

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

1. PRESENT: Mayor William MacDonald (Chair), Deputy Mayor Pat Power, Councillor Owen Elliot, Councillor Holly Sanford, Councillor John Kinsella (left at 6:55pm), CAO¹ Gregory Barr, DoF² Melony Robinson, Recording Secretary Amy MacManus, representing the Wharf Association: Jane Nicholson, Donnie Brown, Adrian Nette, Ian Lawrence (all left after their presentation), presenters Mico Schwartzentruber, Ron Dauphinee, and Jocelyn Amyoony from the Department of Municipal Affairs (all left after their presentation)

2. REGRETS: N/A

3. CALL TO ORDER: Chair MacDonald called the meeting to order at 3:59pm

4. ADDITIONS TO AGENDA:

- i. Under Section 11, New Business, item viii, Twinning Committee – Student Interns
- ii. Under Section 12, Correspondence, item iv: Invitation from Annapolis Parish
- iii. Under Section 12, Correspondence, item v: Letter of Thanks from Gaeilge Sa Ghleam
- iv. Under Section 12, Correspondence, item vi: Letter from Municipal Affairs

5. APPROVAL OF AGENDA:

MOTION #C2017-NOV-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 – October 6, 2017

MOTION #C2017-NOV-02-02

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the October 6, 2017 Committee of the Whole minutes as presented. **Motion carried.**

7. PUBLIC INPUT: N/A

8. PRESENTATIONS:

- i. Annapolis Royal Wharf Association (ARWA)– Jane Nicholson

¹ Chief Administrative Officer

² Director of Finance

Representing ARWA, Secretary Jane Nicholson, presented an ask to Council to have the Town of Annapolis Royal take over ownership of the town's wharf. Council and CAO Barr posed questions and ARWA representatives replied. Council will deliberate on the issue and staff will do more investigation into the feasibility.

ii. Department of Municipal Affairs – Governance Indicators

The presenters walked council and staff through the Municipal Governance Indicators Questionnaire, with the Town of Annapolis Royal being the first municipality to undertake the questionnaire. The presenters were seeking feedback on the questionnaire, which council and staff offered.

9. ROUND TABLE: N/A

10. BUSINESS ARISING:

i. Municipal Awareness Week Activities – Verbal Update

CAO Barr provided an update to council on planned activities for Municipal Awareness week: a mock council at AWEC, an informal open house at Town Hall on November 22nd from 9:30am-12pm, and a trade show style open house at the Fire Hall from 3:30pm-6:30pm.

ii. Flags at Amphitheatre – Verbal Staff Recommendation

CAO Barr relayed that management unanimously recommended that flags not be flown at the amphitheatre but that flags can be brought down from Town Hall for formal occasions.

iii. 2018 Provincial Heritage Conference – Discussion

Council and CAO Barr discussed the feasibility of Annapolis Royal hosting the 2018 Provincial Heritage Conference.

MOTION #C2017-NOV-02-03

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to council to direct staff to express an interest of hosting the 2018 Provincial Heritage Conference here in Annapolis Royal.
Motion carried.

11. NEW BUSINESS:

i. Quarterly Financial Report – Director of Finance

DoF Robinson provided a high level overview of the quarterly reports on Town financials, including the Aged Receivables report. Discussion ensued.

ii. Aged Receivables RFD

Council agreed to remove personal indicators and present receivables quarterly in a summary format.

iii. Credit/Debit Cards – Paymentus RFD

Council discussed Paymentus as a new way for payments to be made to Town Hall.

MOTION #C2017-NOV-02-04

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to council to authorize staff to enter into a contract with Paymentus and begin accepting Visa and Mastercard as an acceptable form of payment, subject to the applicable user fees. **Motion carried.**

iv. Invoice Reversal RFD

MOTION #C2017-NOV-02-05

It was moved by Councillor Kinsella, seconded by Councillor Elliot to recommend to council to direct staff to reverse the January 29, 2013 invoices 2013063769 and 2013063770 in the amount of \$560.64.

Motion carried. 1 nay vote (Deputy Mayor Power).

v. Marketing and Economic Development Committee Member Application

MOTION #C2017-NOV-02-06

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to council that we appoint Chris Hopkins to the Marketing and Economic Development Committee to the end of the current term. **Motion carried.**

vi. Citizen Concern – Cats

Council discussed the concern brought forward by a citizen regarding roaming cats. Council decided that no motion is to be made or by-law created regarding cats.

vii. Town Hall Christmas Closure

MOTION #C2017-NOV-02-07

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to council that Town Hall be closed from December 22, 2017 to January 1, 2018 (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.**

Twinning Committee – Student Interns

Councillor Kinsella relayed the request that Town host two interns from Royan, France. Staff would be responsible for providing the internship and space to work for the students. Room and board has been offered from a resident. Council discussed, with input from CAO Barr. It was decided to defer a decision until the next council meeting. Council directed CAO Barr to respond that the Town is looking for an opportunity and taking it under consideration.

12. CORRESPONDENCE:

i. VWRM Newsletter – October 2017 Edition

Council acknowledged.

ii. Letter from the Town of Clark's Harbour

Council acknowledged.

iii. Legion Invite

Council acknowledged.

iv. Invitation from Annapolis Parish

Council acknowledged.

v. Letter of Thanks from Gaeilge Sa Ghleam
Council acknowledged.

vi. Letter from Municipal Affairs
Council discussed.

MOTION #C2017-NOV-02-01

It was moved by Councillor Elliott, seconded by Councillor Kinsella to move the meeting in-camera at 6:42pm. **Motion carried.**

12. IN-CAMERA:

- i. Acquisition of Municipal Property
- ii. Acquisition of Municipal Property
- iii. Lease of Municipal Property

MOTION #C2017-NOV-02-01

It was moved by Councillor Elliot, seconded by Councillor Sanford to move the meeting out of camera at 7:15pm. **Motion carried.**

13. ADJOURNMENT:

Deputy Mayor Power moved to adjourn the meeting at 7:16pm.

Chair William MacDonald

Recording Secretary Amy MacManus