

**Town of Annapolis Royal
Council Meeting APPROVED Minutes
May 17, 2023, at 6:00 p.m.**

1. CALL TO ORDER	Mayor Boyer called the meeting to order at 6:00 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 Holly Sanford, CAO Sandi Millett-Campbell, DoF Melony Robinson (joined virtually by Zoom, exited at 6:34 pm), Recording Secretary Krista Grear, Chief Mark Kane (exited at 6:39 pm), Lisa Rose and Monica Williams of Frugal Moms Society joined via Zoom for their presentation.
3. REGRETS	Councillor Paula Hafting
4. ADDITIONS TO AGENDA	New Business iv. RFD new blower unit New Business v. RFD Scada system for water budget pre-approval New Business vi. PCAP grant motion for project – dredging lagoon New Business vii. Ratification of electronic vote
5. APPROVAL OF AGENDA	The agenda, with additions, was approved by unanimous consent.
EDITS TO THE MINUTES	
6. APPROVAL OF MINUTES	The Council Meeting Minutes of April 25, 2023, were approved by unanimous consent.

7. PUBLIC HEARINGS AND PRESENTATIONS

i. Orderly and Peaceful Conduct By-law

Hearing for the second and final reading and passing of the by-law. No public present and no correspondence received. Hearing closed at 6:02

ii. Outdoor Fire By-law

Hearing for the second and final reading and passing of the by-law. No public present and no correspondence received. Closed at 6:03

iii. Frugal Moms Society

Chair of Frugal Moms Society Lisa Rose gave presentation and answered questions.

8. PUBLIC INPUT

No members of the public present.

9. BUSINESS ARISING:

i. Fourth Quarter Financials

DoF Robinson reviewed the fourth quarter financials and answered questions.

ii. Town Owned Property Tax Write-Offs

MOTION #C2023-05-17-01

It was regularly moved and seconded that Council approve write-off of roll #00092398 and roll #04997409 interim taxes in the amounts \$680.85 and \$2465.60 respectively for own owned properties. **Motion carried.**

iii. Low Income Tax Exemptions

MOTION #C2023-05-17-02

It was regularly moved and seconded that Council approve the low-income tax exemptions for roll numbers 10790786 and 04572319, provided both accounts are in good standing. **Motion carried.**

iv. Non-profit Tax Reductions

MOTION #C2023-05-17-03

It was regularly moved and seconded that Council approve the tax rebate/reduction for the following not-for-profit properties for the 2023 year: roll 00479993 in the amount of \$2,311.50, roll 02355256 in the amount of \$3,271.50, roll 00092428 in the amount of \$768.00, roll 02045486 in the amount of \$187.50, roll 02045494 in the amount of \$1,977.00; roll 03611957 in the amount of \$1,201.50, roll 1033204 in the amount of \$1,005.00, and roll 06445721 in the amount of \$1,947.00. **Motion carried.**

v. By-election Updates

DoF Robinson, Returning Officer for the By-election, announced that there was one candidate, Paul Wear, who has been acclaimed to the position of Councillor. Mr. Wear will be sworn in at the Committee of the Whole meeting on June 7, 2023. This also means that there will be no election on June 10.

vi. Second Reading and of Passing Orderly and Peaceful Conduct By-law

MOTION #C2023-05-17-04

It was regularly moved and seconded that Council give second reading and approval to the Orderly and Peaceful Conduct By-law dated March 2023. **Motion carried.** One nay Mayor Boyer.

vii. Second Reading and Passing of Outdoor Fire By-law

MOTION #C2023-05-17-05

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

viii. Provincial Volunteer Awards

It was noted that ALC Scanlan was unsure if any of the potential nominees had received this award previously. It was further noted that the person selected be contacted, and if they accept the nomination, they will attend the event in Halifax with Mayor Boyer.

MOTION #C2023-05-17-06

It was regularly moved and seconded that Council recommends the selection of ____ to represent the Town of Annapolis Royal at the 2023 Provincial Volunteer Awards. **Motion tabled.**

10. NEW BUSINESS:

- i. Request for Decision: PCAP – Provincial Capital Assistance Program application for funding

It was noted that this is regarding the second water source. The funding would cover cost of construction of the wells and connection of the water supply required. CAO Millet-Campbell will inquire as to whether or not there can be two applications to PCAP or if the two can be amalgamated into one application. If there can only be one, the sewage lagoon would take priority.

