

**Committee of the Whole  
Approved Minutes  
February 1, 2018 at 4:00 p.m.**

**1. PRESENT:** Mayor William MacDonald (Chair), Deputy Mayor Pat Power, Councillor Owen Elliot, Councillor Holly Sanford, Councillor John Kinsella, CAO<sup>1</sup> Gregory Barr, DoF<sup>2</sup> Melony Robinson (left after New Business, item v), and Recording Secretary Amy MacManus, representatives from the Rare and Unusual Plant Sale (for this agenda item only)

**2. REGRETS:** N/A

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

**4. ADDITIONS TO AGENDA:**

- i. Under Section 6, Approval of Minutes: Approval of December 7, 2017 Minutes
- ii. Under Section 11, New Business: Janitorial Tender – Request for Decision
- iii. Under Section 11, New Business: Water Appeal – Verbal Update
- iv. Under Section 11, New Business: UNSM Municipal Modernization – Verbal update
- v. Under Section 11, New Business: Tourism Nova Scotia, New Business discussion
- vi. Under Section 11, New Business: Stacked Stones Along the Boardwalk - Discussion
- vii. Under Section 12, Correspondence: Letter to the Mayor re Working Group on Short-term Rentals
- viii. Under Section 12, Correspondence: Deadline for Order of Nova Scotia
- ix. Under Section 12, Correspondence: Letter from Too Far Too Fast Canada
- x. Under Section 13, In-camera: Contract Negotiations
- xi. Under Section 13, In-camera: Litigation/Contract Negotiations
- xii. Under Section 13, In-camera: Property Acquisition
- xiii. Under Section 13, In-camera, item iii: Litigation - Remove item from agenda

**5. APPROVAL OF AGENDA:**

**MOTION #C2018-FEB-01-01**

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. December 7, 2017

**MOTION #C2018-FEB-01-01**

It was moved by Deputy Mayor Power, seconded by Councillor Elliot to approve the December 7, 2017 minutes as presented. **Motion carried.**

**7. PUBLIC INPUT:** N/A

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

**8. PRESENTATIONS: N/A**

**9. ROUND TABLE:**

No comments from Council

**10. BUSINESS ARISING: N/A**

**11. NEW BUSINESS:**

i. Quarterly Financial Report – Director of Finance

DoF Robinson provided a quarterly financial update and ran through the financial reports. Council posed questions and DoF Robinson replied.

ii. Valley Waste Resource Management (VWRM) – 2018/2019 Budget

CAO Barr and Councillor Kinsella explained that the VWRM 2018/19 draft budget has been prepared and are seeking input from councils. Discussion ensued. DoF Robinson summarized questions/concerns that she and CAO Barr had identified as areas of concern. Council gave their approval of these questions to be put forward to VWRM. Councillor Elliot requested that in the future, questions that staff has identified be submitted to Council along with VWRM draft budget.

iii. Draft Strategic Plan Overview - Discussion

CAO Barr reviewed the Draft Strategic Plan Overview (2018-2023) with Council and proposed a special meeting of council to discuss the draft, at a deeper level, once council has had further opportunity to review the document. Council agreed to a special meeting.

iv. Janitorial Tender – Request for Decision

**MOTION #C2018-FEB-01-03**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to approve the cleaning tender be awarded to Amber Woodland-Bruce and Cyle Bruce, commencing April 1, 2018.

**Motion carried.**

v. Partners for Climate Protection / Community Sustainability Committee – Discussion

CAO Barr explained that the Town had a Milestone 5 Climate Protection Plan that was submitted to Partners for Climate Protection. The group now requires validation of the Town's climate protection milestones. Council would like to form a community driven committee with a member of council to sit on the committee. Staff was directed to draft the mandate for the committee to be presented at the next Committee of the Whole meeting.

vi. FCM Trade Show Booth - Discussion

The cost to have a booth is just under \$4000.00 so the Town has opted not to have a booth but Mayor MacDonald will attend the trade show and decide if perhaps it is worth having a booth in future years.

vii. Proposed UNSM Name Change

Council discussed the proposed name change suggestions for Union of Nova Scotia Municipalities (UNSM).

viii. Atlantic Infrastructure Management (AIM) Network – Peer to Peer Learning Group Proposal  
CAO Barr summarized the proposal from AIM, who is working with the Province, to create an infrastructure management plan. The ask before several municipalities is a regional asset management working group proposal regarding a regional peer-to-peer working group. CAO Barr's recommendation is that in the long-term it would be beneficial to be involved at the forefront of this provincial initiative. Council supported the Town's involvement in the project.

**MOTION #C2018-FEB-01-04**

It was moved by Councillor Elliot, seconded by Councillor Kinsella that we recommend to Council that we direct staff to participate in the Atlantic Infrastructure Management Network strategic propriety sessions. **Motion carried.**

ix. Market Square - Rare and Unusual Plant Society, Request for Decision  
Ashley Viola-Hegedus and Jill Colville, from the Committee of the Rare and Usual Plant Society, provided a brief presentation on the annual Rare and Unusual Plant Sale that occurs every May. There is a scheduling conflict this year and as a result, the date of the annual event will need be moved from the usual Victoria Day weekend. The proposed date is May 12, 2018.

