

**Committee of the Whole  
Approved Minutes  
May 3, 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 financial discussions in New Business Section), Recording Secretary Amy MacManus, Zeynap Tonak (left after her certificate presentation), Valley REN – CEO Deborah Dennis and Cobe Milne (left after their presentation), and Jon Cuming, Lawyer, for in-camera item I (left after this discussion)

**2. REGRETS:** N/A

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

**4. ADDITIONS TO AGENDA:**

- i. Under Section 13, In-camera, Item iii: Addition of personnel (to contract negotiations)
- ii. Under Section 10, Business Arising, Item i: Public Washrooms at the Old Bus Stop
- iii. Under Section 13, In-camera: Addition of Sale of Municipal Property
- iv. Under Section 11, New Business, after Item ii: Interim Tax Town Owned Properties
- v. Under Section 12, Correspondence: Email from Cindy Wilson (included in the agenda package but accidentally omitted from the agenda)
- vi. Under Section 13, In-camera Item i, Litigation: Move to after the presentations in the agenda
- vii. Under Section 13, In-camera: Addition of Lease or Sale of Municipal Property
- viii. Under Section 8, Presentations, Item i: Presentation of Certificate of Appreciation to Zeynap Tonak - Annapolis Royal's Canada 150 Community Leader

**5. APPROVAL OF AGENDA:**

**MOTION #C2018-MAY-03-01**

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. April 5, 2018

**MOTION #C2018-MAY-03-02**

It was moved by Councillor Kinsella, seconded by Councillor Elliot to approve the April 5, 2018 Committee of the Whole minutes as presented. **Motion carried.**

**7. PUBLIC INPUT:**

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

**8. PRESENTATIONS:**

- i. Presentation of Certificate of Appreciation to Zeynap Tonak - Annapolis Royal's Canada 150 Community Leader

Mayor MacDonald presented Zeynap Tonak with a certificate of appreciation for her work as the Canada 150 Community Leader.

- ii. Valley REN – CEO Deborah Dennis

Valley REN representatives, Coby Milne and CEO Deborah Dennis, provided a presentation summarizing how Valley REN is re-defining itself and its strategic planning moving forward.

**MOTION #C2018-MAY-03-03**

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to move in-camera at 4:28pm. **Motion carried.**

**13. IN-CAMERA**

- i. Litigation

**MOTION #C2018-MAY-03-04**

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power to move out-of-camera at 4:55pm. **Motion carried.**

**9. ROUND TABLE:**

Councillor Sanford relayed that an individual had contacted her to complain about the state of the men's washrooms at the Academy.

**10. BUSINESS ARISING:**

- i. Public Washrooms at the Old Bus Stop

CAO Barr notified council that the public washrooms porta potties have been installed at the old bus stop. CAO Barr has spoken with Superintendent of Public Works regarding beautifying the area and asked council if they are in favour of this, once the Town owns the property. They are in agreement.

**11. NEW BUSINESS:**

- i. Quarterly Financial Report – DoF Melony Robinson

DoF Robinson presented the quarterly financial report and aged receivables. Discussion ensued.

- ii. Borrowing Resolution

**MOTION #C2018-MAY-03-05**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to council that council pass the borrowing resolution for the Town's operating line of credit for the calendar year 2018. **Motion carried.**

iii. Interim Tax Town Properties

**MOTION #C2018-MAY-03-06**

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to recommend to council to write off roll 00092398 and roll 04997409 interim taxes in the amounts \$660.83 and \$2382.98 respectively for the Town of Annapolis Royal's Town owned properties. **Motion carried.**

iv. Draft MOU – Town and Annapolis Valley Regional Library

CAO Barr presented the draft Memorandum of Understanding between the Town of Annapolis Royal and the Annapolis Valley Regional Library.

**MOTION #C2018-MAY-03-07**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to recommend to council to approve the agreement as drafted, MOU between the Annapolis Valley Regional Library and the Town of Annapolis Royal. **Motion carried.**

v. Draft MOU – Town/AVRL/Innovation Lab

CAO Barr summarized the draft Memorandum of Understanding between the Town of Annapolis Royal, Annapolis Valley Regional Library, and the Innovation Lab.

**MOTION #C2018-MAY-03-08**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to council to enter into an agreement with the Academy Innovation Lab Association/AVRL. **Motion carried.**

vi. The Academy Innovation Lab Association – Town Board Member Nomination

Council discussed which member of council to appoint as a board member to the Academy Innovation Lab Association.

