

**Committee of the Whole  
Approved Minutes  
November 14, 2016 at 6:00 p.m.**

**1. PRESENT:** Mayor William MacDonald, Councillor Pat Power, Councillor Owen Elliot, Councillor John Kinsella, Councillor Holly Sanford, CAO<sup>1</sup> Gregory Barr, Recording Secretary Sandi Millett-Campbell, members of the public Adele MacDonald, Heather LeBlanc, David Kirk and Kim Gunn. All members of the public left after the presentation.

**2. REGRETS:** N/A

**3. CALL TO ORDER:** Mayor MacDonald called the meeting to order at 6:00 pm.

**4. ADDITIONS TO AGENDA:**

- Under Section 11, New Business, xvii: Write Off Town Owned Property Taxes (Tab 25)
- Under Section 11, New Business, xviii: Request from Town of Middleton (Tab 26)
- Under Section 10, Business Arising, i: Usage of West Wing at the Academy
- Under Section 12, Correspondence, iv: Town Crier – Taxation
- Under Section 12, In-Camera, i: Personnel Issue

**5. APPROVAL OF AGENDA:**

**MOTION #C2016-11-14-01**

It was moved by Councillor Kinsella, seconded by Councillor Elliot to approve the agenda as amended.  
**Motion carried.**

**6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:**

- i. Committee of the Whole – October 5, 2016

**MOTION #C2016-11-14-02**

It was moved by Councillor Power, seconded by Councillor Kinsella to approve the October 5, 2016 minutes as presented. **Motion carried.**

**7. PUBLIC INPUT:** None

**8. PRESENTATION:**

Kim Gunn – 2017 Celebration Project

Kim Gunn presented Council for a request for consideration and handed out a pamphlet with all the details. In anticipation of Canada's 150<sup>th</sup> anniversary Kim Gunn has designed a special occasion tartan to celebrate the significance of New Scotland in the Annapolis Royal area. Ms Gunn is looking for Councils endorsement of the Annapolis Royal 2017 Celebration Tartan in principle, by allowing her to use the name "Annapolis Royal" in the official registration of it.

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<sup>1</sup> Chief Administrative Officer

**9. ROUND TABLE:**

Councillor Power: On behalf of Council attended the Wharf Association AGM, the Annapolis Board of Trade / MEDC<sup>2</sup> luncheon and ABCC<sup>3</sup> presentation on a new air transportation services training center in Cornwallis. The Academy Surplus sale raised approximately \$5300 to the fountain fund and will be having another sale in November.

Councillor Sanford: Attended the New Council Training and found it very informative and thought the Remembrance Day Service was well organized.

**10. BUSINESS ARISING:**

i. Usage of West Wing at the Academy

CAO Barr updated Council on use of the Town's portion of the west wing of the Academy. The agreement with the Developer is to have access to the kitchen and use of the showers in the gym. CAO Barr was approached to use the cafeteria for accommodations but CAO Barr explained that the Town still uses the area from time to time and is not comfortable with allowing them to use the space. CAO Barr will have discussion with the Developer on setting up time schedule when to use the showers after hours when the public is finished in the gym.

In regards to repurposing the area CAO Barr spoke with Derek Hawkins on sound proofing the area. An expert from Halifax viewed the area and all the sound proofing is up to the standards. Next steps would be to schedule the gym hours around the Library open times and have a discussion with the Friends of the Library about the scheduling possibilities. Mayor MacDonald was approached by Gene Hay to see if they could come back to use the old band room space.

**11. NEW BUSINESS:**

i. Selection of Deputy Mayor

**MOTION #C2016-11-14-03**

It was moved by Councillor Power, seconded by Councillor Elliot that the term of the Deputy Mayor position would be for a term of two years and reviewed at that time. **Motion Carried.**

Holly Sanford nominated Pat Power to hold the position of Deputy Mayor. No other nominations were received. Pat Power accepted the position by acclamation.

ii. Contact & Important Information

CAO Barr summarized the contact and important information sheet with the new Council. CAO Barr noted it was not as detailed as staff would like but it is a good starting point. At any point if you have any questions, concerns or clarification please let staff know.

iii. Department Overviews - Future Dates

CAO Barr would like invite the Department heads to attend the next Committee of the Whole meeting to give a 10-15 minute update and overview. Council agreed to have them attend the next meeting.

iv. Committee Review & Council Appointments

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<sup>2</sup> Marketing & Economic Development Committee

<sup>3</sup> Annapolis Basin Conference Centre

The Council discussed the vacant positions on the Towns Committees and filled all the positions.

