

**Committee of the Whole
Approved Minutes
October 4, 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, CAO¹ Gregory Barr, Recording Secretary Amy MacManus, member of the public for part of the meeting

2. REGRETS: N/A

3. CALL TO ORDER: Chair MacDonald called the meeting to order at 4:01 p.m.

4. ADDITIONS TO AGENDA:

- i. Under Section 8, Presentations: No presentation by Greenwood Military Family Resource Centre
- ii. Under Section 12, Correspondence: Letter Regarding Right of Way on Ritchie Street – Maude Marshall
- iii. Under Section 11, New Business: Infrastructure Canada Meeting – Update
- iv. Under Section 11, New Business: Library Update
- v. Under Section 11, New Business: Academy Sign Condition
- vi. Under Section 11, New Business: Location Agreement – Striking Balance 2

5. APPROVAL OF AGENDA:

MOTION #C2018-OCT-04-01

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. September 6, 2018

MOTION #C2018-OCT-04-02

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the September 6, 2018 minutes as presented. **Motion carried.**

7. PUBLIC INPUT:

8. PRESENTATIONS:

- i. Sarah Osborne, Veteran Family Program Coordinator - Greenwood Military Family Resource Centre

Presenter not in attendance however she sent an email with a request for support of programming. No decision was made as further information is required.

9. ROUND TABLE:

Deputy Mayor Power: The First Responders evening was a success though not as well attended due to the other events occurring the same evening. The Friends of the Library had a tour of the new library space – all were impressed with the space.

Councillor Kinsella: No update.

¹ Chief Administrative Officer

Councillor Sanford: The Keg, Cask, and Food Festival was well attended and they were able to donate \$500.00 to the Fire Department.

Councillor Elliot: The Keg, Cask, and Food Festival was a success and he is looking forward to it next year. This last month in town has been great visitor wise.

Mayor MacDonald: The Provincial Heritage Conference was a great success.

10. BUSINESS ARISING:

- i. AIM Network Asset Management Cohort Group – Verbal Update and Request for Council Member participation (CAO Barr)

CAO Barr summarized the group and requested that council appoint a member to the Cohort Group – the other members all have a council member appointed. Council decided to table the discussion until the October 15th Council meeting.

- ii. Leaf and Yard Waste Public Meeting – Discussion

CAO Barr presented options for the leaf and yard waste and sought council's input regarding their thoughts on a suitable solution. Council provided feedback. Council requested further numbers before further consideration is given. CAO Barr will make a presentation to council at the next Committee of the Whole meeting.

- iii. ARVFD Asset Transfer Request – Verbal Update from Meeting (CAO Barr)

CAO Barr provided an update on discussions with the Fire Department regarding their requested asset transfer. Discussion ensued.

11. NEW BUSINESS:

- i. Economic Development vs. Community Development Committees – Discussion (Councillor Elliot)
Councillor Elliot relayed that the Marketing and Economic development Committee is stretched thin and it would make sense to split the committee into two committees; one would be responsible for economic development and the other responsible for events. Discussion ensued.

MOTION #C2018-OCT-04-03

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to council to direct staff to prepare a draft policy that establishes a Community Development Committee. **Motion carried.**

- ii. Video Broadcast of Council and Committee of the Whole Meetings – Discussion (Councillor Elliot)

Councillor Elliot put forward the idea to broadcast Council and Committee of the Whole meetings. CAO Barr summarized options and examples of what some of the other municipalities do.

MOTION #C2018-OCT-04-04

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to Council to direct staff to review the logistical, technical, financial, and human resource requirements of establishing video broadcasting of Council and Committee of the Whole meetings. **Motion carried.**

- iii. Tourism Revitalization of Icons Program (TRIP) – Discussion

CAO Barr summarized TRIP and relayed the optimal funding project, based on feedback from Tourism Nova Scotia, to submit an application for are public washrooms.

