

**Town of Annapolis Royal
Council Meeting
Approved Minutes
January 24, 2024 at 6:00 pm**

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, Councillor Holly Sanford, Councillor Paul Wear, CAO Sandi Millett-Campbell, Director of Municipal Operations and Development Ken Knox (left at 6:38 pm), Director of Finance Melony Robinson (virtually and left at 7:13 pm), and Recording Secretary Kim Dunning Member of the Public: Danny McClair (left at 6:36 pm)
3. Regrets	None
4. Additions to Agenda	New Business 9. ix. Ice and Snow Policy (and to be moved earlier in the agenda) Removal of New Business ii. Request for Decision (RFD) Write off Old Receivable 11. Recommendations from Committees, Boards and Commissions MEDC Recommendation #3 Confirmation of date for delegation to attend Royan
5. Approval of Agenda	MOTION#C2024-01-24-01 The agenda was approved by unanimous consent with the above additions. Motion carried
Edits to the Minutes	Reports from Committees, Boards and Commissions - Clarification on scaffolding wording for Academy Condo Board update
6. Approval of Minutes	MOTION#C2024-01-24-02 The Council Meeting Minutes of December 20, 2023 with changes were approved by unanimous consent. Motion carried

7. Presentations

None

8. Public Input (Appendix A)

Danny McClair presented six questions regarding the snow removal policy. Director of Municipal Operations and Development Knox answered his questions in New Business 9. v. Ice and Snow Policy.

9. New Business

i. Quarterly Financial Update

a. General Operating Budget

Director of Finance (DoF) Robinson presented a summary of the General Operating Budget. Councillor Wear asked for a more detailed report, and DoF Robinson responded that there is a more detailed report on SharePoint for Council to review, and anyone can contact her regarding any questions.

b. Capital Budget

DoF Robinson reviewed the report with Council.

ii. Request for Decision (RFD) Write off Old Receivable

MOTION C#2024-01-24-03

It was regularly moved and seconded that Council agree to write off invoice 202293818 for ROSET001 in the amount of \$77.00. **Motion carried.**

Accounting clerk has tried on numerous occasions to collect this with no success and requested that Council to write this invoice off.

iii. Request for Decision (RFD) Equipment Replacement January 2024

MOTION C#2024-01-24-04

It was regularly moved and seconded that Council approve the updated appendix B of the Capital Equipment replacement policy for the fiscal year 2024-2025. **Motion tabled.**

DoF Robinson had a meeting with Director of Municipal Operations and Development Knox and Police Chief Kane to determine some prices and the maintenance numbers on all the Town vehicles. Questions were asked on how the grading/numbers are decided for each vehicle, and Council would like to have a further discussion with Director of Municipal Operations and Development Knox to explain this procedure/process. DoF Robinson advised that there will be a budget meeting held on February 5, 2024, and members of Council are invited to meet with Director of Municipal Operations and Development Knox to have the above discussion. Another question was asked about the fire truck, as this isn't included here, and CAO Millett-Campbell stated that staff are waiting on Council direction for this. This will be added to the next CoW meeting on February 7, 2024.

ACTION: Add to CoW agenda

NAME: Recording Secretary Kim Dunning

DUE: February 7, 2024

iv. Municipal Profile Report

The Municipal Profile Report was shared with Council, and DoF Robinson advised that Property Valuation Services Corporation (PVSC) will be presenting at the next CoW meeting on February 7, 2024, as residents are concerned about the increase in property assessments.

v. Ice and Snow Policy

Director of Municipal Operations and Development Knox gave a brief overview of the Policy and stated that there haven't been any significant changes since 2012, although there have been minor updates on the language in the Policy. Director of Municipal Operations and Development Knox advised that the Town's policy is very similar to the surrounding areas, and safety is the biggest concern. Director of Municipal Operations and Development Knox gave an overview of how they assess the conditions; at 5:00 am every day, they check the conditions of roads and sidewalks. Director of Municipal Operations and Development will then text the CAO and Police Chief to provide an update. During the previous weekend, the roads were cleared and salted accordingly. Business owners in the downtown area were given a letter last week reminding them to clear the sidewalks outside their property. The Policy does state that plowing does not occur between 4:30 pm and 5:30 am unless it is an emergency. Councillor Hafting advised that there was snow still on the sidewalks at the weekend, and asked if Public Works could change their shifts to include weekend work and then have time off during the following week. CAO Millett-Campbell advised that the crew has unionized position and that this is not an option. Director of Municipal Operations and Development Knox stated that anyone can call them on their cell if they have any concerns/issues, and that he has also given out business cards with their contact information. Director of Municipal Operations and Development Knox added that their contact information is also on the website. Council agreed to review the Policy and By-law at the next Committee of the Whole (CoW) meeting. Council was advised that the Policy still stands as is, until a decision is made to amend it.

