

**Town of Annapolis Royal
Council Meeting APPROVED MINUTES
April 25, 2023, at 6:00 p.m.**

1. CALL TO ORDER	Mayor Boyer called the meeting to order at 6:00 pm acknowledging that the meeting was taking place in the ancestral territory of the Mi'kmaq People and read the live stream notice
2. PRESENT	Mayor Amery Boyer, Deputy Mayor Michael Tompkins, Councillor Paula Hafting, CAO Sandi Millett-Campbell, DoF Melony Robinson (joined virtually by Zoom, exited at 7:25 pm), Recording Secretary Krista Grear
3. REGRETS	Councillor Holly Sanford
4. ADDITIONS TO AGENDA	
5. APPROVAL OF AGENDA	The agenda, as presented, was approved by unanimous consent.
EDITS TO THE MINUTES	
6. APPROVAL OF MINUTES	The Council Meeting Minutes of February 15, 2023, were approved by unanimous consent.

7. PRESENTATIONS

none

8. PUBLIC INPUT

None

9. BUSINESS ARISING:

- i. Budget
 - a. Operating Budget

DoF Robinson reviews changes to the 2023-2024 proposed budget and answered questions. Some highlights include:

- Only one summer student grant this year
- Sewage treatment plant dredging moved from capital to operational (from operating reserves)
- CAO not going to NSFM conference in Digby
- Payphone is still there, hoping that Council will move to decommission in the near future
- Minor adjustments to police budget, including Triton sub-contract
- Public Works salaries have been indexed
- Sewage sampling costs reduced due to new UV bulbs
- Recreation additional \$1000 to cover plumbing for men's washroom and repairs to the dog park gate
- Library is lower than previous years – tracking costs based on library, gym and hub – separate tracking based on square footage allows the Town to better track actual costs associated with each entity

MOTION #C2023-04-25-01

It was regularly moved and seconded that Council approve the \$2,614,489 Town Operating budget for 2023-2024 with tax rates remaining unchanged at \$1.70 and \$3.20 respectively for Residential and Commercial. **Motion carried.**

Council members noted that it would like clarification/details from Public Works regarding tools and painting/generator for building.

It was also suggested that the Triton funding future consideration be given to create a reserve fund for the Police Department.

b. Capital Budget

DoF Robinson presented the revised proposed capital budget and answered questions.

Brief discussion held regarding the use and allocation of the Community Building Fund Reserves (previously known as gas tax reserve).

MOTION #C2023-04-25-02

It was regularly moved and seconded that Council approve the 2023-2024 general capital budget of \$391,154. **Motion carried.**

MOTION #C2023-04-25-03

It was regularly moved and seconded to allocate 50% of the 2023-2024 community building fund reserves (gas tax reserves), minus any outstanding obligations, and 50% of the incoming community building funds towards the sea level rise project. **Motion carried.**

10. NEW BUSINESS:

i. Appointments for by-election

MOTION #C2023-04-25-04

It was regularly moved and seconded that Council appoint Melony Robinson as the Returning Officer for the 2023 by-election. **Motion carried.**

MOTION #C2023-04-25-05

It was regularly moved and seconded that Council appoint Donna Neath as the Assistant Returning Officer for the 2023 by-election. **Motion carried.**

DoF Robinson noted that, starting tomorrow, there will be a by-election page with all the information, forms on the Town's website. And the swearing in of Returning Officer will be conducted tomorrow.

- ii. Committees of Council replacement representatives

MOTION #C2023-04-25-06

It was regularly moved and seconded to appoint Mayor Boyer to the Audit committee, Councillor Sanford to the Traffic Flow Advisory Committee, Councillor Hafting to the Friends of the Library and Deputy Mayor Tompkins as the alternate to the Interim Inter-Municipal Services Advisory Board, all with terms ending December 2023. **Motion carried.**

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2023-04-25-07

It was regularly moved and seconded that Council approve the Town's contribution of 1.31% of the Valley Waste Resource Management 2023-2024 partner share budget of \$6,621,586.25, totaling \$86,527 for the 2023-2024 fiscal year. **Motion carried.**

MOTION #C2023-04-25-08

It was regularly moved and seconded that Council approve the CAO's membership in the Canadian Association of Municipal Administrators for one year at a cost of \$155.00. **Motion carried.**

MOTION #C2023-04-25-09

It was regularly moved and seconded that Council adopt the updated Policy on Meetings, Procedures and Presentations, #2023-02. **Motion carried.**

MOTION #C2023-04-25-10

It was regularly moved and seconded that Council adopt the proposed policy for the Acceptance of Donations, #2023-07. **Motion carried.**

MOTION #C2023-04-25-11

It was regularly moved and seconded that Council give first reading to the Outdoor Fire By-law dated April 2023. **Motion carried.**

MOTION #C2023-04-25-12

It was regularly moved and seconded that Council set the date for the Public Hearing and Second Reading for the Outdoor Fire By-law as May 17, 2023. **Motion carried.**

It was noted that there will be an information session regarding changes, for Council, May 3 at 1:00 pm.

