

**Council  
Approved Minutes  
May 17, 2021 at 5:00 p.m.**

<b>1. Call to Order</b>	Mayor Boyer called the meeting to order at 5:00 p.m.
<b>2. Present</b>	Mayor Amery Boyer (Chair), Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor Paula Hafting, Chief Administrative Officer (CAO) Sandi Millet-Campbell, Director of Finance (DoF) Melony Robinson (left at 5:15 p.m.), Recording Secretary Taylor Robinson. All members joined via Zoom.
<b>3. Regrets</b>	Councillor Michael Tompkins
<b>4. Additions to the Agenda</b>	- Under section 10. NEW BUSINESS v. Atlantic Infrastructure Management Network Agreement Motion
<b>5. Approval of the Agenda</b>	<b>MOTION #C2021-05-17-01</b> It was moved by Councillor Sanford, seconded by Councillor Hafting to approve the May 17, 2021 agenda as amended. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	None
<b>6. Approval of the Minutes</b>	i. Council Minutes – April 19, 2021 <b>MOTION #C2021-05-17-02</b> Regularly moved and seconded to approve the April 19, 2021 Council minutes by unanimous consent. <b>Motion carried.</b>  ii. Special Council Minutes – April 19, 2021 <b>MOTION #C2021-05-17-03</b> Regularly moved and seconded to approve the April 19, 2021 Special Council minutes by unanimous consent. <b>Motion carried.</b>

**7. PUBLIC INPUT:** None

**8. PRESENTATIONS:** None

**9. BUSINESS ARISING:**

i. 2021-22 Operating Budget

DoF Robinson went over all of the small changes to the operating budget and stated that it is a good balanced budget.

**MOTION #C2021-05-17-04**

It was moved by Deputy Mayor Power, seconded by Councilor Sanford that Council approves the \$2,188,959.11 Town Operating budget for 2021-2022 with tax rates remaining unchanged at \$1.70 and \$3.20 respectively for Residential and Commercial. **Motion carried.**

ii. 2021-22 Capital Budget

DoF Robinson quickly explained what is in the capital budget. Council agreed that the capital budget looks small but well worth the money for necessary upgrades.

**MOTION #C2021-05-17-05**

It was moved by Deputy Mayor Power, seconded by Councillor Hafting that Council approves the \$405,000 General Capital budget 2021-2022 of which is largely to be funded from Gas Tax funds. **Motion carried.**

- iii. State of Emergency  
CAO Millett-Campbell reported that there were 91 new cases and that individuals who are age 30 and above now qualify to get their second vaccine. Dr. Strang has encouraged everyone to get tested, even if they are showing no symptoms. CAO Millett-Campbell noted that Town Hall is closed to the public, but staff are still working hard from both the office and home.
- iv. Strategic Planning  
Mayor Boyer stated that the third draft of the strategic plan is complete and posted on the Town's website to view. There will be a virtual public meeting on May 19<sup>th</sup> at 6:00 p.m. for anyone to ask questions regarding the third draft of the strategic plan.
- v. NSPI Task Team  
CAO Millett-Campbell advised Council that the NSPI Task Team has submitted the information requests on May 12, 2021 to the Nova Scotia Utility and Review Board for the hearing in September. Council thanked the team for its hard work.

## 10. NEW BUSINESS

- i. Rezoning 82 St. Anthony Street  
Members of Council present at the last meeting confirmed that the Planning & Heritage Advisory Committee went over all the rezoning matters at their last meeting. Planner Chris Millier went into detail and made his recommendation for each property.

