

**Council  
Approved Minutes  
December 15, 2021**

<b>1. CALL TO ORDER</b>	Mayor Boyer calls the meeting to order at 6:07 pm
<b>2. PRESENT</b>	Mayor Amery Boyer (Chair), Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor Paula Hafting, Councillor Michael Tompkins (arrived 6:17 pm), Chief Administrative Officer (CAO) Sandi Millett-Campbell, Recording Secretary Krista Gear, Chief of Police Mark Kane
<b>3. REGRETS</b>	None
<b>4. ADDITIONS TO AGENDA</b>	8 v. Consideration of the draft motion regarding the new Tidal power project 13 ii. In-camera - personnel
<b>5. APPROVAL OF AGENDA</b>	<b>MOTION #C2021-12-15-01</b> It was regularly moved and seconded to approve the agenda as amended. <b>Motion carried.</b>
<b>EDITS TO THE MINUTES</b>	None
<b>6. APPROVAL OF MINUTES</b>	<b>MOTION #C2021-12-15-02</b> It was regularly moved and seconded to approve the minutes of November 17, 2021. <b>Motion carried.</b>

**7. PRESENTATIONS: None**

**8. BUSINESS ARISING:**

- i. State of Emergency – Update CAO Millett-Campbell  
178 new cases today, 5 in western zone, 516 active cases in NS – physical distancing and gathering limits are being re-enacted, schools are closing early for the holidays – recommendations being proposed to avoid nonessential travel, there may be international travel restrictions
- ii. Non-Vaccine Compliance – Update CAO  
Discussions about compliance issues in and around town, Chief Kane submitted letter to council outlining the position of the Department
- iii. FOIPOP Acknowledgement  
We received copy of the acknowledgement that FOIPOP has been received by the County stating that they will respond within 30 days – regarding request for inspection of water system structure and tank documentation
- iv. Ratification of electronic motion  
**MOTION #C2021-12-15-03**  
It was regularly moved and seconded to ratify the electronic vote and that council approve the additional cost of \$13,293 + HST for the lift station upgrades. **Motion carried**
- v. **MOTION #C2021-12-15-04**  
It was regularly moved and seconded that Council confirm that its cash contribution of 10 per cent to the tidal power pilot project will come through the funds received by the Province of Nova Scotia's Low Carbon Communities Program subject to approval of the grant application submitted on November 19, 2021. **Motion carried**

**9. NEW BUSINESS:**

**i. Appointments**

**a. MOTION #C2021-12-15-05**

Bylaw Enforcement Officer: It was regularly moved and seconded that Council appoints Dale Roberts as the Valley Waste Resource Management Bylaw Enforcement Officer until December 2022. **Motion carried**

**b. MOTION #C2021-12-15-06**

Animal Control Officer: It was regularly moved and seconded that Council appoints Tanichia Hamm and Zachary Cromwell as the Animal Control Officers until December 2022. **Motion carried**

**c. MOTION #C2021-12-15-07**

Fire Inspector: It was regularly moved and seconded that Council appoints Hank Sawhuck as the Town of Annapolis Royal Fire Inspector until December 2022. **Motion carried**

**d. MOTION #C2021-12-15-08**

Building Inspector Planning: It was regularly moved and seconded that Council appoints Alfred Doucet and Cathy Barr as the Town of Annapolis Royal Building Inspectors until December 2022. **Motion carried**

**e. MOTION #C2021-12-15-09**

Planner: It was regularly moved and seconded that Council appoint Chris Millier as the Town of Annapolis Royal Planner until December 2022. **Motion carried**

**f. MOTION #C2021-12-15-10**

Civic Addressing Coordinator: It was regularly moved and seconded that Council appoints Ken Knox as the Civic Addressing Coordinator for the Town of Annapolis Royal until December 2022. **Motion carried**

**g. MOTION #C2021-12-15-11**

Traffic Authority: It was regularly moved and seconded that Council appoints Chief Mark Kane as the Traffic Authority for a term of one year ending December 31, 2022. **Motion carried**

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

**Committee of the Whole**

**MOTION #C2021-12-15-12**

It was regularly moved and seconded that Council approves the Retention/Destruction of Records Policy #2021-06 as dated December 08, 2021. **Motion carried**

**MOTION #C2021-12-15-13**

It was regularly moved and seconded that Council preapproves, from the General Capital Budget year 2022-2023, a portable 3 phase 28K generator to the maximum amount of \$55,000 plus HST. **Motion carried**

