

**Committee of the Whole
Approved Minutes
December 7, 2016 at 4:00 p.m.**

1. PRESENT: Mayor William MacDonald (left meeting at 6:30pm), Councillor Pat Power (6:30pm Chaired the meeting), Councillor Owen Elliot, Councillor John Kinsella, Councillor Holly Sanford, CAO¹ Gregory Barr, Active Living Coordinator Noah Scanlan, Chief Burt McNeil, Superintendent of Public Works Kevin McLean, Director of Finance Melony Robinson, Terry Dalton and Barry Gander with i-Valley, Lillian Stewart and Recording Secretary Sandi Millett-Campbell. All presenters left after their presentation were complete.

2. REGRETS: N/A

3. CALL TO ORDER: Mayor MacDonald called the meeting to order at 4:00 pm.

4. ADDITIONS TO AGENDA:

- Under Section 13, In-Camera, ii: Personnel
- Under Section 11, New Business, x) AWEC dance
- Under Section 11, New Business, xi) Community Band Request
- Under Section 11, New Business, xii) Canada Volunteer Email Request
- Under Section 11, New Business, xiii) Request from Jacob Tanner

5. APPROVAL OF AGENDA:

MOTION #C2016-12-07-01

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

6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:

- i. Committee of the Whole – November 14, 2016

MOTION #C2016-12-07-02

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to approve the November 14, 2016 minutes with the following amendments; page 2 Derek Hawkins name to be corrected and page 6 change to offer the program. **Motion carried.**

7. PUBLIC INPUT: None

8. PRESENTATION:

- **Department Overviews**

- i. Public Works

Superintendent McLean provided Council a summary and overview of the Public Works department.

- ii. Police Department

Chief McNeil provided Council a summary and overview of the Police Department.

¹ Chief Administrative Officer

iii. Active Living Coordinator (ALC)

ALC Scanlan provided Council a summary and overview of the Recreation Department.

iv. Director of Finance (DoF)

DoF Robinson provided Council a summary and overview of the Finance Department.

v. Community Development Coordinator (CDC)

CDC Millett-Campbell provided Council a summary and overview of the Planning, Heritage, Marketing, and Economic departments.

- **iValley – Barry Gander & Terry Dalton**

Mr. Gander and Mr. Dalton reviewed a PowerPoint presentation on i-Valley's concept and idea of their program as it relates to the heat map and smart community index. How the heat map and smart community would benefit the Town of Annapolis Royal on the international reach and global radar. Mayor MacDonald requested an estimate for the Town to become a Smart Community similar to the Town of Berwick.

9. ROUND TABLE:

Councillor Sanford: Approached regarding the possibility of yoga classes on the new section of the Boardwalk behind Kings Theatre. The month of December is a time of need for everyone.

Councillor Elliot: Enjoyed attending the Choir performance two weeks ago and it was great to see the Town was busy last weekend for the Christmas Markets.

10. BUSINESS ARISING:

i. Council Participation on Community Groups' Board of Directors

Discussion on contacting some Community groups to see they are looking for a Council representative on their board of directors.

MOTION #C2016-12-07-03

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommendation to Council to direct our staff to investigate Council participation on the Annapolis Royal Historic Gardens, King's Theatre and Upper Clements Park respective boards. **Motion Carried.**

ii. Containers / Outdoor Storage By-Law Update

CAO summarized the by-laws and the correspondence in regards to the restrictions to the Land Use By-law.

MOTION #C2016-12-07-04

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to Council to direct CAO Barr to send correspondence to Mr. Squires regarding the accessory shipping containers located on his property advising him that he is not entitled to install accessory buildings for the purposes of warehouse and storage. **Motion Carried.**

11. NEW BUSINESS:

i. Council Youth Representative / Advisory Committee

This item will be tabled to the next Council meeting.

ii. Public Works Compost Containers

MOTION #C2016-12-07-05

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to have Public Works remove the two green bins located outside of the gate at the Public Works yard, effective January 11, 2017, after notice has been provided to residents via the January Town Crier and any other communication methods deemed appropriate by staff. **Motion Carried.**

iii. Legion – Port Royal

CAO Barr updated Council on the correspondence received. Discussion on the request and if there was money in the budget.

MOTION #C2016-12-07-06

It was moved by Councillor Kinsella, seconded by Councillor Elliot to recommend to Council to direct CAO Barr to send correspondence to the Port Royal Legion that the Town has no capacity in the current year's budget at this time. **Motion Carried.**

iv. Annapolis Royal Volunteer Fire Department

CAO Barr reviewed the letter received from the Annapolis Royal Fire Department and the request of an increase in their contribution and looking at capital improvements.

