

**Committee of the Whole
Approved Minutes
February 2, 2017 at 4:00 p.m.**

1. PRESENT: Mayor William MacDonald, Deputy Mayor Pat Power, Councillor Owen Elliot, Councillor John Kinsella, Councillor Holly Sanford, CAO¹ Gregory Barr, Director of Finance Melony Robinson (left meeting at 5:40 pm), and Recording Secretary Sandi Millett-Campbell. Shayla Dukeshire and Angela Halliday left after their presentation at 4:15pm. President Herb Anderson, Chief Malcolm Francis, Treasurer Richard Foster, and Past President Andy Sharpe left the meeting after their presentation at 4:30pm.

2. REGRETS: None

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

4. ADDITIONS TO AGENDA:

- Under Section 11, New Business, vi) Board Participation and Appointments
- Under Section 8, Presentation Shayla Dukeshire
- Under section 12, Correspondence iii) Canadian Postmasters and Assistants Association
- Under Section 12, Correspondence, iv) 150 Community Leader

5. APPROVAL OF AGENDA:

MOTION #C2017-02-02-01

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 – January 5, 2017

MOTION #C2017-02-02-02

It was moved by Councillor Elliot, seconded by Councillor Sanford to approve the January 5, 2017 minutes as presented. **Motion carried.**

7. PUBLIC INPUT: None

8. PRESENTATION:

- **Miss Maritime International Event – Shayla Dukeshire**

Shayla Dukeshire requested funding to enter in the Miss Maritime International Event in Dieppe New Brunswick. Ms Dukeshire will fundraise and seek sponsorship for the event and will promote the Town at the competition. Registration fee is \$600, and sponsorship in the program ranges with page and half page sponsorships. Any funding amount would be appreciated and requested a donation of Town lapel pins to share with the other contestants.

¹ Chief Administrative Officer

- **Annapolis Royal Volunteer Fire Department**

President Herb Anderson, updated Council on the background on the Fire Department, the number of volunteers of Fireman and ladies Auxiliary, the cost of answering a fire call and emergencies, providing help to communities and individual fund raising, cooperating with community groups, and what the department can do for the Town. The Fire Department is asking for funding this year of \$60770. Mayor MacDonald has agreed to meet with Chief Francis to discuss some of the issues raised at the meeting.

9. ROUND TABLE:

Mayor MacDonald: Requested Council's approval on contacting White Plains New York on the previous correspondence of twinning in response to the letter sent from the last Council. Council agreed to Mayor MacDonald starting conversations once again with White Plains.

Deputy Mayor Power reported that last Friday was an excellent event and received great press. Deputy Mayor Power has received many calls on the removal of the Victoria Street compost bin.

10. BUSINESS ARISING:

- i. Appointment to Boards and Committees Policy

MOTION #C2017-02-02-03

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to change the Policy on Appointments to Boards, Committee and Task Forces Policy to include section 5, The election of Chair and vice-Chair of all boards, committees, and task forces will occur at the first meeting following the membership approval by Council or as required due to a Chair or Vice-Chair resignation.

Motion Carried.

- ii. Board Participation and Appointments

Councillor Elliot has agreed to be the Council Representative of the Annapolis Royal Historic Gardens board.

Mayor MacDonald has agreed to be the Council Representative of Upper Clements Park board.

11. NEW BUSINESS:

- i. Quarterly Financial Report
 - a) Town Operating December 2016 - Income Summary Statement
 - b) Town Operating December 2016 – Income Statement
 - c) Town Operating December 2016 – Balance Sheet
 - d) Water Operating December 2016 – Income Statement
 - e) Water Operating December 2016 – Balance Sheet
 - f) Capital Water December 2016 - Balance Sheet
 - g) General Capital December 2016 – Balance Sheet
 - h) Capital Reserve December 2016 - Balance Sheet
 - i) Operating Reserve December 2016 – Balance Sheet

Melony Robinson updated and answered questions on the quarterly financial reports.

ii. Aged Receivables

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

Melony Robinson updated and answered questions on the aged receivables for both Water and Taxes.

iii. Valley Waste

Councillor Kinsella updated Council on the Valley Waste meeting yesterday. The draft operating capital budget was presented to the Board and was rejected. The Board will call another meeting and resolve the outstanding issues.

iv. Website Policy

CAO Barr updated Council on the current website policy and recommend to update the policy to delete the \$10 fee on changing items on the website. With the new current website the changes can be done internally fairly easily.