**MOTION #C2016-11-14-04**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that the attached list of Council representatives be recommended to Council to be appointed on the Committees as recorded. **Motion Carried.**

v. Council & Committee of the Whole – Meeting Schedule/Time & Agenda Format

Discussion was held on the time and date for the CoW and Council meetings. Council decided to keep the Council date and time the same, the third Monday of the month and CoW will remain the same, the second Wednesday night prior to the Council with the start time changing to 4pm.

vi. Current Project Overview – Project List from most recent CAO Report

CAO Barr updated Council on the format of the CAO Project list and explanation of how the document continually changes from month to month. Council should review the list and identify their priorities.

vii. Council Members Desired Outcome for Year Term

Councillor Kinsella would like to see the current Waterfront Development and the Academy project completed; partnership with the non for profits and Federal government; trails in Town stay non-motorized; support the pool as they are volunteers improving the lives and health of our community; see flexibility in our heritage decisions; utilization of vacant lots in the community, the Town's leaf and yard waste and weekly pickups of organics in the summer months for residents.

Councillor Sanford has similar concerns and reasons for running for Council; see the follow through with the waterfront development project and working with the County to make big things happen.

Councillor Elliot would also like to see the cooperation with the other municipalities; interest in working together with the South West Biosphere; the economic development of the area to bring people here to Nova Scotia in general and the issue with the garbage collection.

Deputy Mayor Power agrees with the South West Biosphere; the move of the Library to the new location and completing the Police Service Review.

Mayor MacDonald agrees regionalization is very important; attracting business to the area; we have an abundance of non for profits and working together; mixed commercial and residential areas in the downtown core; youth representatives on Council or advisory committees; attract the film and television companies to the area; making the gateways to the Town more significant; enhance the pedestrian friendly town; getting Fibre Op here in Town and increase in marketing and promotion of our Town in a loud and consistent manner.

CAO Barr shared that all staff have a strong passion for the Town and we are a team ready to support the goals of Council.

viii. Advisory Services Councillor Training

CAO Barr reviewed the request of Councillor training to be complementary to the recent training just received. It is a good time to meet with the Advisors and have the one on one networking time. CAO Barr will send a couple dates in December for them to make a presentation.

ix. Inter-Municipal Regional Emergency Services Agreement Revisions

CAO Barr reviewed the report for decision on the revisions to the inter-municipal REMO agreement. Council discussed the changes and agreed to leave in arbitration clause and send it back to the County for a discussion.

**MOTION #C2016-11-14-05**

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to Council to re-insert the arbitration clause in the inter-municipal agreement with the Regional Emergency Services and return to the County for a decision. **Motion Carried.**

x. Proposed New, Amended, and Repealed By-Laws

CAO Barr reviewed the By-Laws and the noted changes for the current Council. Council discussed all five of the proposed By-Laws and would like to make a change to the Dog By-Law. CAO Barr will update section 4.4 in the Dog By-Law to make every effort to encourage the pound keeper not to destroy the dog.

**MOTION #C2016-11-14-06**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to move all the By-Laws for first reading with the change added to the Dog By-Law. **Motion Carried.**

xi. Town Hall Christmas Closure

CAO Barr reviewed the report for decision and the previous year's procedures.

**MOTION #C2016-11-14-07**

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to Council that Town Hall be closed from December 23, 2016 to January 2, 2017 (inclusive) and further, that Town Hall staff use vacation time, unpaid leave or time in lieu in the equivalent amount of three days, or use the option to work part or all of the three days that are not holidays during the period. **Motion Carried.**

xii. International Town Crier Competition

CAO Barr reviewed the report for decision on the request for funding for the International Town Crier competition.

