

**Council
Approved Minutes
March 15, 2021 at 5:00 p.m.**

1. Call to Order	Mayor Boyer called the meeting to order at 5:05 p.m.
2. Present	Mayor Amery Boyer (Chair), Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor Paula Hafting, Councillor Michael Tompkins, Chief Administrative Officer (CAO) Sandi Millett-Campbell, Recording Secretary Taylor Robinson. All members joined via Zoom.
3. Absent	None
4. Additions to the Agenda	<ul style="list-style-type: none"> - Under section 9. BUSINESS ARISING iii. Town Beautification Plan - Under section 9. BUSINESS ARISING iv. Annapolis Royal Tartan
5. Approval of the Agenda	MOTION #C2021-03-15-01 It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the March 15, 2021 agenda as amended. Motion carried.
Edits to the Minutes	None
6. Approval of the Minutes	i. Council Minutes – February 16, 2021 MOTION #C2021-03-15-02 Regularly moved and seconded. Motion carried.

7. PUBLIC INPUT: None

8. PRESENTATIONS: None

9. BUSINESS ARISING:

i. State of Emergency

CAO Millett-Campbell stated that it was a year ago that the Province announced the first presumptive cases of COVID-19 in Nova Scotia. It was noted that the Province has reminded everyone to keep their bubbles small and to stay safe during March break.

ii. Strategic Planning

Mayor Boyer reported that the group has met five times to discuss the strategic plan and the next meeting is March 23, 2021. The second draft plan is currently being drafted and will be presented to the public for input as soon as it is finished.

iii. Town Beautification Plan

CAO Millett-Campbell asked for preapproval to start the gardening work in April and to appoint Kirsty Lasch as the Town gardener which corresponds with the Town Beautification Plan. Council discussed the terms of the proposal and agreed to approve plan with the condition that the funder and gardener understand that Council will need to review and approve the Town Beautification Plan on a year-to-year basis.

MOTION #C2021-03-15-03

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to preapprove the proposed gardening contract, budget #01-22523Z in the amount of \$14,300 for the 2021-22 budget year and the Town will review this funding in year two and three of the beautification plan. **Motion carried.**

MOTION #C2021-03-15-04

It was moved by Councillor Sanford, seconded by Councillor Hafting to preapprove, and award the gardening contract to Kirsty Lasch for one year ending March 31, 2022 and will review with possibility of extension for Year 2 and 3 of the Town Beautification Plan. **Motion carried.**

iv. Annapolis Royal Tartan

CAO Millett-Campbell asked for preapproval to purchase tartans to ensure that they are prepared and delivered before September 2021 for the Beyond Oqwa'titek event. The tartans will be sold, and a good amount of revenue is projected to be accumulated. It was noted that the donor is willing to match the agreed amount to purchase the Annapolis Royal tartans.

MOTION #C2021-03-15-05

It was moved by Councillor Hafting, seconded by Councillor Sanford to preapprove to expend the agreed amount to purchase the specified amount of Annapolis Royal tartans in the 2021-22 budget. **Motion carried.**

10. NEW BUSINESS

i. Request for Decision for Trans Canada Trail

Council reviewed the request for decision report drafted by the Active Living Coordinator (ALC), Noah Scanlan. CAO Millett-Campbell explained that The Trans Canada Trail has approached the Recreation Department to register the Annapolis Royal portion of The Harvest Moon Trail (former railbed) as part of the Trans Canada Trail/The Great Trail's Western Loop. ALC Scanlan and the Trans Canada Trail have been working diligently with Nova Scotia Trails federation, Annapolis Valley Trails Coalition, and Annapolis Valley Municipalities to include the trail into the Western Loop. Alain's creek will be removed from their materials as it is not part of the Town's trail maintenance plan and public use trails. Council agreed to the recommendation as long as it is clear that our trails are all for non-motorized use only.

MOTION #C2021-03-15-06

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council approve the Town of Annapolis Royal approve the registration of our portion of the Harvest Moon Trail to the Trans Canada Trails western loop, this is to include our portion of the trail from the AWEC gate to St. George Street and it is at no cost to the Town and for non-motorized use only. **Motion carried.**

ii. Request for Decision for Sewer at 258 St. George Street

CAO Millett-Campbell explained the issues with the sewer at 258 St. George Street. CAO Millett-Campbell and Superintendent of Public Works Kevin McLean have worked with the property owners on a number of occasions on the situation and explained that under our Sewer By-law they are responsible to pay for the repairs to the lines. The owners did not agree with the explanation and have sent a letter to Council for consideration. Council empathized with the property owners as previous property owner did not disclose the issue when the house was purchased/sold but decided that the Town cannot financially support this matter. Council agreed to offer any in-kind help from Public Works.

