

**Committee of the Whole
Approved Minutes
May 4, 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 and Recording Secretary Sandi Millett-Campbell. Five members of the public were present for the presentation section of the agenda.

2. REGRETS: None

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

4. ADDITIONS TO AGENDA:

Under New Business 11, xii) Update on Municipal Expenses Policy Reporting requirements.

Under New Business 11, xiii) Friends of the Library book sales

Under New Business 11, xiv) Update Events Coordinator Position

Under New Business 11, xv) Update on the Police Station

Under New Business 11, xvi) Update on Amphitheatre

Under New Business 11, xvii) Valley Waste Correspondence

Under In-camera 13, i) Litigation

Under In-camera 13, ii) Personnel

5. APPROVAL OF AGENDA:

MOTION #C2017-MAY-04-01

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

6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:

i. Committee of the Whole – April 6, 2017

MOTION #C2017-MAY-04-02

It was moved by Councillor Elliot, seconded by Councillor Kinsella to approve the April 6, 2017 minutes as presented. **Motion carried.**

7. PUBLIC INPUT: None

8. PRESENTATION:

• **Interest Charges – Brian Cummings**

Mr. Cummings requested relief of the interest charges on his October Final 2016 tax bill. He stated that he did not receive the October bill, as the address on the account had been changed. He has contacted PVSC² and made the change to receive his tax bills and has received his 2017 interim tax bill. Mr

¹ Chief Administrative Officer

² Property Valuation Services Corporation

Cummings stated that it is the principle of the charge and that he has always paid his property tax in the 40 years that he has been here.

MOTION #C2017-MAY-04-03

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to write-off the interest charges on account #01031678 in the amount of \$87.36. **Motion Carried.** 1 Nay Vote Deputy Mayor Power.

- **Annapolis Community Health Board – Jim Mosher**

Jim Mosher presented a PowerPoint presentation to Council on the role of the Community Health Board. Mr Mosher outlined the key areas that the Health Board focuses on, when Town Council is developing new policies to include Health as one of the major factors and is looking for a volunteer in the Annapolis Royal area to sit on the board.

9. ROUND TABLE:

Deputy Mayor Power: Nothing to report.

Councillor Elliot: Nothing to report.

Councillor Sanford: Attended the Rose Fortune Play, the Volunteer Award night, and attended the Climate Change walk here in Annapolis Royal.

Councillor Kinsella: Nothing to report.

Mayor MacDonald: A filmmaker and screenwriter reached out to Mayor MacDonald to help produce the movie/episode. Met with Premier and MP to talk about the prequel. The 44 minute tv episode to cover from Mi'kmaq, the arrival 1605, settlement, the Scotts, and conflict between the French and British and the Acadian expulsion. The Mayor provided the Province a budget for the piece to be considered and will report more information to Council once received.

10. BUSINESS ARISING: None

11. NEW BUSINESS:

- i. Town Owned Property Taxes to be Written Off

CAO Barr updated Council on the Town properties that are written off semi-annually.

MOTION #C2017-MAY-04-04

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to write off role #00092398 and role #04997409 interim taxes in the amounts \$660.83 and \$2422.35 respectively for the Town of Annapolis Royal. **Motion Carried.**

- ii. Provincial Capital Assistance Program (PCAP)

CAO Barr reviewed the report for decision with Council. The project was not approved for the full requested amount but we did successfully receive \$150,000. The engineers increased the project cost estimates by 2.5% from last year's estimates and CAO Barr outlined that the additional money is available in the water capital reserve to continue with this project.

MOTION #C2017-MAY-04-05

It was moved by Councillor Elliot, seconded by Councillor Sanford to accept the 50% contribution under the Provincial Capital Assistance Program, up to a maximum of \$150,000, for the rehabilitation of the Lequille Water Reservoir as outlined in the recommendation from Hatch dated July 12, 2016 and to proceed with the project based on the updated estimated total cost of \$401,919. **Motion Carried.**

iii. Adult Gym Equipment

Council reviewed and discuss the report for decision from the Active Living Coordinator. The adult gym equipment and the use of the equipment is not safe for children. Other municipalities and Bishop Park has expressed an interest in the equipment.

MOTION #C2017-MAY-04-06

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to direct Noah Scanlan to dispose of the adult gym equipment either by selling or donating it to a group with the condition to have a sales contract outlining the safety concerns of the equipment or sell for scrap metal. **Motion Carried.**

iv. Boat Building Project

CAO Barr updated Council on the Boat Building project. The original goal when the project first started was to have a non-for profit group take ownership of the project and submit for funding. ARCAC had taken on the project but now has decided to return the funds and the boat as they weren't willing to continue with the project. The boat has been moved to the landing behind King's Theatre. Currently staff is working on the project and will manage the project for this coming tourist season. A contract will be signed with a builder with the condition to finish the boat by the end of the summer, with a schedule of Thursday through Monday and have a pamphlet to hand out to the public on the building of the boat to try to cut down on the conversation time.

MOTION #C2017-MAY-04-07

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to Council to approve the \$15K previous allocated to ARCAC to be used for the completion of the Tancook Whaler with the intention of the boat to be sold and potentially purchase a second boat. **Motion Carried.**

v. Canada Day Request

Councillor Elliot attended the Historic Garden board meetings and had a discussion with the Manager regarding the option of having the Historic Gardens free for Canada Day. Councillor Elliot would like to see if the Town would support the Gardens for being free for the day and pay for the admission cost from the funding the Town has received.