### **MOTION #C2021-05-17-06**

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council move first reading so that the Annapolis Royal Land Use By-law (Zoning Map, Schedule A) be amended to rezone a portion at 82 St. Anthony Street (PIDs 05002712) from Commercial Highway (CHW) to Environmentally Sensitive Area 2 (ESA 2). **Motion carried.**

- ii. Rezoning 170 St. George Street

### **MOTION #C2021-05-17-07**

It was moved by Councillor Hafting, seconded by Councillor Sanford that Council move first reading so that the Annapolis Royal Land Use By-law (Zoning Map, Schedule A) be amended to rezone lands at 170 St. George Street (PIDs 05003553, 05217609) from Residential Single Unit (RSU) to Commercial General (CG). **Motion carried.**

**Mayor Boyer declared conflict of interest and left the meeting at 5:15 p.m.**

- iii. Rezoning 401 St. George Street

### **MOTION #C2021-05-17-08**

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council move first reading so the Annapolis Royal Land Use By-law (Zoning Map, Schedule A) be amended to rezone lands at 401 St. George Street (PID 05004007) from Residential Single Unit (RSU) to Residential Two Unit (RTU). **Motion carried.**

**MOTION #C2021-05-17-09**

It was moved by Councillor Hafting, seconded by Councillor Sanford that Council agree to schedule a Public Hearing at 4:00pm on June 21, 2021 to amend the Town of Annapolis Royal Land Use By-law (Zoning Map, schedule A) to rezone a portion of lands at 82 St. Anthony Street (PIDs 05002712) from Commercial Highway (CHW) to Environmentally Sensitive Area 2 (ESA 2), lands at 170 St. George Street (PIDs 05003553, 05217609) from Residential Single Unit (RSU) to Commercial General (CG), and lands at 401 St. George Street (PID 05004007) from Residential Single Unit (RSU) to Residential Two Unit (RTU). **Motion carried.**

**Mayor Boyer returned to the meeting at 5:20 p.m.**

iv. Animal Control Contract

CAO Millett-Campbell stated that the current animal control contract expires on May 31, 2021 and that both parties would like to extend the contract for five years at the current rate. Council agreed to renew the contract.

**MOTION #C2021-05-17-10**

It was moved by Councillor Hafting, seconded by Councillor Sanford that Council gives the staff direction to staff to renew the animal control contract to Annapolis County for an additional 5 years. **Motion carried.**

v. Atlantic Infrastructure Management (AIM) Network Agreement Motion

Mayor Boyer explained what the AIM Network is going to deliver for the Town. CAO Millett-Campbell stated that Council needs to make a motion to sign up for the program. The Town is covering 10% of the program costs and the work will require a commitment of time from Council and staff. It was noted that the project is supposed to start in the fall and will be completed next spring.

**MOTION #C2021-05-17-11**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that the Town of Annapolis Royal commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program by preparing a complete asset inventory, develop a capital program, and operationalize asset management in the amount of \$5,550. **Motion carried.**

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

**Committee of the Whole**

**MOTION #C2021-05-17-12**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council agree to write off of roll 00092398 and roll 04997409 interim taxes in the amounts \$680.85 and \$2404.80 respectively for the Town of Annapolis Royal's Town owned properties. **Motion carried.**

**MOTION #C2021-05-17-13**

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council approves the updated Grants & Donations Policy as presented and repeal the current Policy #2015-3 Grants & Donations. **Motion carried.**

**MOTION #C2021-05-17-14**

It was moved by Councillor Hafting, seconded by Deputy Mayor Power that Council agrees to put a hold on all donations and grants through the policy for the next fiscal year 2022/2023. **Motion carried.**

**MOTION #C2021-05-17-15**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council approves the Yard Debris Drop Off Site Policy as presented and repeals the current Policy #2014-3 Yard Waste Drop Off at the Leaf and Yard Drop Off Site. **Motion carried.**

**MOTION #C2021-05-17-16**

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council approves the selected name, "Annapolis Royal Heritage Tartan" in order to register the new tartan. **Motion carried.**

**MOTION #C2021-05-17-17**

It was moved by Councillor Hafting, seconded by Deputy Mayor Power that Council adopts the noted amendments to the existing Facility Usage Policy and Agreement fee schedule for a pilot term of October 2021 until May 2022, upon which time it will be reviewed for its overall efficacy and adjusted accordingly. **Motion carried.**

**MOTION #C2021-05-17-18**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council agrees that Chief Administrative Officer be granted a salary raise of 2% effective April 1, 2021. **Motion carried.** (1 Nay: Councillor Sanford)