MOTION #C2023-05-17-07

It was regularly moved and seconded that Council approve the application to the Provincial Capital Assistance Program for funding the second phase of the municipal water source project. **Motion carried.**

- ii. Request for Decision: CWP - Community Works Program funding application for community radio/podcast

CAO Millett-Campbell noted that this has come forward from staff, after some discussion at a recent MEDC meeting about having radio programming in the area. It would most likely be more like a podcast and the proposed project does align with strategic plan goals to communicate with communities using a variety of media. The project aims to be cost neutral and would be a pilot project. It was noted that an application can be made, and if awarded, the town should still opt not to proceed if it is determined that the project would be too onerous or not a good fit.

MOTION #C2023-05-17-08

It was regularly moved and seconded that Council approve the application to the Community Works Program for funding the development of an Annapolis Royal community radio/podcast. **Motion carried.** One nay Deputy Mayor Tompkins

- iii. Welcome Wagon Person of Good Cheer Appointment

MOTION #C2023-05-17-09

It was regularly moved and seconded to appoint Julia Redgrave as Person of Good Cheer for the Welcome Wagon with a term ending Dec 31, 2023. **Motion carried.**

It was noted that there is a second person who has been recommended. Staff will contact to confirm their interest before Council makes a second appointment. Mayor Boyer offered a big thank you to Elsa Riley for her years of service as the Person of Good Cheer for the Welcome Wagon.

iv. RFD new blower unit

MOTION #C2023-05-17-10

It was regularly moved and seconded that Council approve the purchase and installation of a new blower to a maximum of \$10,250.00 plus HST. **Motion carried.**

MOTION #C2023-05-17-11

It was regularly moved and seconded that Council approve the necessary repairs to the sewage treatment plant in the amount of \$4,000.00 from the Town General budget for 2023-2024. **Motion carried.**

MOTION #C2023-05-17-12

It was regularly moved and seconded that Council amend the General Capital budget for 2023/2024 by adding \$7,000.00 for the sewage pump. This now brings the total General Capital budget to \$398,154.00. **Motion carried.**

CAO Millett-Campbell noted that the blower unit broke a couple of what? weeks ago. In the RFD, the three options presented are: fix the old unit only, purchase a new unit only, or to do both, fix old and buy new. There is the possibility that, due to the age of the blower, it may not be possible to repair it. Council approved moving forward with the third option as listed above.

v. RFD Scada system for water budget pre-approval

MOTION #C2023-05-17-13

It was regularly moved and seconded that Council pre-approve the installation of the Scada system for the water system in the amount of \$5,000 + HST from the 2023-2024 Water Capital budget. **Motion carried.**

It was noted that according to the staff report, this will allow several issues to be dealt with from home, rather than coming in, e.g., resetting of pumps.

vi. PCAP grant motion for project – dredging lagoon.

MOTION #C2023-05-17-14

It was regularly moved and seconded that Council approve the application to the Provincial Capital Assistance program for funding the work at the sewage treatment lagoon. **Motion carried.**

- vii. Ratification of electronic vote

MOTION #C2023-05-17-15

It was regularly moved and seconded that Council ratify the electronic vote lowering the flag at Town Hall in remembrance of Peter Davies on May 12, 2023. **Motion carried.**

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole

MOTION #C2023-05-17-16

It was regularly moved and seconded that Council enter into an agreement with the owner of 228 St. George to provide a seasonal public pathway from the parking lot (PID05003298) to St. George Street. **Motion carried.**

MOTION #C2023-05-17-17

It was regularly moved and seconded that Council set the public meeting for the Municipal Planning Strategy amendment regarding the new provincial minimum planning requirements for June 6 at 9:00 am. **Motion carried.**

Planning Heritage Advisory Committee

MOTION #C2023-05-17-18

It was regularly moved and seconded that Council give the applicant at 158 St George Street heritage approval to install signage, as detailed in application AR23-07-HER, providing all conditions of the Land Use By-Law are met. **Motion carried.**

MOTION #C2023-05-17-19

It was regularly moved and seconded that Council give the applicant at 683 St George Street heritage approval to change windows as detailed in application 23-09-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

MOTION #C2023-05-17-20

It was regularly moved and seconded that Council give the applicant at 340 St George Street heritage approval to change roofing material from asphalt shingle to an aluminum interlock roofing system as detailed in application 23-10-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

MOTION #C2023-05-17-21

It was regularly moved and seconded that Council give the applicant at 446 St George Street heritage approval to change roofing material for the accessory structure described in the application from asphalt shingle to metal as detailed in application 23-12-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

It was noted that there seems to be a growing move towards metal roofs, PHAC does discuss each application to ensure its appropriateness.