MOTION #C2017-MAY-04-08

It was moved by Councillor Elliot, seconded by Councillor Kinsella to approve the use of \$2000 from the Communities, Culture and Heritage grant for the Historic Gardens to allow free admission for Canada Day. **Motion Carried.** 2 Nay Votes Deputy Mayor Power and Councillor Sanford.

vi. Establish Investment Committee

CAO Barr reviewed the request for decision to establish the Investment Committee. Council has received the Ministerial approval of the Investment Policy and the policy is now in effect. The request is to now establish the committee.

MOTION #C2017-MAY-04-09

It was moved by Deputy Mayor Power, seconded by Councillor Elliot to recommend to Council to establish the Investment Committee. **Motion Carried.**

vii. Ken Simpson Memorial Award

CAO Barr received this correspondence and would like to see if Council would be interested in putting forward any nominations. This item has been tabled until next meeting.

viii. National Health and Fitness Day

CAO Barr reviewed the request and the current policy regarding the support of the resolution and it was determined that the request does not conform to the policy. Mayor Macdonald will write a letter to Colin Fraser's office in response of the request.

ix. Fortier Mills Trail

Deputy Mayor Power sent an email request on installing signs and bins for the public to use around the Fortier Mills Trail. CAO Barr has contacted public works on installing a container with the dog bags and garbage barrels by Fortier Mills Trail at either end of the trail.

x. Quarterly Financial Reports

- a) Town Operating March 2017 - Income Summary & Detailed Statement
- b) Town Operating March 2017 – Balance Sheet
- c) Water Operating March 20167– Income Statement
- d) Water Operating March 2017 – Balance Sheet
- e) Capital Water March 2017 - Balance Sheet
- f) General Capital March 2017 – Balance Sheet
- g) Capital Reserve March 2017 - Balance Sheet
- h) Operating Reserve March 2017 – Balance Sheet

CAO Barr updated and answered questions from Council on the quarterly financial reports.

xi. Aged Receivables

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

CAO Barr updated and answered questions on the aged receivables for both Water and Taxes.

xii. Municipal Expenses Policy

CAO Barr updated Council on the process of the on-line reporting to the public and its intention to be transparent and accountable.

xiii. Friends of the Library

Deputy Mayor Power updated Council on the book sales at the Farmers' Market as one of their summer fundraisers. This year the Friends of the Library have been told they cannot be accommodated at the Farmers' Market due to the lack of space. Deputy Mayor Power would like to see if the Friends of the

Library could use the space at the King's Theatre plaza to hold their bi-weekly book sale over the summer months.

MOTION #C2017-MAY-04-10

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to recommend to Council to approve that the Town offer space at the King's Theatre plaza for the Friends of the Library to hold a book sale every two weeks for June, July and August and the Town waive the Vender application fee.

Motion Carried.

xiv. Events Coordinator

CAO Barr updated Council that the application period has closed but due to the lack of suitable applications received we have extended the deadline to May 11, 2017.

xv. Police Station

CAO Barr updated Council on the history of having water issues in the police department and that we have received complaints on the smell in the basement. The Engineers had come in and investigated the area and found no moisture issues. Still having complaints about the smell in the department CAO Barr had a more in depth inspection conducted of the police station by a contractor based on recommendations from the Town engineers. After finding mold, CAO Barr immediately moved the police department upstairs and received a quote from System Care. Currently the Town has funds in the budget for repairs and maintenance for Town Hall, but the funds have been allocated to the repairs of the Clock tower and fixing the stairs at the plaza area beside Town Hall. We are currently exploring options through insurance but CAO Barr would like to let Council know that staff may need to request additional funds to cover the cost of the repairs.

xvi. Amphitheatre

CAO Barr updated Council on the findings at the amphitheatre site. A small empty furnace oil tank was found on the site and an environmental company was called in to take samples of the site on Monday. The test results have not been received yet but we will still have to remediate the contaminated soil. They also identified 3 other areas where contaminated soil exists. The environmental company estimates about 300 tonnes of soil may need to be transported to a disposal site. Potentially it could cost in the high \$30K, but will have to wait until more accurate estimates have been received. Mayor MacDonald would like to see CAO Barr write a letter to Parks Canada on the findings of the site once remediation has been completed and final costs are determined.

xvii. Valley Waste Correspondence

CAO Barr would like to know Council's position on the email correspondence that has been going back and forth with Valley Waste. Council will continue with reviewing the emails and staying up to date on conversation and will not take any action at this time.

12. CORRESPONDENCE:

i. 833 St George Street

Traffic Flow Advisory Committee met earlier this week and will be making a recommendation to Council regarding this correspondence.

- ii. VWRM – Management Minutes
For information only.

MOTION #C2017-MAY-04-11

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move the meeting in-camera at 6:49 pm to discuss litigation and personnel issues. **Motion Carried.**

13. IN-CAMERA:

- i. Litigation
- ii. Personnel

MOTION #C2017-MAY-04-12

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move the meeting out of camera at 7:05pm. **Motion Carried.**

MOTION #C2017-MAY-04-13

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power to recommend to Council the disbursement of funds for surveying of all Town boundaries. **Motion Carried.**

14. ADJOURNMENT

Councillor Elliot adjourned the meeting at 7:07 pm.

Chair William MacDonald

Recording Secretary Sandi Millett-Campbell