

**Committee of the Whole
Approved Minutes
December 6, 2018 at 4:00 p.m.**

1. PRESENT: Mayor William MacDonald (Chair), Deputy Mayor Pat Power, Councillor Owen Elliot, Councillor Holly Sanford, CAO Gregory Barr, DoF¹ Melony Robinson (left after New Business, item i), Recording Secretary Amy MacManus, and a member of the public

2. REGRETS: Councillor John Kinsella

3. CALL TO ORDER: Chair MacDonald called the meeting to order at 4:05pm

4. ADDITIONS TO AGENDA:

- i. Under Section 10, Business Arising: Smoke Free Places Act
- ii. Under Section 11, New Business: Nova Scotia Electoral Boundaries Commission
- iii. Under Section 13, In-camera: Contract Negotiations
- iv. Under Section 12, Correspondence: Port Royal Legion Levee Invitation

5. APPROVAL OF AGENDA:

MOTION #C2018-DEC-03-01

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

6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:

- i. November 1, 2018

MOTION #C2018-DEC-03-02

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the November 1, 2018 minutes as presented. **Motion carried.**

7. PUBLIC INPUT:

Alan Melanson thanked the Town for their support of the Christmas Explorer, in particular Deputy Mayor Power's feedback. He noted the high number of social media engagement this week as a result of the holiday postings.

8. PRESENTATIONS:

9. ROUND TABLE:

Deputy Mayor Power: Attended a meeting at the Health Centre.

Councillor Sanford: The Light Up the Town initiative has been well received.

Councillor Elliot: Likes the lights in the businesses for Light Up the Town; last weekend in town was great (Parade of Lights and Christmas Extravaganza); enjoying Chase the Ace; noted that the pub is closed for the season.

¹ Director of Finance

Mayor MacDonald: The Parade of Lights was a great success with a large turnout; the craft shows were extremely well attended; he was the first reader of Storytime at the new Library; and he also attended the aerial photographic mapping at Garrison Graveyard.

10. BUSINESS ARISING:

i. Travel Policy - RFD²

DoF Robinson summarized the new provincial requirements for travel policies which resulted in three changes to the Town's Travel Policy. Discussion ensued and Council directed a minor change in language.

MOTION #C2018-DEC-03-03

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to council to accept the three amendments to the Travel Policy as presented in the Request for Decision dated December 6, 2018, which is compliant with the newly formed travel/expense policy legislative requirements as provided by the Department of Municipal Affairs. **Motion carried.**

ii. Changing the Heritage Inventory Paradigm: The Arches Open Source System

Mayor MacDonald posed to Council their thoughts on the Arches Open Source System. Discussion ensued. Further investigation is required regarding cost, burden on staff, pros and cons, IT/GIS considerations, etc. Mayor MacDonald, CAO Barr, and CDC Millett-Campbell will meet to discuss in further detail.

iii. Smoke Free Places Act

CAO Barr asked Council to clarify what the Board of Police Commissioners and Council are looking for when they asked that Chief Moser review the Town following the provincial smoking legislation. Councillor Elliot clarified that the Board and Council are requesting a presentation on what the existing legislation entails. Council asked that Chief Moser present at the January Committee of the Whole meeting and have a map that outlines the current restrictions/allowances within town.

11. NEW BUSINESS:

i. Hospitality Policy

Municipalities are now required to adopt a hospitality policy. DoF Robinson presented the recommended Hospitality Policy by the Joint Municipal Accountability and Transparency Committee (JMAT).

MOTION #C2018-DEC-03-04

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to council to accept the adoption of the Hospitality Policy as presented, with an effective date of January 1, 2019. **Motion carried.**

² Request for Decision

ii. Committee and General Appointments

Board of Police Commissioners:

MOTION #C2018-DEC-03-05

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to Council to re-appoint Owen Elliot and Pat Power as council representatives, and James McGinis as a citizen member of the Board of Police Commissioners for two-year terms, ending December 31, 2020. **Motion carried.**

Marketing & Economic Development Committee:

MOTION #C2018-DEC-03-06

It was moved by Councillor Sanford, seconded by Councillor Elliot to recommend to Council to re-appoint Owen Elliot, Holly Sanford, and Bill MacDonald as council members; Amy Barr, Kenneth Knox, and Chris Hopkins as citizen members of the Marketing and Economic Development Committee for one-year terms, ending December 31, 2019. **Motion carried.**

Planning & Heritage Advisory Committee:

MOTION #C2018-DEC-03-07

It was moved by Councillor Elliot, seconded by Deputy Mayor Power to recommend to Council to re-appoint Holly Sanford and John Kinsella as council members, and Barry Moody as a citizen member of the Planning and Heritage Advisory Committee for two-year terms, ending December 31, 2020. **Motion carried.**