MOTION #C2021-03-15-07

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council agreed to send a letter to the property owners outlining the current sewer by-law. **Motion carried.**

iii. Request for Decision for Outdoor Rink

Council reviewed the report requesting that Council write off the amount to the utility account for the usage that went to filling the outdoor rink. The total amount of usage is \$71.58. CAO Millett-Campbell stated that the outdoor rink was only possible with the help of all the volunteers, including the Fire Department who used 7 truckloads to fill and flood the ice. Council agreed to write off the amount for the Fire Department and thanked all the volunteers for their help with the rink.

MOTION #C2021-03-15-08

It was moved by Councillor Hafting, seconded by Councillor Sanford that Council agrees to write off \$71.58 on utility account 00000625.00 as a donation to the outdoor rink. **Motion carried.** (1 Nay: Councillor Tompkins)

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS, AND COMMISSIONS

Committee of the Whole

MOTION #C2021-03-15-09

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council agree to appoint Brenda Escribano to the Accessibility Committee until December 2021. **Motion carried.**

MOTION #C2021-03-15-10

It was moved by Councillor Tompkins, seconded by Councillor Hafting that Council approve the enclosed Memorandum of Understanding outlining the process for a joint review of Intermunicipal Service Agreements and authorize its signature by the Mayor and Chief Administrative Officer. **Motion carried.**

MOTION #C2021-03-15-11

It was moved by Councillor Sanford, seconded by Councillor Tompkins to appoint Mayor Boyer to the IMSA working group. **Motion carried.**

MOTION #C2021-03-15-12

It was moved by Councillor Hafting, seconded by Deputy Mayor Power that the Town grants the Right of Way to enter the property on St. Patrick's Lane via PID 05268784 on Town-owned property, under the conditions that the direction and width of the RoW be mutually agreed, the Town bears no cost, is released from all liability, and provides no on-going maintenance or snow clearance based on environmental considerations. **Motion carried.** (1 Nay: Councillor Tompkins)

MOTION #C2021-03-15-13

It was moved by Councillor Sanford, seconded by Councillor Tompkins that Council approve Valley Waste Temporary Borrowing Resolution in the amount of \$462,731 and the guarantee share amount of \$4859 to refinance 36-A-1 Balloon payment. **Motion carried.**

MOTION #C2021-03-15-14

It was moved by Councillor Tompkins, seconded by Councillor Hafting that Council approve Valley Waste's General Operating Budget as presented with the Town of Annapolis Royal's share of \$65,310. **Motion carried.**

MOTION #C2021-03-15-15

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council approves the Memorandum of Understanding outlining the provisions for the Visitor Information Centre as presented. **Motion carried.**

Planning & Heritage Advisory Committee

MOTION #C2021-03-15-16

It was moved by Deputy Mayor Power, seconded by Councillor Hafting that Council grants the applicant at 209 St George Street approval to change roofing materials from asphalt shingle to steel and to add solar panels, as detailed in the application AR21-04, providing the requirements of the Land Use By-Law are met. **Motion carried.**

MOTION #C2021-03-15-17

It was moved by Councillor Hafting, seconded by Councillor Sanford that Council grants the applicant at 258-264 St. George Street heritage approval to add commercial signs, as detailed in application AR21-05-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Board of Police Commissioners

MOTION #C2021-03-15-18

It was moved by Councillor Sanford, seconded by Councillor Tompkins that Council accept and refer the updated 2021-22 Police Services budget to budget discussions. **Motion carried.**

MOTION #C2021-03-15-19

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council agree to get the 2nd police vehicle marked up to the maximum of \$1400 plus HST from the 2020-21 budget. **Motion carried.**

12. REPORTS FROM COMMITTEES, BOARDS, AND COMMISSIONS:

i. Mayor's Report – Mayor Boyer

Mayor Boyer stated that the NSPI Task Team has met three times and has made some recommendations to Council that will be reviewed at the next Committee of the Whole meeting. Mayor Boyer mentioned that a letter was sent to the Minister of Municipal Affairs regarding the retirement of the Tidal Power Plant. CAO Millett-Campbell and Mayor Boyer also have attended many meetings, including a meeting with Nova Scotia Community Funds and one hosted by the Board of Trade where AIRO was also in attendance. Next, they have scheduled a meeting with Louis Coutinho, Acting CAO for the Municipality of the County of Annapolis to discuss areas of mutual interest. Mayor Boyer also toured the police department premises to view the work the Chief and the staff have done to make the existing space more comfortable and attractive with fresh paint, better lighting, and other improvements.

ii. Chief Administrative Officer's Report

CAO Millett-Campbell reported that she has attended many meetings throughout the past month and that staff had first aid and WHMIS training. CAO Millett-Campbell mentioned that she has been working diligently on trying to reduce costs on cleaning, which she reminded Council that the janitorial services tender closes on March 18, 2021. She noted that she is looking forward to year-end and having our interim audit completed.