**MOTION #C2016-11-14-08**

It was moved by Councillor Kinsella, seconded by Councillor Elliot recommends to Council that the \$600 be paid and accrued as a Prepaid Expense that will be posted as an expense to the 2017/2018 fiscal year in the summer of 2017 when the competition occurs. **Motion Carried.**

xiii. Town Crier Newsletter – Publishing of Unapproved Council Motions

CAO Barr explained the current procedure of printing the approved motions in the monthly Town Crier. CAO Barr requested direction from Council on how they would prefer to see the motions appear in the newsletter, approved or unapproved motions.

**MOTION #C2016-11-14-09**

It was moved by Councillor Kinsella, seconded by Councillor Elliot to recommend to Council that staff publish the unapproved Council motions in the Town Crier newsletter as available. **Motion Carried.**

xiv. Federation of Canadian Municipalities (FCM) Board Vacancy

Mayor MacDonald outlined the board vacancy request. Council discussed the request and thought it would be cost prohibitive to the Town.

xv. Financials

- a) Town Operating August 2016 - Income Statement
- b) Town Operating August 2016 – Balance Sheet
- c) Water Operating August 2016 – Income Statement
- d) Water Operating August 2016 – Balance Sheet
- e) Capital Water August 2016 - Balance Sheet
- f) General Capital August 2016 – Balance Sheet
- g) Capital Reserve August 2016 - Balance Sheet
- h) Operating Reserve August 2016 – Balance Sheet

CAO Barr reviewed the financials. Council discussed and requested the statements to be posted on SharePoint monthly and would be an agenda item quarterly.

xvi. Aged Receivables

- a. Aged Receivables Water
- b. Aged Receivables Taxes

Council discussed and requested the monthly reports on SharePoint and receive the detailed report quarterly on the agenda.

xvii. Write Off Town Owned Property Taxes

CAO Barr reviewed the process for the new Council on writing off Town owned property taxes.

**MOTION #C2016-11-14-10**

It was moved by Councillor Elliot, seconded by Councillor Kinsella recommends to Council to write-off the tax on property Roll #04997409 in the amount of \$2688.52 and property Roll #00092398 in the amount of \$660.82, both of which are town properties. **Motion Carried.**

xviii. Request from Town of Middleton

CAO Barr reviewed the invitation to attend a meeting in Middleton to listen to a presentation from Valley Regional Enterprise Network. Council discussed and would like to attend. CAO Barr will contact Middleton and make the arrangements.

xix. Town Crier Article on Taxes

Deputy Mayor Power concerned with the public opinion on the article printed on the cost of the number of Councillors and tax rate by Towns. Deputy Mayor Power is concerned that our population is low so the figures are higher than the average but we still have all the services as the larger Towns. Council discussed and decided to not publish anything at this time.

xx. Presentation Request

Mayor MacDonald reviewed the presentation and the request is under a time restraint. The request is for a letter of support in the registration of the tartan.

**MOTION #C2016-11-14-11**

It was moved by Councillor Sanford, seconded by Councillor Kinsella to recommend to Council for staff to write a letter of support using the name Annapolis Royal in the title of the tartan.

**Motion Carried.**

**12. CORRESPONDENCE:**

i. Standing Rock Reserve Pipeline

Council discussed the request and decided not to support the request at this time. A letter will be sent to express the Town's stand on this issue.

ii. Façade Improvement Program

Council acknowledged the letters.

iii. Letter to Town Council

Council acknowledged the letter and a letter will be sent to offer her a payment plan option at this time.

**MOTION #C2016-11-14-04-12**

It was moved by Deputy Mayor Power, seconded Councillor Sanford to move the meeting in-camera at 9:55 pm. **Motion carried.**

**13. IN-CAMERA**

i. Personnel

**MOTION #C2016-11-14-13**

It was moved by Councillor Kinsella, seconded Councillor Elliot to move the meeting out of camera at 10:10 pm. **Motion carried.**

**14. ADJOURNMENT**

Councillor Kinsella adjourned the meeting at 10:10 pm.

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Chair William MacDonald

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Recording Secretary Sandi Millett-Campbell