**MOTION #C2018-MAY-03-09**

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power that Councillor Elliot be nominated as the Town representative on the Academy Innovation Lab Association Board of Directors. **Motion carried.**

vii. VWRM – Three Month Budget Approval

Councillor Kinsella provided an update on Valley Waste and the proposed three month budget.

**MOTION #C2018-MAY-03-10**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to council the approval of the three month budget presented from Valley Waste. **Motion carried.**

viii. Wharf Parking (Farmers Market) – Verbal Update

CAO Barr provided an update on the parking situation at the wharf. The Chief of Police will be having a conversation with the Fire Chief regarding the parking situation at the wharf that would permit fire safety and enforcement.

ix. Ad-hoc addition to the agenda:

Councillor Elliot inquired about the removal of the boulder at 11 St. James Street. CAO Barr relayed that Town has not been able to obtain a legal right-of-way from the owners of 11 St. James Street which

means that the only alternative is to insist on the use of the legal right of way beside the Masonic Lodge. Members of staff met with Farmers Market representatives and determined that the safest option is to have the market end at the Masonic Lodge so as to have a thoroughfare.

x. Leaf and Brush Waste Recommendation

Council discussed the recommendations presented for the Leaf and Brush Yard Waste and directed staff to begin communications with residents via the June Town Crier newsletter.

**MOTION #C2018-MAY-03-11**

It was moved by Councillor Elliott, seconded by Deputy Mayor Power to recommend to council that staff implement a curbside yard waste disposal service as recommended and take the necessary steps to discontinue the use of the current yard waste disposal site. **Motion carried.**

xi. Environment Advisory Committee Applications

**MOTION #C2018-MAY-03-12**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend that council appoints to the Environment Advisory Committee citizen members Sally O'Grady, Starr Cardwell, John Bottomley, and Rob Hodder as well as council representative Councillor Holly Sanford. **Motion carried.**

**12. CORRESPONDENCE:**

i. Smart Cities Challenge Application

Mayor MacDonald relayed that Smart Cities Challenge Application has been submitted.

ii. Thank yous to Town for Funding

Council acknowledged.

iii. Call for Nominations – National Volunteer Awards

No nominations by council at this time.

iv. Affordable Housing Nova Scotia

Council acknowledged.

v. Housing Nova Scotia

Council acknowledged.

vi. UNSM Board Report

Council acknowledged.

vii. Smoke Free Nova Scotia

Council acknowledged and requested that the Town's Smoking Policy be reviewed. It will be added to the June Committee of the Whole agenda and perhaps the Board of Police Commissioners meeting. CAO Barr will gather information from other municipalities.

viii. Garbage Complaint

CAO Barr relayed that Valley Waste has garbage by-laws in place and they are responsible for enforcing them, including the complaint that has been submitted. Council directed CAO Barr to have Town staff remove the garbage at the property for which the complaint was received instead of waiting for the Valley Waste by-law process. An invoice will then be sent to the property owner for garbage removal.

ix. Notice from Kings County to Withdraw from Valley Waste  
Council acknowledged. Kings County has withdrawn their withdrawal notice to Valley Waste.

x. Valley Connect  
Council agrees that it is a great endeavour.

xi. Ad-hoc addition to the agenda - Discussion of ATVs  
Councillor Kinsella relayed that a citizen approached him inquiring if the Town will continue to support the ban of ATVs. Council intends to do so but will have discussions about what can be done to encourage ATV users to visit town without bringing the vehicle into town. There has also been a problem with people using their ATVs to bring leaf and yard waste to the drop-off site.

xii. Email Regarding Rainbow Crosswalks  
This suggestion was previously brought before council and it was determined that it was unsafe. Council requested that the item be re-examined and added to the next Traffic Flow Advisory Committee agenda.

#### **MOTION #C2018-MAY-03-13**

It was moved by Councillor Kinsella, seconded by Councillor Elliot to move in-camera at 6:10pm. **Motion carried.**

#### **13. IN-CAMERA:**

- ii. Lease of Municipal Property
- iii. Contract Negotiations & Personnel
- iv. Sale of Municipal Property
- v. Lease or Sale of Municipal Property
- vi. Acquisition of Municipal Property

#### **MOTION #C2018-MAY-03-14**

It was moved by Councillor Kinsella, seconded by Councillor Elliot to move out-of-camera at 7:13pm. **Motion carried.**

#### **14. ADJOURNMENT:**

#### **MOTION #C2018-MAY-03-15**

It was moved by Councillor Kinsella to adjourn the meeting at 7:13pm

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Chair William MacDonald

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Recording Secretary Amy MacManus