- iii. Planning Services Report
Council reviewed the report. CAO Millett-Campbell noted that it has been a slow month.
- iv. Water Report
Council reviewed the report.
- v. Marketing and Economic Development Committee
Councillor Tompkins reported that the Committee finalized budget requests and revealed that they requested a small amount for both marketing and economic matters.
- vi. REMO
Mayor Boyer shared that she is looking forward to the next ISMA meeting that will include discussions about King's County REMO.
- vii. Planning and Heritage Advisory Committee
Councillor Sanford reported that the Committee met on March 1st to discuss two applications which were already approved by Council earlier in the meeting.
- viii. Traffic Flow Advisory Committee
Councillor Tompkins informed Council that the Committee continued discussions with the potential crosswalk on Prince Albert Road. The Committee agreed to meet with the Accessibility Committee to discuss a possibility of working on a larger project together.
- ix. Board of Police Commissioners Report
Deputy Mayor Power reported that Chief Kane is working on a 5-to-10-year equipment plan to help plan future budgets and working on a plan to upgrade the police department in their current location. The Committee discussed Triton and the potential of buying live scan equipment. Four auxiliary member applications were also received, and the department will have interviews within the next couple weeks. Mayor Boyer mentioned that she is excited to see the Chief's revenue plan, which he will be working on with CAO Millett-Campbell.
- x. Library Report
Deputy Mayor Power stated that the Friends of the Annapolis Library has not met yet this month. The Regional Board is starting to apply and receive grants for technology, mobility, and accessibility. It was noted that the new branch manager is now on her second week and seems to be doing well and that municipalities will start receiving library budgets for the upcoming year.
- xi. Valley Waste Resource Management
Deputy Mayor Power reported that they meet on March 17, 2021.
- xii. Environment Advisory Committee
Councillor Hafting informed Council that they have reviewed the Leaf & Waste Policy and the Invasive Species Policy. The Committee also is working gathering resource material regarding sea level rise to be published on the Town's website.
- xiii. Academy Condo Board

CAO Millett-Campbell shared that the Condo Board approved their budget with a 4% increase to condo fees. The Board has another meeting on March 16, 2021.

- xiv. Friends of Annapolis Pool Society
Councillor Hafting stated that the Society is currently working on the hiring process and budget for the upcoming season. They are also working on planning a virtual AGM. It was also noted that they have met with the YMCA to talk about a partnership.
- xv. Accessibility Committee
Mayor Boyer informed Council that the Committee has not met this month.

13. CORRESPONDENCE:

- i. Strategic Plan Suggestion
For information purposes.
- ii. Potential Legislation & Response
For information purposes. CAO Millett-Campbell explained the purpose and went over Chief Kane's recommendations in the response to the letter.
- iii. Translated Letter from Royan
For information purposes.

MOTION #C2021-03-15-20

It was moved by Councillor Tompkins, seconded by Councillor Sanford to move in-camera at 6:15 p.m. to discuss a personnel matter. **Motion carried.**

14. IN CAMERA:

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

Approval of Minutes:

- i. Council In-Camera Minutes – February 16, 2021

Business Items:

- i. Personnel

MOTION #C2021-03-15-22

It was moved by Councillor Tompkins, seconded by Councillor Hafting to move out of in-camera at 6:27 p.m. **Motion carried.**

15. ADJOURNMENT: Deputy Mayor Power moved adjournment at 6:28 p.m.

16. NEXT MEETINGS:

Valley Waste Regional Management, March 17th @ 9:00 a.m.
Audit Committee, March 18th @ 10:00 a.m.
Strategic Planning Session, March 23rd @ 5:00 p.m.
Committee of the Whole, April 1st @ 5:00 p.m.
Environment Advisory Committee, April 7th @ 2:00 p.m.
Budget Meeting, April 7th @ 3:00 p.m.
Traffic Flow Advisory Committee, April 8th @ 9:00 a.m.

Planning & Heritage Advisory Committee, April 12th @ 9:00 a.m.
Marketing & Economic Development Committee, April 13th @ 6:00 p.m.
Board of Police Commissioners, April 14th @ 10:00 a.m.
Council, April 19th @ 5:00 p.m.

Mayor Amery Boyer

Recording Secretary Taylor Robinson