**Planning & Heritage Advisory Committee**

**MOTION #C2021-05-17-19**

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council agrees that the applicant at 208 St George Street be given permission to install 2 facial signs/window treatments, as detailed in application AR21-08-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

**MOTION #C2021-05-17-20**

It was moved by Councillor Hafting, seconded by Deputy Mayor Power that Council agrees that the applicant at 158 St George Street be given approval to build an accessory structure, as detailed in application AR21-10-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

**Mayor Boyer declared a conflict of interest and left the meeting at 5:34 p.m.**

**MOTION #C2021-05-17-21**

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council agrees that the applicant at 401 St George Street be given approval to erect an accessory structure (pergola), as detailed in application AR21-11-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

**Mayor Boyer returned to the meeting at 5:35 p.m.**

**MOTION #C2021-05-17-22**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council agrees that the applicant at 37 St. James Street be given approval to build a deck with stairs and privacy screens as detailed in application AR21-12-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

**MOTION #C2021-05-17-23**

It was moved by Councillor Sanford, seconded by Councillor Hafting that Council agrees that the applicant at 102 Ritchie Street be given approval to change the vinyl siding to wooden shingles, add double-glazed windows to the front porch and add a larger dormer, as detailed in application AR21-13-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

**MOTION #C2021-05-17-24**

It was moved by Councillor Hafting, seconded by Deputy Mayor Power that Council agrees that the applicant at 454 St George Street be given approval change from plastic to wooden shutters and add the patio/walkway, as detailed in application AR21-14-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

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

- i. Mayor's Report – Mayor Boyer  
Mayor Boyer stated that she has worked with the CAO on the final draft of the strategic plan, worked with the Task Team on the deadline for questions to the NSURB which was May 12<sup>th</sup>, worked with the CAO on the first draft of the climate change plan, and worked with members of Council to complete the CAO's performance appraisal. There was a meeting with representatives of AIRO and ABoT on May 11<sup>th</sup>, and an ISMA meeting on May 14<sup>th</sup> to deal with suggested boiler plate language for all intermunicipal service agreements. Mayor Boyer noted that she responded to neighbourhood concerns and questions on a variety of matters including peaceful and orderly conduct, fishing activity, water safety, unsightly premises, signage. As well as complaints regarding the idling policy, fire safety, and tripping hazards.
- ii. Chief Administrative Officer's Report  
Council reviewed the report. CAO Millett-Campbell noted that it has been a busy month. She is arranging a meeting with the new CAO of the County of Annapolis to meet with Council and mentioned that the new Triton system for criminal record checks is live and being used.
- iii. Planning Services Report  
Council reviewed the report. Deputy Mayor Power mentioned that the report will be full next month with all the rezoning and development agreements from May.
- iv. Water Report  
Council reviewed the report.
- v. Marketing and Economic Development Committee  
Councillor Sanford reported that Community Development Coordinator Ken Knox updated the Committee on the Beyond Oqwa'titek event and the new tartan with the selected name from Council. The Committee briefly discussed the marketing plan being implemented by the Board of Trade (BoT) and Annapolis Investments in Rural Opportunity (AIRO). Councillor

Sanford also mentioned that there is a pilot project for social media basics being held virtually with a tentative date of May 25<sup>th</sup> and there have been many businesses interested. Committee member Laura Robinson has stepped down from the Committee due to her busy schedule.

vi. REMO

Mayor Boyer stated that she and CAO Millett-Campbell have been involved in discussions about the King's County REMO which came up as a result of the work being done on the review of Intermunicipal Shared Agreements. Mayor Boyer is hopeful that the Town and the County of Annapolis Royal can focus on REMO in the near future.

vii. Planning and Heritage Advisory Committee

Councillor Sanford reported that she has nothing else to report as Council made all the recommended motions earlier in the meeting.

viii. Traffic Flow Advisory Committee

CAO Millett-Campbell reported that the Committee met to discuss the retaining wall across from the Comfort Station and a "no exit" sign at Fortier Mills. The Committee decided that there is not a need for the signage as people will continue to go into the cul de sac to check out the area. CAO Millett-Campbell noted that Public Works is going to be working on fixing the retaining wall this summer.

