

**Town of Annapolis Royal
Council Meeting
APPROVED MINUTES
May 18, 2022, at 6:00 p.m.**

1. CALL TO ORDER	Mayor Boyer called the meeting to order at 6:00 pm
2. PRESENT	<p>Mayor Amery Boyer, Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor Paula Hafting, Councillor Michael Tompkins, Chief Administrative Officer (CAO) Sandi Millet-Campbell, Municipal Development Officer Ken Knox (MDO), Director of Finance (DoF) Melony Robinson (joined virtually by Zoom and exited the meeting at 7:48 pm), Recording Secretary Krista Grear (joined virtually by Zoom)</p> <p>Members of the public: Jane Nicholson, Christine Igot, Rachael Browne, Russel Floren, Laura Robinson, Francis Boutin, Donna Bush, Melody Tolson, Emma Tolson, Bill MacDonald, Adele MacDonald, Dan Froese, Marissa Froese, Peter Nicholson, Adrian Nette, Joanne Olivier, Ian Lawrence, Cindy Wilson</p>
3. REGRETS	None
4. ADDITIONS TO AGENDA	<p>Reorder item Deregistration of Heritage Property, 634 St. George Street to Business Arising item 9.ii.</p> <p>Move Wharf discussion, 9.v. to beginning of agenda while members of the public are present</p>
5. APPROVAL OF AGENDA	<p>MOTION #C2022-05-18-01</p> <p>It was regularly moved and seconded to approve the agenda with changes. Motion carried.</p>
EDITS TO THE MINUTES	None
6. APPROVAL OF MINUTES	<p>MOTION #C2022-05-18-02</p> <p>The minutes of April 20, 2022, were approved by unanimous consent</p>

7. PRESENTATIONS:

8. PUBLIC INPUT

Several members of the public made statements; below are some of the highlights:

- Think you're making a mistake with this decision, at least give it some time for further assessment, the wharf is very resilient and believes Hatch report is flawed
- Would like a better understanding of the decision and engineering report. Solid wharf, it is an infilled wharf, sound structure in comparison to other wharves. Believes that if cars are parked, the weight is displaced over a large surface area and shouldn't be a problem.
- Seems like the cart before the horse – lack of public consultation.

- Trying to understand where Council was going with this. Believe the Hatch report is a CYA report and includes such things as Halifax prices and other high price items. Association gave it to the Town along with around \$30,000 – why not get another report done to see if the fear will go away/be mitigated by the new report. The petition is asking for this option too.
- The loss of parking will greatly affect the businesses in the area and throughout the Town – specifically removing without revealing new parking options. This summer is important for economic recovery after COVID, removing the parking will deter visitors. Lack of transparency in decision making. How to address parking issues moving forward. The wharf visually isn't falling into the water – work with community on parking alternatives.
- Really appreciate the public input option at Council meetings – highly encourage anyone doing an engineering study to talk with past Wharf Association members to learn the history of the wharf. There hasn't been enough public consultation, not engaging enough, not transparent enough.
- Many new members of the Farmers' Market have asked about this. We were not consulted; we were told that this was happening, and we do not support this decision
- Was at the Traffic Advisory meeting where it was stated that meetings were announced in the newsletters – went looking and they were not there.

9. BUSINESS ARISING:

i. Town Crier Competition

CAO and Council offered congratulations to both contestants, noted there was a great turn out for the live competition and that both did very well, it was a close race.

MOTION #C2022-05-18-03

It was regularly moved and seconded that Council appoint Christine Igot as the Annapolis Royal Town Crier for the term ending December 2022. **Motion carried.**

Christine was present, thanked the Council and stated that she is very pleased and honoured to take on this role. She noted that, with the approval of Council, she would like to kick off the season at this Saturday's market.

ii. Deregistration of Heritage Property, 634 St. George Street

Municipal Development Officer (MDO) Ken Knox provided a brief recap of the request for deregistration that was detailed at the Public Hearing held prior to this Council meeting.

MDO Knox offered responses to questions arising from the Public Hearing.