MOTION #C2017-02-02-04

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council that the \$10 change fee be removed from the current website policy. **Motion Carried.**

v. Council Meetings at Accessible Location

Mayor MacDonald reviewed the MGA and section 14 directs on the meeting space being accessible to all citizens. Council discussed moving Council meetings to different locations that are wheel chair accessible at an alternate location every other meeting. Suggestions for venues included the Fire Hall, legion, church halls or the cafeteria at The Academy. Notice to the public on the change of venue and the reasoning for the change should be put in the Town Crier with the option of public opinion on the change. Council would like to hold the April Committee of the Whole meeting at The Academy with notice going out in the Town Crier in March.

vi. By-Law Enforcement Officer

CAO Barr updated Council on the number of By-Law Enforcement Officers for other Towns and that there is no standard to follow. The Town currently doesn't require a full time By-Law Enforcement Officer and the option of a casual or as needed basis position would be appropriate. CAO Barr recommended to start the conversation on seeing if the Board of Police Commissioners would be interested in the casual position at that level. CAO Barr will forward the request to the Board of Police Commission for options within the department.

vii. Bill 177 By-Law

CAO Barr updated the status of Bill 177. Municipal Affairs has provided the town with the changes to reflect the wording similar to the model from Yarmouth. CAO Barr will update and format our policy and review with Municipal Affairs.

viii. Draft Minutes distributed to Committee within 5 Business days

CAO Barr requested Council approval on a change of practice on the process that all committee minutes be completed within 5 business days and then to be submitted to all Committee members for the review. Council agreed to try the new process before changing the policy.

12. CORRESPONDENCE:

i. Rural Vitality Grants Program

CAO Barr updated Council on a request from Rural Communities Foundation. Council discussed the opportunity and will not take part of this opportunity at this time.

ii. Miss Maritime International

Mayor MacDonald and Council discussed the request for funding and advertising by Shayla Dukeshire. Council discussed the options available to support her entry in the event.

MOTION #C2017-02-02-05

It was moved by Councillor Sanford, seconded by Councillor Kinsella to recommend to Council to sponsor Shayla Dukeshire in the Miss Teen Maritime International Event with a donation of \$250 for a half page advertising sponsorship ad in the program. **Motion Carried.** 1 Nay Vote by Deputy Mayor Power.

iii. Canadian Postmaster

Mayor MacDonald updated Council on the correspondence received from the Canadian Postmaster. It was decided that nothing further would be recommended to Council.

iv. Canada 150 Community Leader Program

Mayor MacDonald received one application for the 150 Community Leader program.

MOTION #C2017-02-02-06

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to Council to accept the application from Zeynep Tonak for the 150 Community Leader position with the Town. **Motion Carried.**

MOTION #C2017-02-02-07

It was moved by Deputy Mayor Power, seconded Councillor Kinsella to move the meeting in-camera to discuss the litigation, acquisition of municipal property and Personnel issues at 6:50 pm. **Motion Carried.**

13. IN-CAMERA:

i. Litigation

ii. Acquisition of Municipal Property

iii. Personnel

MOTION #C2017-02-02-08

It was moved by Deputy Mayor Power, seconded Councillor Kinsella to move the meeting out of camera at 7:40pm. **Motion Carried.**

14. ADJOURNMENT

Councillor Kinsella adjourned the meeting at 7:40 pm.

Chair William MacDonald

Recording Secretary Sandi Millett-Campbell