Marketing and Economic Development Committee

MOTION #C2023-05-17-22

It was regularly moved and seconded that Council approve the installation of the "Annapolis Royal Next Exit" sign on Town property at First Lake to be visible to vehicles approaching Exit 22. **Motion carried.**

Board of Police Commissioners

MOTION #C2023-05-17-23

It was regularly moved and seconded that Council approve that revenue collected from the criminal record check system over and above the preapproved budgeted amount be put into a reserve fund, from which the Police Department can access, with permission from the Board of Police Commissioners, funding for operational expenses, excluding salaries, as needed. **Motion tabled.**

Discussion was held noting some concern that the pre-approved budget amount changing annually could affect the amount for the reserve fund and that Council would have to be cautious when approving the annual budget.

Deputy Mayor Tompkins suggested that an option could be to allocate a percentage, e.g., 20%, of revenue budgeted, for a reserve fund with the rest going into General. Setting a percentage could incentivize the Police Department to continue to generate revenue.

Mayor Boyer noted that she would like to talk about how to come up with a solution that is fair across all departments. All funds have gone into the general budget to date, but some could go into a general capital reserve. It was noted that Council approves spending and budgets.

Tabled for further discussion and to include DoF Robinson in the discussions.

Environment Advisory Committee

MOTION #C2023-05-17-24

It was regularly moved and seconded that Council appoint a Councillor of the Municipality of the County of Annapolis as a voting member on the Environment Advisory Committee. **Motion carried.**

CAO Millett-Campbell noted that a County Councillor was attending meetings, but without voting privileges, and that he recently resigned stating that he felt like an observer rather than contributor. It was noted that there are members of Town committees who live outside Town boundaries. It is important to communicate and partner with neighbouring municipalities.

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Mayor's Report - Appendix 1

Mayor Boyer noted that at the IMSA meeting this morning, she brought up the lack of coordination regarding clean-up weeks, County and Town – Valley Waste is going to investigate aligning the timing more closely to avoid weeks of large piles of garbage.

- ii. Chief Administrative Officer's Report
CAO Millett-Campbell highlighted from her report that she has been very busy with grant applications and Public Works emergencies. She will be attending Peter Davies's funeral tomorrow and the clock will chime from noon-5:00, hourly, in his honour.
- iii. Planning Services Report
For Council's review
- iv. Water Report
For Council's review
- v. Marketing and Economic Development Committee
Councillor Sanford – Appendix 2
- vi. Board of Police Report
Councillor Sanford – Appendix 3
- vii. Twinning Committee
Mayor Boyer – Appendix 1. The Lieutenant Governor will be coming to the event on June 18.
- viii. Library Report

None
- ix. Traffic Flow Advisory Committee
Deputy Mayor Tompkins noted that there was no meeting last month and this month's meeting will be postponed.
- x. IMSA Interim Board
Mayor Boyer – Appendix 1
- xi. Environment Advisory Committee
Mayor Boyer noted that two Town nominees will be receiving Gulf of Maine Awards. Nominations were submitted by Stephen Hawbolt, one with support from the Committee and one independently.
- xii. Academy Condo Board
None
- xiii. Friends of the Annapolis Pool Society
None
- xiv. Accessibility Committee
None

13. CORRESPONDENCE:

- viii. Census Overview
Mayor Boyer noted that the overview shows that 26% of the Town's population are defined as low income. She suggested that Council take a look at this and come back with some ideas as to how the Towns could respond, e.g. consideration of possible provincial initiatives like basic income support, etc.
- ix. Moratorium on Aerial Spraying Response Letter
For information and forward to EAC
- x. Nova Scotia Critical Mineral Strategy Draft
For information and forward to EAC
- xi. Municipal Wellness Grant Approval
Funding was approved for raised garden beds for veggies and wellness breaks.
- xii. Sustainable Communities Fund Decision Letter
Request for energy efficiency upgrades to Town Hall and Public Works was not approved.
- xiii. Government of Canada Disaster Risk Assessment
For information and forward to EAC

MOTION #C2023-05-17-25

It was regularly moved and seconded to move in camera to discuss previous in-camera minutes and contract negotiations at 7:47 pm. **Motion carried.**

MOTION #C2023-05-17-27

It was regularly moved and seconded to enter into an emergency services agreement with the Fire Department by signing the Fire Services Agreement. **Motion carried.**

14. ADJOURNMENT

The meeting was adjourned at 8:07 pm.