- Question – Why circumvent the process of deregistration, this should have gone to PHAC? Response – this is not the case, Provincial Heritage properties have a different process as outlined in the Heritage Property Act, and the municipal heritage property registration/deregistration process goes directly to Council

(Heritage Act section 16) – but this was shared with PHAC for informational purposes

- Question - Is it adjacent to another heritage property(ies) and if so, does this affect the decision? Response – One of the neighbouring properties, 644 is a registered heritage property, the one on the other side it is not. The designation of neighbouring properties does not negate the application.
- Question – do prior ownership/historical associations have any bearing on this decision? Response – These are investigated through the registration process and were rechecked recently and found to be inconclusive/not of significant added value.
- Question – There are two civic addresses for this one property, why is only one listed in the application? Response – in the heritage files, it is identified as civic 634 and was originally evaluated as one property
- Comments regarding the chipping away at the heritage value of the Town. Response - improperly registered heritage properties likely do just as much or more to deter from/weaken the heritage value of the Town. PHAC is slowly going through registered property files to review registered properties.
- Comment - glad that there is a process in place, would like to preserve the historic district.
- It was also noted that in this instance, the Town will absorb related costs, but the newly approved fees and fines policy ensures that going forward, any costs associated with deregistration are paid by the property owner. There is no cost associated with registering a historic property.

MOTION #C2022-05-18-04

It was regularly moved and seconded that Council deregister the property at 634 St. George Street from the Heritage Property Register and that this act is filed with the Registry of Deeds under the conditions set forth in the Heritage Property Act. **Motion carried.**

10. NEW BUSINESS:

- i. Year end financials, Director of Finance (DoF) Melony Robinson
 - a. General Operation
DoF Robinson provided an overview of the variances that can be found in the report. It was noted that the Town will have a surplus somewhere around \$195,000-\$210,000, which will automatically move into operating reserves
 - b. Capital
DoF Robinson provided an overview of the variances that can be found in the report.
 - c. Water
DoF Robinson provided an overview of the variances that can be found in the report. It was noted that there will be a loss of close to \$130,000 due to last year's water emergency, which can be netted out against the year-to-date surplus

- ii. Road paving, section in front of the hospital

MOTION #C2022-05-18-05

It was regularly moved and seconded that Council amend the General Operating budget for 2022/2023 to include \$60,000 for paving from HWY 201 to St. Patrick's Lane. This will amend the operating budget to \$2,654,697 with the tax rates remaining unchanged at \$1.70 and \$3.20 respectively for residential and commercial. **Motion carried.** One nay received from Councillor Hafting

DoF Robinson provided some background information noting that the quote received is a great price and that the Town has 30 days to sign the contract. The provider shared that once they receive the signed contract, they will get right on the work. It was previously approved to transfer \$208,000 from operating reserve to current operating budget which would not cover this expense, therefore a transfer of \$60,000 from reserves is being requested. Currently there is \$435,000 in operating reserves. This would also include replacement of all gutters along the stretch to be paved.

It was noted that there are other locations that appear to be in worse condition or have large potholes. It was further noted that this location was identified by SoPW as a first priority. Potholes can be patch paved by Public Works. But perhaps this company, while in town doing other paving, could also do the patch paving. It was noted that there is also the option to do all the paving next year and take time to determine what areas are priorities.

Action: Get quotes on the SoPW's second and third priority areas for paving

Responsibility: Staff

Date: May

- iii. Ride on lawnmower

It was noted that this is the year that the lawnmower was to be replaced, SoPW McLean thought it might last one more year. It was further noted that there are a variety of brands and options that are available at less than \$8,000. It was suggested to perhaps stay with same brand and use old mower for parts.

MOTION #C2022-05-18-06

It was regularly moved and seconded that Council amend the General Capital budget for 2022/2023 to include up to \$8,000 for a new ride on mower. The new capital budget will be \$221,653.00. **Motion carried.**

- iv. Request for Decision on Wharf Repairs

Discussion was held noting that some of the repairs from the Hatch report were not completed since the hand over from the Annapolis Royal Wharf Association (ARWA). ARWA had previously hired someone to do the repairs, but they were not completed. There is approximately \$25,000 in capital reserves that was provided by ARWA at the time of hand over.