Traffic Flow Advisory Committee:

MOTION #C2018-DEC-03-08

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to Council to re-appoint Owen Elliot and John Kinsella as council members of the Traffic Flow Advisory Committee for one-year terms, ending December 31, 2019. **Motion carried.**

Municipal Effectiveness Advisory Committee:

MOTION #C2018-DEC-03-09

It was moved by Councillor Sanford, seconded by Councillor Elliot to recommend to Council that Bill MacDonald and Pat Power be re-appointed as council members; Jane Nicholson, Alyn How, Brian Bohaker, and Paul Paquette as citizen members of the Municipal Effectiveness Advisory Committee for one-year terms, ending December 31, 2019. **Motion carried.**

Annapolis Pool Committee:

MOTION #C2018-DEC-03-10

It was moved by Councillor Elliot, seconded by Deputy Mayor Power to recommend to Council to re-appoint Holly Sanford and John Kinsella as council representatives on the Annapolis Pool Committee for one-year terms, ending December 31, 2019. **Motion carried.**

Human Resources Committee:

MOTION #C2018-DEC-03-11

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council re-appoint Holly Sanford and John Kinsella as members of the Human Resources Committee for one-year terms, ending December 31, 2019. **Motion carried.**

Twinning Committee:

MOTION #C2018-DEC-03-12

It was moved by Councillor Sanford, seconded by Councillor Elliot to recommend to Council to re-appoint John Kinsella as a council representative on the Twinning Committee for a one-year term, ending December 31, 2019. **Motion carried.**

Regional Emergency Management Office:

MOTION #C2018-DEC-03-13

It was moved by Councillor Elliot, seconded by Deputy Mayor Power to recommend to Council to re-appoint Pat Power and Bill MacDonald as council representatives on the Regional Emergency Management Office Committee for one-year terms, ending December 31, 2019. **Motion carried.**

Annapolis Partnership Steering Committee:

MOTION #C2018-DEC-03-14

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council to re-appoint Pat Power and Bill MacDonald as council representatives on the Annapolis Partnership Steering Committee for one-year terms, ending December 31, 2019. **Motion carried.**

Council discussed their dismay that there is not more uptake on shared services between municipalities.

Annapolis Valley Regional Library Board:

MOTION #C2018-DEC-03-15

It was moved by Councillor Sanford, seconded by Councillor Elliot to recommend to Council to re-appoint Pat Power as a council representative on the Annapolis Valley Regional Library Board for a one-year term, ending December 31, 2019. **Motion carried.**

Friends of the Library Liaison Committee:

MOTION #C2018-DEC-03-16

It was moved by Councillor Elliot, seconded by Deputy Mayor Power to recommend to Council to re-appoint Pat Power as a council representative on the Friends of the Library Liaison Committee for a one-year term, ending December 31, 2019. **Motion carried.**

Deputy Mayor Power expressed that she thinks this appointment is no longer necessary. She will inquire prior to the December 17, 2018 Council meeting.

Valley Waste Resource Management Board:

MOTION #C2018-DEC-03-17

It was moved by Deputy Mayor Power, seconded by Councillor Sanford that Council to re-appoint John Kinsella and Owen Elliot (as an alternate) as council representatives on Valley Waste Resource Management Board for one-year terms, ending December 31, 2019. **Motion carried.**

Town Crier and Consort:

MOTION #C2018-DEC-03-18

It was moved by Councillor Sanford, seconded by Councillor Elliot to recommend to Council to re-appoint Peter Davies as the Town Crier and Valerie Davies as consort for the Town of Annapolis Royal for one year, ending December 31, 2019. **Motion carried.**

Fire Inspectors:

MOTION #C2018-DEC-03-19

It was moved by Councillor Elliot, seconded by Deputy Mayor Power to recommend to Council that Hank Sawchuk and Alfred Doucet be re-appointed as Fire Inspectors for the Town of Annapolis Royal on a fee-for-service basis for one-year terms, ending December 31, 2019. **Motion carried.**

Councillor Elliot questioned whether having a fire inspector that cannot provide a fire inspection on licensed premises opens the Town up to liability. CAO Barr will inquire.

Building Inspectors:

MOTION #C2018-DEC-03-20

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to Council to re-appoint Alfred Doucet and Cathy Barr as Building Inspectors for the Town of Annapolis Royal on a fee-for service basis for one-year terms, ending December 31, 2019. **Motion carried.**

Animal Control Officers:

MOTION #C2018-DEC-03-21

It was moved by Councillor Sanford, seconded by Councillor Elliot to recommend to Council to re-appoint James "Zak" Rose and Tanichia Hamm as the Animal Control Officers for one year terms, ending December 31, 2019. **Motion carried.**

Chair MacDonald expressed that the Town may need to review the municipality's policy not including cats. Discussion ensued. Staff will conduct research on cats being included in the Town's policy.