ACTION: Add to CoW agenda

NAME: Recording Secretary Kim Dunning

DUE: February 7, 2024

vi. Request for Decision (RFD) Tree Removal

MOTION C#2024-01-24-05

It was regularly moved and seconded that Council approve the two invoices for tree removal: GL # 01-22522Z, in the amount of \$350 and \$2,000 plus tax from the 2023-2024 general operating budget. **Motion carried.**

CAO Millett-Campbell advised that some Town trees have fallen onto a residential property and the owners of the property would like the Town to remove them. The

other invoice is for a tree on a sewage line that needs to be removed. Deputy Mayor Tompkins asked if Public Works was able to undertake this work and CAO Millett-Campbell responded that due to the size of the trees, Public Works are unable to undertake the work.

- vii. Appointment to Marketing Economic Development Committee (MEDC)

MOTION C#2024-01-24-06

It was regularly moved and seconded that Council appoint Spencer Reynolds to the Marketing and Economic Development Committee for the term ending December 31, 2024. **Motion carried.**

- viii. Appointment to Environment Advisory Committee (EAC)

MOTION C#2024-01-24-07

It was regularly moved and seconded that Council appoint Mike Bernard to the Environment Advisory Committee for the term ending December 31, 2025. **Motion carried.**

10. Unfinished Business

- i. Appointment of Overall Direct Responsible Charge (ODRC)

MOTION C#2024-01-24-08

It was regularly moved and seconded that Council appoint Kim Looyenga as the Overall Director Responsible Charge for the water and wastewater system as per the Environment Act from January 25, 2024 until December 31, 2024. **Motion carried.**

11. Recommendations from Committees, Boards and Commissions

Planning and Heritage Advisory Committee

MOTION C#2024-01-24-09

It was regularly moved and seconded that Council give heritage approval for the addition of the vent and the grading changes at 248 St George Street, as detailed in application 23-30-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

MOTION C#2024-01-24-10

It was regularly moved and seconded that Council give heritage approval for the structural addition of a patio door and for the changes of siding materials at 246 St George Street, as detailed in application 23-31-HER, providing the requirements of the Land Use By-law are met. **Motion carried.**

Marketing and Economic Development Committee (MEDC)

MOTION C#2024-01-24-11

It was regularly moved and seconded that Council agree to share the two videos (Targeted to Tired Mothers Looking for a Solo Escape and General Ad for Those Seeking a Quiet Getaway) on Facebook in February and March 2024. **Motion tabled.**

Councillor Hafting would like to thank MEDC Chair Siggia-Beasant for her time and effort making these videos. Concerns were raised with the wording used, and if this the best representation for the Town. Need to promote businesses, theatres, shops, restaurants, trails, winter activities, etc. Councillor Hafting also noted that there are some videos on the Town's website, and asked if these could be used on Facebook. Deputy Mayor Tompkins responded that the videos on the website are not specific for the winter season. Councillor Wear stated that these videos do not show what the Town has to offer, don't give a nice image of the Town and is not sure how this would promote the Town and businesses. It was agreed to take this back to MEDC.

ACTION: Add to MEDC agenda

NAME: Recording Secretary Kim Dunning

DATE: 13 February 2024

MOTION C#2024-01-24-12

It was regularly moved and seconded that Council continue with the Twinning process. **Motion carried.**

MOTION C#2024-01-24-13

It was regularly moved and seconded that Council agrees to the dates of October 16 to 20, 2025 to send a delegation to Royan, France. **Motion carried.**

Environment Advisory Committee (EAC)

MOTION C#2024-01-24-14

It was regularly moved and seconded that Council agree to send the letter as is to the Executive Director, Sustainability and Applied Science on Glyphosate Spray. **Motion tabled.**

Mayor Boyer advised that this initiative originally came from the County. Councillor Wear had concerns on the parts referencing cancer and stated that Health Canada and regulatory bodies have concluded that this doesn't cause cancer. Deputy Mayor Tompkins suggested that the wording be changed in the letter. Recommendation for Council to send any changes/recommendations for a revised letter to Mayor Boyer. This will be reviewed at CoW meeting on February 7, 2024.

ACTION: Let Mayor Boyer know of any changes/recommendations to the letter

NAME: Council

DATE: February 7, 2024

Committee of the Whole

MOTION C#2024-01-24-15

It was regularly moved and seconded that Council agree to update the Environment Advisory Committee Policy #2024-02 dated January 2024. **Motion carried.**

MOTION C#2024-01-24-16

It was regularly moved and seconded that Council approve the first reading of the Board of Police Commissioners By-law dated January 2024. **Motion carried.**

Mayor Boyer requested the removal of the word 'every' before quarterly in the By-law.