Amery Boyer, Mayor

Krista Gear, Recording Secretary

Appendix 1

Mayor's Report May 11, 2023

Assisting staff with search for project funds

For seawall:

- Disaster Mitigation and Adaptation Fund for small scale community tidal project
- New program funding to be announced in January 2024 (as per Matt Delorme, AIM)
- Next meeting with Matt Delorme to finalize report is on May 19, 2023

For feasibility study for tidal power project

- FCM Study: Signature Initiative application for feasibility study for tidal power project – holding for FCM to review the Town's Expression of Interest for consulting services
- Net-zero Atlantic: for feasibility study for tidal power project
- Sustainable Communities Challenge: for feasibility study for tidal power project
- Other municipal units and Bear River First Nation

For tidal power pilot project

- FCM Green Funds – Signature Project
- Net-zero Atlantic
- Sustainable Communities Challenge Fund
- Other municipal units and Bear River First Nation

May 8: attended Zoom meeting with CAO, Matt Delorme of AIM and Ducks Unlimited re Annapolis Royal Coastal Flood Risk report

May 9: worked with CAO on master list of projects and sources of funds. The need for a "pit crew" was discussed. This would be a crew of young and unemployed people who could help with set up and tear down for community events in Town. There is a grant of up to \$25,000 in matching funds (50/50) available for young people and others through the Province's Community Works Program. The deadline is June 7, 2023.

May 10:

Attended health care meeting with officials from Nova Scotia Health in Middleton along with representatives from Kings County, Annapolis County, Kentville, Berwick and Middleton. The focus was on the need to recruit health care professionals to this area and provision of emergency services. The group agreed to meet again in the fall. In the meantime, municipal units have been asked to forward questions and/or concerns to Tanya Nixon.

Attended the Annapolis Royal Refresh public meeting at the Hub. The meeting was well attended and there was lots of good discussion around the possibility of animating the market square and wharf locations this summer.

Twining

Student Nolan Sarrazin has arrived and is working out of Town Hall. Thank you to Town Hall staff for taking him under your wing! Plans for the big June 16 weekend are progressing smoothly. The next meeting is on May 17 at 2:30 pm.

Accessibility Committee

No meeting.

IMSA

The next meeting is on May 17, 2024, at 9:00 am. I plan to bring up the public confusion around clean-up days for the Town and the County and ask Valley Waste to recommend possible solutions to avoid the bi-annual unnecessary and unsightly pile-up of unwanted objects for prolonged periods of time in the spring and fall which does not help tourism.

Appendix 2

Report for MEDC:

- May 9th at 6:00 in Council chambers.
- No public or presentations.
- April 11th public event well attended and very informative. Lots of information on what each organization or business has planned for the upcoming season. Looking at hosting another one in the Fall.
- Natal Day is underway. New Chair Laura Hamilton. Looking for volunteers and hoping to create a few new family-friendly activities.
- Recommend Council to erect a sign that has been created by MEDC near the exit 22 (coming from Digby).
- Public meeting for BuildNS May 11th at the HUB. "Refresh Annapolis" is the tagline.
- Budget passed and we are currently working on our plan with careful spending always on our agenda.

Councillor Holly Sanford

Appendix 3

Report for BoPC

- May 10th at 10:00 am in Council Chambers.
- No public or presentations.
- Budget passed.
- Don Droy updated us NSPG meeting he attended in Digby.
- Potential date August 19 to host Law Enforcement Recruitment Day @ the Annapolis Royal Fire Hall.
- Open House TBA
- Police Exhibits Audit completed and passed with exceeded expectations.
- Recommendation to Council regarding the monies received from the criminal record checks.
- Youth ambassador planning events for the summer TBA
- Co-op student enjoying his placement.

Councillor Holly Sanford