

Committee of the Whole
 Approved Minutes
 May 5, 2022

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| 1. Call to Order | Mayor Boyer called the meeting to order at 6:04 pm and shared the meaning and symbolization behind the Red Dresses one can see around Town. Red Dress Day is a day to raise awareness about and to honour missing and murdered Indigenous Peoples. |
| 2. Present | Mayor Boyer (Chair), Deputy Mayor Power, Councillor Hafting, Councillor Sanford, Councillor Tompkins, Chief Administrative Officer (CAO) Sandi Millett-Campbell, Recording Secretary Krista Grear. |
| 3. Regrets | none |
| 4. Additions to the Agenda | New Business 9.xii. Water Saddle Tender 9. xiii. Town Crier Competition Update 9. xiv. Possible meeting date conflict |
| 5. Approval of the Agenda | MOTION #CoW2022-05-05-01 It was regularly moved and seconded to approve the agenda with the additions. Motion carried. |
| Edits to the Minutes | |
| 6. Approval of the Minutes | MOTION #CoW2022-05-05-02 It was regularly moved and seconded to approve the minutes of April 6, 2022, as presented. Motion carried. |

7. Presentations - none

8. Public Input - none

9. NEW / UNFINISHED BUSINESS:

i. Asset Management Policy

A brief discussion highlighted that this policy was first presented in 2018 but was not approved. Staff are requesting that it be considered again and that there are no significant changes to the proposed policy since 2018. The Atlantic Infrastructure Management Network (AIM) Executive Director has reviewed and approved it.

Action: review and submit edits to the proposed asset management policy

Responsibility: Mayor Boyer

Date: Prior to May 18 Council meeting

MOTION #CoW2022-05-05-03

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

ii. Annapolis REMO Emergency Management Plan

Mayor Boyer and Deputy Mayor Power attended the presentation of the REMO Emergency Management Plan, noting it was the same night as the Marketing and Economic Development Committee open house. It was recommended that hard copies of the plan be shared with the Fire Department, Public Works, and any other group or department that may be affected/involved during emergency events. It was noted that a lot of work had been done to create the plan and thanks were expressed to all those involved. Once all stakeholders provide their approval, the plan becomes active and is no longer draft.

MOTION #CoW2022-05-05-04

It was regularly moved and seconded to recommend to Council approval of the Annapolis REMO Emergency Management Plan dated March 2022. **Motion carried.**

iii. Town-owned property to write off interim taxes

Tax bills were sent early with the due date remaining the same, to prompt early payments to ensure that the Town can maintain sufficient operating funds.

MOTION #CoW2022-05-05-05

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

iv. Community Works Grant application

CAO Millett-Campbell stated that there is potential for this fund to cover up to \$25,000 towards the cost of the proposed joint regional director of public works. It was noted that this partnership is a creative option for managing public works and all costs associated would be shared 50/50 with the Town of Middleton. The funder requires a motion to accompany the application.

MOTION #CoW2022-05-05-06

It was regularly moved and seconded that Council approve a joint application with the Town of Middleton for 2022/23 provincial funding for a Regional Director of Public Works. **Motion carried.**

v. Provincial Capital Assistance Program (PCAP)

It was noted that this potential funder also requires a motion to accompany the application. The purpose of this application is to pursue an engineering study for a second municipal water source. It was also noted that in 2018, unsuccessful exploratory wells were drilled looking for a second water source. The need for this has been reinforced by the recent water emergency. It was further noted that funding, if successful, would be based on 50/50 cost sharing. One quote received estimated that the cost of such a study would be \$38,000.

MOTION #CoW2022-05-05-07

It was regularly moved and seconded that Council approve the application to the Provincial Capital Assistance Program for funding an engineering study for a second municipal water source. **Motion carried** with one nay from Councillor Hafting.

vi. Debt Affordability Update

Staff and provincial representatives have reviewed the debt affordability calculations. Now that the budget is approved, there is some additional work to be done and a presentation will be scheduled for July.

vii. Non-Resident Deed Transfer and Property Taxes update

Mayor Boyer and CAO Millett-Campbell attended a meeting hosted by the Nova Scotia Federation of Municipalities (NSFM) regarding the implementation of these taxes. It was noted that municipal government needs to be involved in such decisions and that property taxes are a municipal responsibility.