ACTION: Remove the wording 'every' before quarterly in the By-law

NAME: Recording Secretary Kim Dunning

DUE: January 26, 2024

MOTION C#2024-01-24-17

It was regularly moved and seconded that Council set the Board of Police Commissioners By-law Public Meeting to be held on February 21, 2024 at 6:00 pm. **Motion carried.**

MOTION C#2024-01-24-18

It was regularly moved and seconded that Council repeal the current Town Real Estate Transaction Policy #2003-07 dated November 17, 2003. **Motion carried.**

12. Reports from Committees, Boards and Commissions

- i. Mayor's Report (Appendix B)
Update to the attached report: Mayor Boyer and Councillor Sanford are going to attend the wellness lunch tomorrow at Town Hall. Mayor Boyer, CAO Millett-Campbell and DoF Robinson attended a meeting reviewing the draft AIMN Infrastructure report and advised that this will soon be shared with Council. Mayor Boyer also advised that the Town has sent in a grant application for the Tidal Power Feasibility Study, and there is also a possibility of additional funding through other sources.
- ii. Chief Administrative Officer's Report
CAO Millett-Campbell attended a meeting on homelessness with other CAOs. Middleton is having a hard time, and recommendation is for all municipalities to

share their resources between them. Annapolis Royal currently doesn't have any homeless people in the Town, but it is noted that the Town doesn't have the facilities/resources for this should this happen here.

CAO Millett-Campbell informed that tenders have gone out for gardening and cleaning services for the Town.

Councillor Hafting asked if there was going to be a skating rink in the market square over winter. CAO Millett-Campbell advised that staff have discussed this, and it was agreed not to proceed with it as the main issue is the weather – it isn't cold enough. It was noted that this is not included in the 2023-2024 Budget.

- iii. Planning Services Report
As circulated.
- iv. Water Report
As circulated.
- v. Marketing and Economic Development Committee
As circulated.
- vi. Board of Police Report
As circulated.
- vii. PHAC
Councillor Sanford advised that two applications were received and reviewed earlier in this meeting.
- viii. Twinning Committee
Included in Mayor's Report.
- ix. Library Report
Councillor Wear advised that the next meeting is next month. It was noted that the library had acknowledged receipt of the letter sent from the Town.
- x. Traffic Flow Advisory Committee
Councillor Sanford advised that there is a meeting tomorrow at 6:00 pm to discuss the Natal Day Parade, and CAO Millett-Campbell responded that there are some discussions regarding the parades as there are many costs incurred for these (bringing in extra staff, closing of roads, etc.), and she wanted to ensure that Police Chief Kane was invited to the Natal Day Parade meeting being held tomorrow.
- xi. IMSA Interim Board
Included in Mayor's Report.
- xii. Environment Advisory Committee
As circulated.

xiii. Academy Condo Board

Councillor Hafting attended a meeting on January 16, 2024 on budget discussions and their regular meeting. Repairs are currently on track, and general upkeep on hallways and stairs is being increased to deal with mud and salt being walked into the building. Currently there is an assessment on windows being completed, and it was mentioned that the hub windows are leaking. Councillor Hafting advised that this will be included in the assessment. Councillor Hafting advised that there is a delay on this work as the Condo Board is having a hard time trying to find a brick mason and will need three quotes. The dead elm tree will be removed from the property.

xiv. Friends of the Annapolis Pool Society

Councillor Hafting informed all that the big public announcement has been made regarding the closure of the pool for this summer. There has also been an article in the newspaper on this. The group has met with MLA Kerr and there is a Board meeting today. On February 1, 2024, there will be a meeting for previous board members and key members of the public and invitations have been sent out. There will also be another public meeting on February 8, 2024 at 6:00 pm and this will be held at the Legion.

xv. Accessibility Committee

No meeting.

13. Correspondence

None

MOTION C#2024-01-24-19

It was regularly moved and seconded that Council move in camera at 8:26 pm. **Motion carried.**

MOTION C#2024-01-24-21

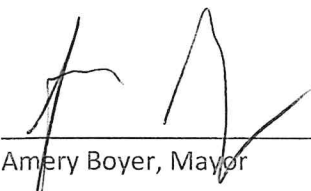
It was regularly moved and seconded that Council move out of camera at 8:33 pm. **Motion carried.**

14. Next Meeting

February 21, 2024 at 6:00 pm

15. Adjournment

The meeting was adjourned at 8:35 pm



Amery Boyer, Mayor

Kim Dunning, Recording Secretary

Wednesday, January 24, 2024

Public input

I am here only to inquire about the snow removal policy of this town and seek the council's opinion on the matter.

Can you please inform me about the current policy set by the council in regards to snow removal for this town?

Is there a valid reason why the roads and sidewalks are not being plowed when everyone else, including the province and private contractors, are out clearing snow?

Is it reasonable not to take care of the sidewalks in some of the busiest areas of our community?

Does it seem fair that the people who pay the highest tax rate in this community do not receive the same services as those paying the residential rate, such as garbage pick-up and snow removal?

Does the council believe that having the current poor snow-clearing policy written down absolves them from liability in the event of injury?

Finally, I would like to ask whether the council thinks it's time to review the current policy on snow removal in this town?"