**MOTION #C2018-FEB-01-07**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to approve the date of May 12, 2018 for the Rare and Unusual Plant Society to hold their sale at the Market Square and that Council waive the \$5.00 vending permit. **Motion carried.**

x. Council and Committee of Whole Meetings  
a) Request to change Council date to February 20<sup>th</sup> due to holiday  
Council agreed. Mayor MacDonald will not be in attendance.

**MOTION #C2018-FEB-01-05**

It was moved by Councillor Sanford, seconded by Deputy Mayor Power that we hold the Council meeting February 20<sup>th</sup> due to the holiday on February 19<sup>th</sup>. **Motion carried.**

b) Change of Council start time to 4 pm – Discussion  
**MOTION #C2018-FEB-01-06**

It was moved by Councillor Sanford, seconded by Councillor Elliot to recommend to Council that we change the start time for council meetings to 4pm from 6pm, on a trial basis of six months. **Motion carried.**

c) Committee of the Whole (CoW) meetings on 1<sup>st</sup> Thursday of each month – Discussion  
Council discussed if it was difficult on staff having the CoW meetings on the first Thursday of the month. After feedback from CAO Barr, it was decided to leave the meetings as they stand.

xi. Provincial Heritage Conference – Verbal Update  
The Town had been asked to host the Provincial Heritage Conference. Mayor MacDonald summarized financial and other requirements to host. He has reached out to potential funding partners and is awaiting replies. Council discussed.

- xii. Call For Nominations - 2017 Lieutenant Governor's Medal for Excellence in Public Administration

Council did not put forward any names.

- xiii. Water Appeal – Verbal Update

CAO Barr provided an update on the water appeal. The date has been changed several times and will now take place February 12, 2018. Mayor MacDonald and Councillor Kinsella will attend.

- xiv. UNSM Municipal Modernization – Verbal update

Mayor MacDonald and CAO Barr attended the recent UNSM Municipal Modernization meeting in Halifax. Mayor MacDonald summarized the meeting and his thoughts on the event.

- xv. Tourism Nova Scotia

Mayor MacDonald relayed that on Tourism Nova Scotia's website, they list their Top 25 Attractions – Annapolis Royal is not on the list. Mayor MacDonald is going to contact them and remind them of all that Annapolis Royal has to offer and why it ought to be featured in Tourism Nova Scotia's promotions.

- xvi. Stacked Stones on the Boardwalk

Mayor MacDonald brought forward the topic of the increasing number of stacked stones along the boardwalk rocks. He asked Council what their thoughts are on the stones and how best to deal with them. Many parks remove them after each tourist season and people then put more up the following year. Council favored this practice as it still allows them to be rebuilt the following year.

#### **MOTION #C2018-FEB-01-08**

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that we recommend to Council that they direct staff, in accordance with the policies adopted by various national parks, dismantle the stacked stone structures on our waterfront in the month of November, annually. **Motion carried.**

#### **12. CORRESPONDENCE:**

- i. Valley Waste Management Minute, January 2018

Council acknowledged.

- ii. Letter from Too Far Too Fast Canada

Council acknowledged the letter but will not be making the requested decision.

- iii. Deadline for Order of Nova Scotia

The Town has been encouraged to re-submit last year's nomination. Council directed staff to do so.

#### **MOTION #C2018-FEB-01-09**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to Council that we re-submit the nomination from last year for the Order of Nova Scotia. **Motion carried.**

- iv. Letter to the Mayor re Working Group on Short-term Rentals

The Province has formed a working group on short-term rentals (such as Airbnb). Mayor MacDonald will be a part of the group as a representative of Union of Nova Scotia Municipalities.

**MOTION #C2018-FEB-01-10**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move in-camera at 6:22pm.  
**Motion carried.**

**13. IN-CAMERA:**

- i. Municipal Property Acquisition
- ii. Municipal Property Sale
- iii. Municipal Property Acquisition
- iv. Contract Negotiations
- v. Contract Negotiations

**MOTION #C2018-FEB-01-10**

It was moved by Councillor Kinsella, seconded by Councillor Elliot to move out-of-camera at 7:10pm.  
**Motion carried.**

**MOTION #C2018-FEB-01-11**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to direct staff to make an offer to purchase on property as discussed in-camera. **Motion carried.**

**MOTION #C2018-FEB-01-12**

It was moved Councillor Kinsella, seconded by Councillor Elliot to recommend to Council that the Town make payment or provide formal commitment, whichever is required, of a maximum of \$30,000 to the Condominium Association Reserve Fund in relation to anticipated future roof repairs required above the Academy gym, subject to agreement that unspent funds will be returned to the Town if the future actual repair costs are lower than the engineer estimates provided. **Motion carried.**

**14. ADJOURNMENT:**

Councillor Elliot moved adjournment at 7:13pm.

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Chair William MacDonald

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Recording Secretary Amy MacManus