**MOTION #C2021-12-15-14**

It was regularly moved and seconded that Council rebates the development fee for the accessible washroom addition at the community pool, in the amount of \$50.00. **Motion carried**

**MOTION #C2021-12-15-15**

It was regularly moved and seconded that Council appoint Susan Jost and Levi Cliché, CARP Representative, to the Environment Advisory Committee for a term of 2 years until December 2023. **Motion carried**

**MOTION #C2021-12-15-16**

It was regularly moved and seconded that Council appoints Teresa Carlisle and Connie Arnold to the Marketing & Economic Development Committee for a term of 1 year until December 2022. **Motion carried**

**MOTION #C2021-12-15-17**

It was regularly moved and seconded that Council appoints Brian Bohaker and Wilfred Allan to the Planning & Heritage Advisory Committee for a term of 2 years until December 2023. **Motion carried**

**MOTION #C2021-12-15-18**

It was regularly moved and seconded that Council appoints Brenda MacDonald, Brenda Escribano, Sharon Elliot and Brant Hamilton Brown, and to the Accessibility Committee for a term of 1 year until December 2022. **Motion carried**

**MOTION #C2021-12-15-19**

It was regularly moved and seconded that Council appoints Chief Mark Kane and Superintendent of Public Works Kevin MacLean to the Traffic Flow Advisory Committee for a term of 1 year until December 2022. **Motion carried**

**MOTION #C2021-12-15-20**

It was regularly moved and seconded that Council appoints Anna Kate Newman, Jenni Cram and Lesley Hodder to the Pool Committee (friends of the pool) one year term to Dec 2022. **Motion carried**

**MOTION #C2021-12-15-21**

It was regularly moved and seconded that Council authorizes the Mayor and Chief Administrative Officer to execute the attached Interim Inter-Municipal Services Agreement for the 2-year pilot project. **Motion carried**

**MOTION #C2021-12-15-22**

It was regularly moved and seconded that Council approves the extension of the borrowing of the aggregate principal amount of \$670,920 by Valley Waste Management for an additional period of 12 months, with the Town's portion of repayment of \$6,978 and authorize the Chief Administrative Officer to execute the resolution. **Motion carried**

**Planning & Heritage Advisory Committee**

**MOTION #C2021-12-15-23**

It was regularly moved and seconded that Council approves PHAC-21-31-HER on an ongoing basis, provided the temporary structure addressed in the application be erected no earlier than November 1st each year and removed before April 1st of the following year. **Motion carried**

**Traffic Flow Advisory Committee**

**MOTION #C2021-12-15-24**

It was regularly moved and seconded that Council approves that a second post be installed so that the closing of Church Street starts at the Masonic Hall. **Motion carried**

**MOTION #C2021-12-15-25**

It was regularly moved and seconded that council approves Public Works to install a rock barrier where the parking lot connects to the Market on Church St. **Motion carried**

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

**i. Mayor's Report – Mayor Boyer**

On December 7, I attended a STAR program information session at King's Theatre. STAR stands for Strategic Tourism for Areas and Regions. The Valley REN is in the lead to administer this program. The objective is to develop a 3 to 5-year regional strategic plan for sustainable/responsible tourism. Rick made the presentation and stated that there are 17 articulated sustainable tourism goals for businesses to work towards.

I attended a meeting hosted by Parks Canada on December 14 to discuss plans for the Congrès Mondial Acadien in 2024 (August 10 to 18 in Southwest Nova Scotia) – plans revolve around the discovery of the outline of the original Acadian cemetery and the first or only the second Catholic church to have been built. Ted Dolan also talked about plans to raise the level of Queen's Wharf as part of a plan to attempt to adapt to the effects of climate change.

I assisted the CAO with the last of the work on the FCM Green Municipal Funds Signature Pilot grant application for the tidal power project. FCM has begun its review and a technical team is being assembled to evaluate the application. We are still waiting to hear from the province regarding the balance of funding through the Low Carbon Communities Program. The total project cost is estimated at \$335,000.

Today, the CAO and I attended another Inter Municipal Sharing Agreement working group meeting. Among the items discussed was a paper produced by Kings on EDI, Equity, Diversity and Inclusion, which has become a hot topic for all levels of government. I am asking our CAO to include the paper with the next CoW agenda package. Advertising for both the new term Executive Director and the Director of Finance to oversee Valley Waste and Kings Transit for the two-year pilot project was also discussed and approved today.

**ii. Chief Administrative Officer's Report – CAO Millett-Campbell**

CAO Millett-Campbell shared highlights from the CAO report submitted prior to the meeting. We have hired two new employees, Krista Grear and Donna Neath, who will be working three days/week and two days per week respectively.