MOTION #C2018-OCT-04-05

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to council to direct staff to prepare a proposal for the Tourism Revitalization of Icons Program in relation to public washrooms. **Motion carried.**

iv. Letter Regarding Right of Way on Ritchie Street (moved up in agenda from Correspondence)
CAO Barr summarized the situation with regards the right of way owned by the Town that cuts across 102 Ritchie Street. The owner is requesting that Town release the right of way. Discussion ensued. Council directed CAO Barr to obtain legal advice regarding future legal options to the Town

MOTION #C2018-OCT-04-06

It was moved by Councillor Elliot, seconded by Councillor Kinsella to recommend to council to direct staff to seek a legal opinion with respect to the removal of the easement on 102 Ritchie Street, including cost estimate and legal implications. **Motion carried.**

v. Friends of the Pool Society (FAPS) – Permission to Build
Council requested that information be obtained as to how the pergola at the pool was built without members of FAPS being aware and from where the funds came to build the structure. Councillors Sanford and Kinsella will pose the questions at the next FAPS meeting.

MOTION #C2018-OCT-04-07

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to council to grant the Friends of the Annapolis Pool Society permission to build a pergola 30' x 12' x 8.4' at 62 Champlain Drive. **Motion carried.**

vi. December Holiday Closures – RFD

MOTION #C2018-OCT-04-08

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to council that Town Hall be closed from December 24, 2018 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.**

vii. The Academy Grand Opening (Discussion) & Library Update
CAO Barr provided an update on the Library. Some delays have occurred, mostly due to flooring issues. It was decided to combine the Library and Academy grand openings. CAO Barr posed to council what their thoughts are on the usage for the music and programming rooms. Discussion ensued. Council wants the space to be open for the community to use; no fees for community events, a charge for private events. The booking schedule will be controlled by Annapolis Valley Regional Library. Council directed staff to investigate implementing a Town policy with regards usage of Town spaces and possible fees.

viii. The Academy Sign
CAO Barr relayed that the Academy sign will likely be coming down and that it is now owned by the condo board. The Town is looking into a sign for their portion of the building.

ix. Infrastructure Canada Meeting
CAO Barr summarized the Infrastructure Canada meeting he attended; there may be upcoming opportunities for funding of projects.

x. Quarterly Receivables Report

Council acknowledged. DoF Robinson will speak to the financials, including the aged receivables, at next month's meeting.

xi. Location Agreement – Striking Balance 2

Mayor MacDonald relayed that the filming crew for Striking Balance Season 2 will be in the area beginning later this month.

12. CORRESPONDENCE:

i. Audited Financial Statements

Councillor Kinsella offered some context for the Valley Waste Resource Management Audited Statements.

ii. Nova Scotia Federation of Municipalities Memo

Councillor Kinsella summarized the ask from Valley Waste regarding extended producers responsibilities with regards packaging from products.

iii. Annapolis Royal Volunteer Fire Department Invitation

Council acknowledged.

iv. Letter Regarding Right of Way on Ritchie Street (moved up in agenda as member of the public in attendance for this specific item)

Ad-hoc addition to the agenda: Council Attendance at NSFM

Deputy Mayor Power posed to council who will be attending NSFM. Mayor MacDonald and Deputy Mayor Power will attend (the Mayor is a guest speaker). Councillors Elliot and Kinsella expressed that they would like to attend if the budget allows.

MOTION #C2018-OCT-04-09

It was moved by Councillor Elliot, seconded by Councillor Kinsella to move in-camera at 6:34 p.m. for contract negotiations and litigation. **Motion carried.**

v. Contract Negotiations

vi. Litigation

MOTION #C2018-OCT-04-10

It was moved by Councillor Elliot, seconded by Councillor Kinsella to move out-of-camera at 6:48 p.m. **Motion carried.**

13. ADJOURNMENT:

Councillor Kinsella moved adjournment at 6:48 p.m.

Chair William MacDonald

Recording Secretary Amy MacManus

Town of Annapolis Royal
Committee of the Whole
October 4, 2018