MOTION #C2016-12-07-07

It was moved by Councillor Kinsella, seconded by Councillor Elliot to recommend to Council to direct CAO Barr to communicate to the Annapolis Royal Fire Department to include this requests as part of their 2017/2018 budget request and a representative of the department make a presentation at the February Committee of the Whole meeting. **Motion Carried.**

v. Parks Canada Event

Lillian Stewart updated Council on the intent of the January 24th event as detailed in the agenda package and if Town Council is interested in playing a part of the event. All the information and dialogue will be provided to Council for the event.

MOTION #C2016-12-07-08

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to communicate with Parks Canada, care of Lillian Stewart, that Council will participate in the 100th Anniversary Celebration event on January 24th, 2017. **Motion Carried.**

vi. Business Cards for Councillors

CAO communicated that this is not a normal process for the Councillors or is it in the budget. The Town does have generic cards that the Councillors can use. Council agreed to use the generic cards.

vii. DMA Training January 2017 Possible Dates

CAO Barr has communicated with Ron Dauphinee with new dates for January. It was suggested that Council send a couple of dates in January to be considered. CAO Barr will send the dates of January 9, 2017 and January 17, 2017 at 5pm and will advise Council of the confirmed date.

viii. AWEC Prom 2017

For Information only. Mayor MacDonald wanted to bring this to Council's attention.

ix. Financial Reports October 2016

No questions at this time.

x. AWEC dance

CAO Barr handed out background on the possibility of helping out the students with their upcoming dance with the current teacher strike. A student requested using the gym at The Academy on December 16, 2016.

MOTION #C2016-12-07-09

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council that Council provide the gym at the Academy for a \$5.00 fee for the venue rental on December 16, 2016 with the students agreeing to pay the DJ costs, complete set up, chaperoning and clean up to the Town's satisfaction. **Motion Carried. 1 Nay Vote.**

xi. Community Band Request

CAO updated the Council on the background of the Community Band request in regards to the other agenda items from Jacob Tanner and the in-camera item. All three requests are all entwined together.

xii. Canada Volunteer Email Request

CAO Barr will send out the information by email. Tabled to the next meeting.

xiii. Request from Jacob Tanner

CAO Barr updated to Council the request for the Jacob Tanner group use a section of the Town's west wing for staff to use the music room, music room office and storage room till July 2017.

MOTION #C2016-12-07-10

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to move the two agenda items from Jacob Tanner and the Community Band in-camera for further discussion. **Motion Carried.**

12. CORRESPONDENCE:

i. CUPW Resolution

For information only.

ii. Municipality of the District of Barrington

For information only.

iii. African Heritage Month

Council discussed the importance of the historical significance of the Town and making a proclamation for African Heritage Month. In the past the Town has attended the County Council meeting that is held every February in Inglewood. Councillor Elliot and Councillor Sanford are willing to help plan the event.

MOTION #C2016-12-07-11

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council that Council direct staff to apply for funding through the African Heritage Month 2017 Civic Proclamation grant with Support 4 Culture for the proposes of a proclamation to African Heritage Month. **Motion Carried.**

MOTION #C2016-12-07-12

It was moved by Councillor Sanford, seconded Councillor Kinsella to move the meeting in-camera to discuss the acquisition, sale, lease and security of municipal property and Personnel issues at 8:00 pm. **Motion carried.**

13. IN-CAMERA

- i. Acquisition, sale, lease and security of municipal property
- ii. Personnel

MOTION #C2016-12-07-13

It was moved by Councillor Sanford, seconded Councillor Kinsella to move the meeting out of camera at 8:40 pm. **Motion carried.**

MOTION #C2016-12-07-14

It was moved by Councillor Elliot, seconded Councillor Sanford to recommend to Council to approve the expenditure of an additional \$6,000 in administrative salary expense for the remainder of 2016/2017 budget. **Motion Carried.**

MOTION #C2016-12-07-15

It was moved by Councillor Kinsella, seconded Councillor Elliot to recommend to Council to give direction to CAO Barr to continue to explore options available to relocate the Town library to The Academy and provide authorization to explore alterations to the floor space in consultation with Town engineers. **Motion Carried.**

MOTION #C2016-12-07-16

It was moved by Councillor Elliot, seconded Councillor Kinsella to recommend to Council to authorize the CAO to enter into negotiations with Jacob Tanner Developments to allow them to temporarily use the west wing of The Academy (as detailed in their request) in exchange for consideration. **Motion Carried.**

MOTION #C2016-12-07-17

It was moved by Councillor Elliot, seconded Councillor Kinsella to recommend to Council that a letter be drafted in response to the Annapolis Basin Community Band request explaining that the requested space will not be available for rental at this time but we will consider their request at a later date.

14. ADJOURNMENT

Councillor Kinsella adjourned the meeting at 8:50 pm.

Chair William MacDonald

Recording Secretary Sandi Millett-Campbell