Also highlighted were the various grants that we are working to complete, an inquiry received regarding a residential lot for sale, and we are expected to receive a grant from NS Power for the coming year.

**iii. Planning Services Report**

Next month we can expect to see some development with the new duplexes

**iv. Water Report – For Council Review**

It was noted that weekly reports are a bacterial analysis of the water, that heavy metals are tested annually

**v. Marketing and Economic Development Committee – Councillor Tompkins**

Currently in the process of developing early spring community event and have coordinator in place for event on January 11, 2022. There will be a planning project put forward in January and we are looking at doing something on the board walk. Committee is also still looking for members.

**vi. Board of Police Report – Deputy Mayor Power**

Report made in November. There was no meeting in December

**vii. Twinning Committee**

For the planned twinning visit from Royan, France in 2022, the total budget is currently estimated at \$22,783. In-kind contribution is estimated at \$14,420. This leaves \$6,800 in cash to be funded. Members of the Committee have met with the Municipality of the County of Annapolis and are working on a grant for \$5,000 that would go a long way to covering cash costs. Members of the Committee are currently looking at other potential funding sources for the balance.

**viii. Library Report – Deputy Mayor Power**

Regional board has not had a regular board meeting but did meet via zoom to discuss mandatory vaccination policy, which is now in effect. Libraries now have free covid test kits available for residents. Friends of the Library met in person on December 6. Updates on Wayne Melanson memorial fund, \$2500 received to date. \$3200 raised from book sale. The accessible doors are working well now, and the AGM will be in January. Winter programming will be affected by new covid restrictions and as such are cancelled through January.

**ix. Traffic Flow Advisory Committee – Michael Tompkins**

Parking on the wharf one of the biggest issues that will be investigated to determine possible viable options (with considerations for safety, liability, etc.)

**x. Valley Waste Resource Management – Deputy Mayor Power**

Will be meeting next week to address the budget, report in January

**xi. Environment Advisory Committee – Councillor Hafting**

Members of the Environment Committee are hard at work on a federal cost-sharing grant application for engineering services for the Town's Climate Change Plan as it

relates to designated heritage sites in the downtown core. Yesterday, a task team met with representatives of the Annapolis Royal Historical Association, the Annapolis Heritage Society and Jane Nicholson to discuss potential approaches and funding sources. Based on numbers from two year ago, project costs are estimated at approximately \$76,000. The grant offers \$25,000 and allows for a 25% in-kind contribution. This leaves about \$32,000 to be funded from other sources.

**xii. Academy Condo Board – CAO Millett-Campbell**

Meeting tomorrow evening, discussing capital improvements to the building and increase to condo fees

**xiii. Friends of the Annapolis Pool Society – Councillor Hafting**

Fairly quiet at this time of year, but noted that the ground has broken for the accessible washroom

**xiv. Accessibility Committee – Mayor Boyer**

Met earlier today and have produced an extensive work plan, Ken Knox did a beautiful job pulling the plan together. It is based on Wolfville and Lunenburg plans. We are now looking into funding opportunities from Federal, Provincial and from the organization Access-ability. The big report will be coming to council. Committee is now moving on to a review of all bylaws and policies. Next milestone is to develop a plan that is mandated by the legislation and once complete will be presented to the Committee of the Whole.

**12. CORRESPONDENCE:**

- i. None

**MOTION #C2021-12-15-26**

It was regularly moved and seconded that council to move in-camera session to discuss personnel matters at 6:47 pm. **Motion carried**

**13. IN-CAMERA:**

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

- i. Council In-Camera Minutes – November 17, 2021
- ii. Personnel

**MOTION #C2021-12-15-28**

It was regularly moved and seconded to exit in camera at 7:17 pm. **Motion carried**

**14. ADJOURNMENT – It was regularly moved to adjourn at 7:18 pm**

**15. NEXT MEETINGS:**

Committee of the Whole, January 5 @ 6:00 p.m.  
Planning and Heritage Advisory Committee, January 10 @ 9:00 a.m.  
Marketing & Economic Dev. Committee, January 11 @ 6:00 p.m.  
Board of Police Commissioners, January 12 @10:00am  
Accessibility Committee, January 12 @ 5:00 p.m.  
Traffic Flow Advisory Committee, January 13 @ 1:00 p.m.  
Council, January 19 @ 6:00 p.m.  
Environment Advisory Committee, January 26 @ 2:00 p.m.