It was suggested that Council hold off until June 8, after the public meeting, noting that there are some things that are just maintenance pieces that are not reliant on public input that could be completed. It was further suggested to wait for an updated engineering report. This may confirm original report recommendations, negate them and/or identify new areas of concern/priority.

Action: prepare a tender to investigate pricing for repairs to the wharf as identified in the 2018 engineer report

Responsibility: Staff

Date: May

MOTION #C2022-05-18-07

It was regularly moved and seconded that Council direct staff to retain ABLE Engineering to inspect the wharf and report on the current condition, and work with local experts (meet to discuss history). **Motion carried.**

It was noted that Able Engineering has a structural engineer on staff who recently inspected the Halls Harbour and Harbourville wharves. It was further noted that because they are the current engineers for the Town, they would charge their hourly rate. It was suggested that it would be good to have them on site for any public meeting.

v. Town Wharf

CAO Millett-Campbell noted that at the TFAC meeting, members of the public attended, and that the Town has received multiple emails, most noting disagreement, but also some that agree with Council decision. As a result, it was suggested that Council host a public meeting in the next couple of weeks. On June 8, the Fire Hall is available at a cost of \$200.

MOTION #C2022-05-18-08

It was regularly moved and seconded that Council agree to hold a public meeting on June 8, 2022 at 6:00 pm, at the Annapolis Royal Fire Hall to review community input and safety considerations of the Town wharf. **Motion carried.**

Discussion was held noting an option to have an engineering study conducted and/or an engineer present. CAO Millett-Campbell has reached out to ABLE Engineering, forwarded the Hatch report to them, and can invite them to the public meeting. It was suggested that SoPW of Public Works and Police Chief Kane be present to share the concerns they raised beyond those of the engineering report. It was also suggested that local experts and past Wharf Association members be invited to the public meeting. It was asked if it would be more cost effective to have the engineer from Hatch to 'defend' their report.

MOTION #C2022-05-18-09

Councillor Hafting moved, and Deputy Mayor Power seconded that Council continue to allow public vehicles to park on the wharf effective immediately until the parking issue

is more thoroughly researched. Yay, Councillor Hafting and Mayor Boyer. Nay Councillor Sanford, Councillor Tompkins, Deputy Mayor Power. **Motion defeated.**

Discussion held. It was questioned that 'knowing what we know' is this wise? There was also worry that if this is delayed that visitors may not return, and that parking will be key to our economic recovery. One Councillor noted that they would not support this motion due to the various safety and logistical/structural issues presented. It was noted that TFAC did have discussions about having some parking spots nearer to the street side of the wharf. Longevity of the structure is important, temporary spots may be a good compromise. It was further noted that most of the items assessed in the report were ranked and all were ranked good or fair and the overall rating of the wharf was fair noting 'performance is not affected'.

It was highlighted that initially the concerns raised about parking on the wharf were about emergency access and commercial access to the wharf, noting that on market days with 30 cars +, there was no way for emergency/commercial vehicles to get access. The intention was never closing the wharf, only removing parking on it.

Up until recently parking on the wharf by Farmer's Market was negotiated between the Farmer's Market and Annapolis Royal Wharf Association. When the Town took ownership of the wharf, the Market didn't want to pay a parking fee. Parking was never an item in the Market lease with the Town.

MOTION #C2022-05-18-10

It was regularly moved and seconded that Council direct staff to mark temporary parking spaces, at the front of the wharf closest to St. George Street, until an engineering inspection is completed, and to install no parking signs beyond those marked spaces. **Motion carried.**

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2022-05-18-11

It was regularly moved and seconded that Council adopt the Asset Management Policy, policy # 2022-04, dated April 26, 2022. **Motion carried.**

It was noted that Annapolis Royal was part of the initial program that resulted in the development of this policy.