It was noted that today, Premier Houston announced that the Province will not be moving forward with the non residential property tax, but will be keeping the one time deed transfer tax which would go to the Province, not municipalities.

It was discussed that this process violated the 12 months notice rule for anything that could impact on municipal budgets and that there was perceived to be a significant lack of communication from both NSFM and the Province.

Action: Write letter to the MLA Kerr and Premier Houston's office, as well as to the NSFM regarding the lack of consultation with municipal units.

Responsibility: Mayor Boyer and Councillor Hafting

Date: May

viii. Canada Summer Jobs update

The Town received funding for two summer students for eight (8) weeks each (June 27-Aug 18). Jobs will be posted at the end of May/early June.

It was noted that eight (8) weeks limits applications from university/college students who require more weeks or will have accepted other positions.

ix. Request for Decision, Area Rate – Fire Services

There is the potential to work with the Fire Department to consider adding a fire rate to appear on the municipal tax bill. Currently, \$73,000 is forwarded to the Fire Department from the Town for both operating and capital budgets. A fire rate would be collected and then remitted to the Fire Department. It was noted that a fire rate wouldn't likely affect total tax rate or amount of tax paid, rather it would just look different on the bill, highlighting the rate or percent that is specific for fire services. The

amount would be calculated annually during the budget process. Section 75 of Municipal Government Act indicates that a policy is not required. Staff have suggested creation of a policy that will outline how the area rate would be calculated. It was also noted that the Fire Department feels that it would likely be good for the public to see how much and where the funding is going/being used. Items to consider during this investigatory process include whether usage will be considered, e.g. more than 50% of calls are outside of Town limits, but the Town pays 50% of operational costs for fire services; funding has been flat for approximately eight (8) years and fire services will need to source funds to address rising operating costs. If an area rate was enacted, it would be for the next fiscal year.

x. Fire and Intruder Alarm By-law

It was noted that this revised by-law was presented at the April meeting, and that the suggested changes and edits have been made. It was also sent to the Fire Department for its input.

MOTION #CoW2022-05-05-08

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

MOTION #CoW2022-05-05-09

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

xi. Renewable Energy By-law

It was noted that the primary change is the addition of items to Appendix A.

MOTION #CoW2022-05-05-10

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

MOTION #CoW2022-05-05-11

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

xii. Water Saddle Tender RFP Approval

Three tenders were received ranging from \$59,800-\$123,450 to replace up to 30 water saddles on St George St. There is money in the water budget to cover this expense.

MOTION #CoW2022-05-05-12

It was regularly moved and seconded that Council award the Water Saddle contract to Meisner Excavating Ltd to a maximum of \$56,250.00 plus HST depending on whether all 30 units need to be replaced. **Motion carried.**

It was noted that every time one of these water saddles breaks there is the potential for flooding of nearby buildings, leading to costly repairs. The water saddle replacement will also include repairs to pavement and sidewalks as required. New saddles will be made of brass, ensuring the longevity, and functioning of the saddles.

xiii. Town Crier Competition update

On Saturday, May 7 at 1:00 pm in the Amphitheatre, the two candidates vying for the role of Town Crier will be making their debut before a panel of judges who will assess their performance. The announcement of the winner will be made at the Council meeting on May 18 and the first official cry for the new Town Crier will be on June 2 for the Queen's Platinum Jubilee. Staff are also working with the Lt. Governor's office to organize a Queen's Jubilee garden party.

xiv. Possible meeting conflict

On May 18, NS Power will be turning off power to Town Hall for the day to install a new meter. There are currently two meters. They have been asked to be done by 4:00 pm or to schedule a different day.

10. CORRESPONDENCE

a. Dog By-law complaint

A complainant purchased a dog license and was informed that the license is good for the life of the dog. The complaint has been resolved.

i. Sidewalk complaint

Public Works investigated the area and confirmed that they can grind down the cement to make it level and safer.