Nova Scotia Association of Police Boards:

... to recommend to Council to re-appoint Owen Elliot as the Board of Police a council representative on Nova Scotia Association of Police Boards for a one-year term, ending December 31, 2019.

Recommendation not read as Councillor Elliot questioned whether it is for council to make the appointment of whether it is for the Board of Police Commissioners. This will be added to the next Board of Police Commissioners agenda.

Annapolis Royal Wharf Association:

MOTION #C2018-DEC-03-22

It was moved by Councillor Elliot, seconded by Deputy Mayor Power to recommend to Council to re-appoint Pat Power as a council representative on the Annapolis Royal Wharf Association for a one-year term, ending December 31, 2019. **Motion carried.**

Civic Addressing:

MOTION #C2018-DEC-03-24

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to Council to re-appoint Sandi Millett-Campbell as Civic Addressing Coordinator for a one-year term, ending December 31, 2019. **Motion carried.**

Chair MacDonald asked that staff find out the cost of supplying reflective civic addressing signs to all properties.

Development Officer & Planner:

MOTION #C2018-DEC-03-25

It was moved by Councillor Sanford, seconded by Councillor Elliot to recommend to Council to re-appoint Chris Millier as Development Officer & Planner for a one-year term, ending December 31, 2019.

Motion carried.

Investment Committee:

MOTION #C2018-DEC-03-26

It was moved by Councillor Elliot, seconded by Deputy Mayor Power to recommend to Council to re-appoint John Kinsella and Owen Elliot as council members; Byron Mersereau as a citizen member, and Melony Robinson as a staff member of the Investment Committee for one-year terms, ending December 31, 2019. **Motion carried.**

iii. CBC Still Standing – Verbal Update

CAO Barr relayed that the town still does not qualify for CBC's Still Standing as the town is not one that is struggling.

iv. The Academy Sign Concept – MEDC Recommendation of First Option – Discussion

CAO Barr presented the two options that the Marketing and Economic Development Committee has been considering for signs at the Academy. MEDC prefers the first option presented. Council offered feedback and directed staff/MEDC to price designs for option 1.

v. Nova Scotia Electoral Boundaries Commission

Chair MacDonald summarized the electoral boundaries. Annapolis Royal has been moved to the Digby electoral boundary. Chair MacDonald suggested that the Town host a meeting of the Nova Scotia Electoral Boundaries Commission in order to offer residents a chance for input.

MOTION #C2018-DEC-03-27

It was moved by Councillor Elliot, seconded by Councillor Sanford to recommend to council to direct staff to approach the Nova Scotia Electoral Boundaries Commission, requesting that they schedule a public meeting in the Town of Annapolis Royal. **Motion carried.**

12. CORRESPONDENCE:

i. 2019-20 Operating Budget for Property Valuation Services Corporation (PVSC)

Council acknowledged.

ii. Imari Vase from Fukushima

An Imari vase was displayed in the old library however the new library does not have a safe space for it. Council decided that it is to remain at Town Hall.

iii. National Research Council of Canada (NRC)- Guidelines on Undertaking a Comprehensive Analysis of Benefits Costs and Uncertainties of Storm Drainage Infrastructure in a Changing Climate

CAO Barr relayed that he has signed on to this initiative on behalf of the Town.

iv. Heritage Trust Nova Scotia – Nomination of the Academy Redevelopment
Council acknowledged.

v. Port Royal Legion: Formal invitation to the New Year's Day levee
Mayor MacDonald summarized the invitation letter to Council for them to participate in the New Year's Day Levee at the Legion.

MOTION #C2018-DEC-03-28

It was moved by Councillor Elliot, seconded by Councillor Sanford to move in-camera to discuss sale of municipal property, contract negotiations, two personnel items, and another contract negotiation at 5:53pm. **Motion carried.**

13. IN-CAMERA:

- i. Sale of Municipal Property (TAB A)
- ii. Contract Negotiations
- iii. Personnel
- iv. Personnel
- v. Contract Negotiations

MOTION #C2018-DEC-03-29

It was moved by Councillor Sanford, seconded by Councillor Elliot to move out-of-camera at 6:35pm.
Motion carried.

14. ADJOURNMENT:

Deputy Mayor Power moved adjournment at 6:36pm.

Chair William MacDonald

Recording Secretary Amy MacManus