MOTION #C2022-05-18-12

It was regularly moved and seconded that Council approve the Annapolis REMO Emergency Management Plan dated March 2022. **Motion carried.**

It was noted that once approved by all three municipalities, hard copies can be made available and shared as appropriate.

MOTION #C2022-05-18-13

It was regularly moved and seconded that Council approve to write-off role #00092398 and roll #04997409 interim taxes in the amounts \$680.85 and \$2443.20 respectively for the Town of Annapolis Royal for the Town owned properties. **Motion carried.**

MOTION #C2022-05-18-14

It was regularly moved and seconded that Council proceed with first reading of the Fire and Intruder Alarm By-law on May 18, 2022. **Motion carried.**

MOTION #C2022-05-18-15

It was regularly moved and seconded that Council set the public meeting for the Fire and Intruder Alarm By-law for 6:00 pm on June 15, 2022. **Motion carried.**

MOTION #C2022-05-18-16

It was regularly moved and seconded that Council proceed with first reading of the Renewable Energy By-law on May 18, 2022. **Motion carried.**

MOTION #C2022-05-18-17

It was regularly moved and seconded that Council set the public meeting for the Renewable Energy By-law for 6:00 pm on June 15, 2022. **Motion carried.**

Planning & Heritage Advisory Committee

MOTION #C2022-05-18-18

It was regularly moved and seconded that Council give the applicant at 393 St George Street heritage approval to add solar panels on the south-facing roof pitch and add 3 heat pump units on the sides of the building as detailed in their application as detailed in the application 22-13-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

It was noted that the heat pumps will be located visibly on the street side, and wherever possible to encourage these to be placed on back of house for aesthetic reasons. It was further noted that if the placement is not on the front of the house, then the Municipal Development Officer can provide approval.

MOTION #C2022-05-18-19

It was regularly moved and seconded that Council give the applicant at 158 St George Street heritage approval to install an accessible ramp, as detailed in application AR22-14-HER, providing all conditions of the Land Use By-law are met. **Motion carried.**

It was also noted that the owner of this property plans to use materials to maintain heritage value.

MOTION #C2022-05-18-20

It was regularly moved and seconded that Council give the applicant at 240 St George Street heritage approval to add signage, as detailed in the application 22-15-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

MOTION #C2022-05-18-21

It was regularly moved and seconded that Council give the applicant at 643 St George Street heritage approval to install a ground sign, as detailed in the application 22-17-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

Marketing and Economic Development

MOTION #C2022-05-18-22

It was regularly moved and seconded that Council approve the development of a sponsorship plan for the EV Charging stations. **Motion carried.**

It was noted that the purpose is to try to get corporate sponsors to help offset the cost of the station. It was asked if it would be possible for there be a time limit for parking in front of the stations. It was suggested that a plan for the future, including more charging stations, pay for charging options, etc. needs to be developed. Staff noted that they have investigated and found that it is expensive to install charging stations and there are no granting options yet.

Traffic Flow Advisory Committee

MOTION #C2022-05-18-23

It was regularly moved and seconded that Council authorize a member of Staff and a Councillor to visit business owners on St. George St. regarding off-street parking options and to secure information regarding parking habits of owners and employees. **Motion carried.**

Councillor Sanford volunteered, and Ken Knox will be the staff person. Others are welcome to assist. Background information was shared that this refers to staff and employees taking up street spots in front of businesses as well as identifying other parking options available. It was noted that the Police are going to start enforcing the four-hour parking limit. It was also suggested that a map of parking in Town be developed.