Mayor Boyer noted that she responded to two complaints regarding the removal of parking on the wharf. Specifically, the complainants were concerned about parking not being available on market days and secondly, the lack of transparency/communication. Mayor Boyer indicated that she responded to both complaints, but that the recipients were not satisfied with Council's decision.

11. ROUND TABLE:

i. Mayor Boyer

Town Crier Competition

On Saturday, Mayor Boyer had the honour of officiating her first ever Town Crier competition. She thanked staff for putting everything together for this event.

Status of FCM Tidal Power Project Application

The application to the Federation of Canadian Municipalities FCM has been filed with FCM and now the Town must wait to see what FCM will do. There is a 6-month window during which FCM can request further information on the project before making a final decision. The Town continues to work on attracting one or more municipal partners, however all the initial funding requirements required to get the pilot project off the ground have been met.

Acadian Flag Raising Ceremony and Event, August 15, 2022

Robert Surette of l'Association des Familles Acadiennes de Port-Royal 1632-1755 (AFAP) has requested that 12 Acadian flags be flown on August 15, 2022. He is organizing an Acadian flag raising ceremony similar to the one held last year at Fort Anne but expanded this year to include a small flag raising at Fort Anne, followed by a walk to the Amphitheatre where there will be a performance by artists from Clare.

In preparation for the Congrès Mondial acadien in 2024, he would like to work with the Twinning Committee, the Annapolis Royal Historical Association, the Annapolis Heritage Society and the Friends of the Library on a project to list and describe all Acadian sites and resources in the area and perhaps develop an Acadian self walking tour for 2023-2024. Parks Canada and the Town may also wish to partner on one or more of these projects.

- ii. Deputy Mayor Power shared concerns regarding the no parking on the wharf, specifically concerns that it is a public wharf and that there should be public consultation, and perhaps at the Council meeting on May 18, residents could attend to discuss the matter. It has been on the Traffic Flow Advisory Committee (TFAC) agenda since late 2021 and the meetings of which are open to the public. Deputy Mayor Power noted that there were also discussions with the Market organizers, who are aware of the rationale for the decision, that the weight restrictions are outlined in the engineering study, that the working side/commercial will still have vehicular access as required and that it will remain fully open to pedestrians. Deputy Mayor Power noted that the goal of the Marketing and Economic Development Committee (MEDC) is to enhance the wharf and make it more pedestrian friendly/inviting. Nothing is official at this point and grants for enhancement are being considered. Traffic Authority and Public Works attended to the wharf to determine options. Public access will not be restricted, just personal vehicle access and there is a weight restriction sign posted which has been there for several years. At a TFAC meeting it was noted that there was a path to the Legion parking lot, and that other areas are available for vendors. She stated that it may be of value to consider additional public avenues for input.
- iii. Councillor Hafting stated that Annapolis Pride will be on July 9 this year and that the Committee is hard at work behind the scenes, it's shaping up to be a bigger event than last year!
- iv. Councillor Sanford stated that the duck pond is officially open, and people can now use the French Basin Trail. As well, she noticed tourists in town from as far away as the Yukon. Councillor Sanford noted that a business owner shared concerns about potential impact on their business on First Fridays. Since these events are coordinated by the Board of Trade, any concerns should be directed to the Board of Trade.
- v. Councillor Tompkins stated that he would reach out to the individual regarding contacting the Board of Trade for any questions of concerns about First Fridays. The first meeting of the MEDC task team for the signage project was held with six members of the public in attendance.

12. IN-CAMERA:
Under Section 22(2) of the *Municipal Government Act*:

MOTION #CoW2022-05-05-13

It was regularly moved and seconded to move in camera to approve the in-camera minutes of April 6, 2022 at 7:21. **Motion carried.**

MOTION #CoW2022-05-05-15

It was regularly moved and seconded to move out of camera at 7:31 pm. **Motion carried.**

13. ADJOURNMENT

MOTION #CoW2022-05-05-16

It was regularly moved to adjourn the meeting at 7:31 pm

Mayor Amery Boyer

Krista Gear, Recording Secretary