Planning Heritage Advisory Committee

MOTION #C2023-04-25-13

It was regularly moved and seconded that Council grant the applicant at 499 St George Street heritage approval to construct a portico as detailed in the application 23-04-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

MOTION #C2023-04-25-14

It was regularly moved and seconded that Council grant the applicant at 280 St George Street heritage approval to install signage as detailed in the application 23-05-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

MOTION #C2023-04-25-15

It was regularly moved and seconded that Council initiate the process to amend the Municipal Planning Strategy, as defined in the Municipal Government Act, in order to be compliant with Provincial Minimum Planning Regulations. **Motion carried.**

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- i. Mayor's Report
Mayor Boyer asked members to let Twinning Committee know if attending any of the Twinning events. The committee needs to know numbers to adjust budget as necessary. June 17 official dinner and wine and cheese. June 18 public unveiling of sign – open to the public. June 16 official breakfast.
- ii. Chief Administrative Officer's Report
CAO Millett-Campbell noted that much work and time has been dedicated to budgeting and applying to grants and/or finalizing previous grant. Nova Scotia walks day is May 10, and there will be a walk at noon from Town Hall. The canadahelps.org campaigns have launched, and donations have started coming in.
- iii. Planning Services Report
It was noted that this continues to be strong.
- iv. Water Report
It was noted that testing remains good.
- v. Marketing and Economic Development Committee
Deputy Mayor Tompkins noted that there was no meeting this month, but the committee did hold a public meeting at the Hub with seven presenters and a lovely crowd in attendance. It was nicely run and was a great re-intro to being involved in the business community.
- vi. Board of Police Report
No meeting
- vii. Twinning Committee
Mayor Boyer noted that Acadian Sea Plants is the newest sponsor. Executive Assistant Gear has been helping to send out the official invitations in both languages. The Committee is seeing an increased demand for the events, surpassing it's expectations. The French Consul. General is sponsoring 20 for the dinner.
- viii. Library Report
No report

- ix. Traffic Flow Advisory Committee
No meeting
- x. IMSA Interim Board
Deputy Mayor Tompkins noted that at the recent meeting the Board talked about King's Transit numbers, transit numbers are up – closing in on pre-covid numbers. Still in the process of the financial switch over. On Valley Waste side there have been some staff changes and it is excited about their sale of excess equipment, and investigating new revenue streams such as a new location to deal with wood where it would sort and sell at discount prices.
- xi. Environment Advisory Committee
Councillor Hafting noted that the Committee met this morning and has established a new date and time for meetings, the fourth Tuesday of the month at 10 am. It is awaiting response to the nomination to the Gulf of Maine award. The County rep resigned, and the Committee will be recommending creating a voting position for a County rep. Additional topics covered included rain and compost barrel updates as part of climate change initiative, potential climate champion award and looking for new members.
- xii. Academy Condo Board
Councillor Hafting Noted that there is a report in the package and meetings are well attended. There will be a 9% increase to condo fees for May – to help offset repair/maintenance costs. Insurance premiums have doubled. New property manager, who has his own condo and as such they are renting out the other condo as a source of additional revenue. Still having issues with parking and looking into signage and painting as a possible solution. Exterior painting will take place over next three years. There is a new treasurer and gardening committee is getting underway.
- xiii. Friends of the Annapolis Pool Society
Councillor Hafting noted that the Society met April 20. Hiring underway with 14 candidates interviewed. 22 grant applications submitted and have started receiving approvals. Trivia night at Whiskey Teller fundraiser April 27, other possible fundraising events being planned. May 6 pool cleaning – everyone is welcome!
- xiv. Accessibility Committee
No meeting

13. CORRESPONDENCE:

- iii. Communities in Bloom
The Town was invited to participate. CAO Millett-Campbell noted that she feels that there isn't the staff time this year due to the solar panel project and other undertakings. The Town has participated in the past and won every level. Its an annual program and next year may be better.

iv. Sustainability Services Growth Fund (SSGF)

CAO Millett-Campbell noted that Climate Change Intern Kayla Winsor did a great job on the proposal which received over \$249,000 to put in solar panels at the sewage treatment plant. CARP will be assisting with preparation of tenders.

v. Citizen Response to Cornwallis Pool as shared by The County of Annapolis
It was noted that this letter was received before the presentation. Mayor Boyer will share an email that she received the day of the presentation.

vi. Letter of Condolence
For information

MOTION #C2023-04-25-16

It was regularly moved and seconded to move in camera at 7:33 pm to discuss the in-camera minutes of March 2023 and one personnel matter. **Motion carried.**

MOTION #C2023-04-25-17

It was regularly moved and seconded to move out of camera at 8:20 pm. **Motion carried.**

14. ADJOURNMENT – 8:21 pm

Amery Boyer, Mayor

Krista Gear, Recording Secretary