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Mayor's Report

Mayor Boyer opted to defer her report due to the late time of the meeting.

ii. Chief Administrative Officer's Report

CAO Millett-Campbell highlighted some points from the report, noting that application was made for five grants, 30 applications were received for the Public Works labourer position which was shortlisted to five with the interviews will take place next week. The posting for Regional Director for Public Works closes this week. The shade sail posts have been installed at the amphitheatre and the sails will be pulled up and down as needed. Scenic/decorative tiles have been installed around the concrete planter near the comfort station with the cost covered by grant funds. Notice was sent out today for the boundary review process, May 26 at 6:00 pm in the Pierre Dugua room at the Community Hub and the Town has already received three responses. The YMCA will be running summer camps in the gym for eight weeks with the contract still to be finalized and signed.

iii. Planning Services Report

Provided in package for information

iv. Water Report

Provided in package for information

v. Marketing and Economic Development Committee

Councillor Tompkins shared that MEDC is still in the process of developing signage and considering options. Ideally, signs would be in Yarmouth, to attract tourists to travel up HWY 1 to Annapolis Royal.

Develop Nova Scotia (DNS) is currently interested in developing the core of communities. MEDC has had some ideas, but there is no plan at this time. CAO Millett-Campbell noted that an application was submitted by the Town and the Board of Trade under this granting opportunity. DNS contacted the Town and Board of Trade to set up a meeting to discuss a different granting stream.

It was noted that in accordance with the work of the Environment Advisory Committee, any plans or ideas would make environment, sea level rise and climate change a key consideration.

vi. Board of Police Report

The meeting in April was cancelled. the next meeting is on June 8. The Minister of Justice is coming on May 26 to meet with Chief Kane.

vii. Twinning Committee

Due to the fire in Bear River, meetings and collaboration opportunities have been put on hold.

viii. Library Report

The Friends of the Library did not meet in May, meet first of June. Librarian, Michelle De Agostini has resigned. The Regional Library Board will be meeting in Jun Its CEO will be leaving at the end of May also.

ix. Traffic Flow Advisory Committee

The Committee did come up with a plan to address seasonal parking issues, created an option list of potential parking solutions for St. James Street and conducted a survey with residents. The results indicate that no changes are warranted at this time. Rock barriers were installed at the Market to prevent people from parking in a greenspace. There was a suggestion to replace one of the boulders with a picnic table which will be easier to move to accommodate Market vendors. Due to evidence of vehicles driving through the Market to St. James Street, the Town is working with Market folks and may possibly have posts installed to prevent drive through. There would be 10 feet of space to allow for emergency vehicles access and fire and police will have a combination to lock on the one post.

x. Valley Waste Resource Management

It was noted that Valley Waste has been giving monthly reports on beach cleanings and looking into potential for grant rebates to help offset associated costs.

xi. Environment Advisory Committee (EAC)

The EAC met on April 27. John Bottomley provided a detailed Flood Risk Analysis (FRA) as a prerequisite for an engineering study. Kayla Winsor is working on updating the Climate Change Plan content and format and looking into additional grant opportunities. CARP has offered its summer students to work with Kayla where possible.

xii. Academy Condo Board

It was noted that the Board appointed a new treasurer last month and that there was no meeting due to lack of quorum.

xiii. Friends of the Annapolis Pool Society

Councillor Hafting shared that the Society met last week and had a huge clean up on Saturday. The pool is clean and filling with water. Hiring is complete and they will have programming Monday - Friday. The Society is open to hiring additional staff to provide weekend programming. Capital repairs are well underway and nearing completion. Snacks will be available to purchase on site. They are moving towards the programs of the Life Saving Society. here will be no day camps at the pool as the YMCA will be doing these at the Hub gum.

xiv. Accessibility Committee

It was noted that the priority at this time is seeking out appropriate funding to implement projects.

13. CORRESPONDENCE:

- i. Wharf parking letters – 12 received to date, with two being supportive of the closure to public parking
- ii. Letter from Minister of Municipal Affairs and Housing – for informational purposes

14. IN CAMERA:

MOTION #C2022-05-18-24

It was regularly moved and seconded to move in camera to approve previous in camera minutes and discuss one legal matter at 8:58 pm. **Motion carried.**

MOTION #C2022-05-18-25

It was regularly moved and seconded to move out of camera at 9:02 pm. **Motion carried.**

15. ADJOURNMENT

It was regularly moved to adjourn the meeting at 9:02 pm