ix. Board of Police Commissioners Report

Deputy Mayor Power reported that the Police Department is going to start reviewing some by-laws and policy to bring back to the Board and Council. Deputy Mayor Power mentioned that a press release went out to the public and the Triton system went live on Friday, May 14, 2021. It was also noted that our constables helped RCMP on two different occasions within the past month and one of the auxiliary officers has surpassed 1000 volunteer hours. Chief Kane is currently working on a business plan to present to Council for the proposed move of the Police Department.

x. Library Report

Deputy Mayor Power stated that the Regional Board meets in June and the Friends of the Annapolis Library meet virtually on May 18, 2021.

xi. Valley Waste Resource Management

Deputy Mayor Power reported that there was a lot of discussion on the high level of traffic activity around the waste management centres and tipping fees are increasing at the end of August. Mayor Boyer noted that the Annapolis County and Valley Waste dispute was resolved last week.

xii. Environment Advisory Committee

Councillor Hafting informed Council that members reviewed the draft climate change plan and the anti-idling policy at the last meeting. The Committee will be looking into both documents in further detail at June's meeting. Mayor Boyer mentioned that CAO Millett-Campbell and Committee member Katie McLean are working on a small grant opportunity revolving around climate change.

- xiii. Academy Condo Board  
CAO Millett-Campbell reported that the Condo Board agreed to hire an engineer to investigate infrastructure problems in some condo units and will update their five-year plan. The Condo Board also increased its insurance policy limit for better coverage.
- xiv. Friends of Annapolis Pool Society  
Councillor Hafting stated that the Society has hired all its staff for the summer and has also been busy applying for various grants. It was also noted that the annual pool clean-up is scheduled for the end of May and will be based upon Covid restrictions.
- xv. Accessibility Committee  
Mayor Boyer informed Council that the Committee is having an Inventory Event on May 31, 2021 at 4:00 p.m. which may have to be rescheduled due to Covid restrictions. The next virtual meeting is on June 2, 2021. CAO Millett-Campbell mentioned that it is National Accessibility Week from May 30, 2021 to June 5, 2021.

**13. CORRESPONDENCE:**

- i. Suicide Prevention Hotline to Canada  
Mayor Boyer asked members of Council if they would like to endorse the initiative of having a 988-crisis hotline number in Canada. Council completely supported the idea and instructed staff to draft a letter of support.

**MOTION #C2021-05-17-25**

It was moved by Deputy Mayor Power, seconded by Councillor Hafting that Annapolis Royal Town Council endorses this 988-crisis hotline initiative and that staff is directed to send a letter to indicate such support to the MP, MLA, Federal Minister of Health, the CRTC, and local area municipalities to show support. **Motion carried.**

- ii. Tree Letter from Queen Anne Inn  
CAO Millett-Campbell explained that this letter is asking for permission to remove a chestnut tree for access to power lines. It was noted that the tree is in good health and the Town's Tree Consultant, Angelika Waldow, is looking into what other options are available.

**MOTION #C2021-05-17-26**

It was moved by Councillor Sanford, seconded by Councillor Hafting to move in-camera at 6:07 p.m. to discuss the sale of municipal property and a contract negotiation. **Motion carried.**

**14. IN CAMERA:**

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

**Approval of Minutes:**

- i. Council In-Camera Minutes – April 19, 2021
- ii. Special Council In-Camera Minutes – April 19, 2021

**Business Items:**

- i. Sale of Municipal Property
- ii. Contract Negotiation

**MOTION #C2021-04-19-28**

It was moved by Councillor Hafting, seconded by Councillor Sanford to move out of in-camera at 6:21 p.m. **Motion carried.**

**MOTION #C2021-04-19-29**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to sign the King's Theatre lease for a five-year term ending May 31, 2026 at \$1 per year with the change of use to the King's Theatre washrooms. **Motion carried.**

**15. ADJOURNMENT:** Councillor Sanford moved adjournment at 6:23 p.m.

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Mayor Amery Boyer

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Recording Secretary Taylor Robinson