 p.m.

Mayor Boyer

Recording Secretary Taylor Robinson