

**Committee of the Whole
Approved Minutes
March 5, 2019 at 4:00 p.m.**

1. PRESENT: Mayor William MacDonald (Chair), Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor John Kinsella, Interim CAO¹ Melony Robinson, and a member of the public

2. REGRETS: Councillor Elliot

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

4. ADDITIONS TO AGENDA:

- i. Under Section 12, Correspondence: NSFM – Looking for Success Stories
- ii. Under Section 11, New Business: National Trust for Canada Awards 2019
- iii. Under Section 12, Correspondence: NSFM – Housing Survey
- iv. Under Section 13, In-camera: Personnel
- v. Under Section 13, In-camera: Contract Negotiations
- vi. Under Section 13, In-camera: Contract Negotiations
- vii. Under Section 12, Correspondence: Town of Shelburne
- viii. Under Section 11, New Business: In-Camera Meeting Procedures
- ix. Under Section 12, Correspondence: Invitation from the Community Health Centre
- x. Under Section 12, Correspondence: Communities in Bloom
- xi. Under Section 12, Correspondence: Order of Nova Scotia

5. APPROVAL OF AGENDA:

MOTION #C2019-MAR-05-01

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move acceptance of the agenda as amended. **Motion carried.**

6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:

- i. Committee of the Whole – February 7, 2019

MOTION #C2019-MAR-05-02

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to approve the February 7, 2019 minutes with the following change; that MOTION #C2019-FEB-07-07 be amended to include the words “Annapolis County Water Rate Hearing.” **Motion carried.**

(Note: this was not amended in the approved minutes as the motion was not rescinded and a new one made and the motion was altered when it came before Council on February 18th.)

- ii. Committee of the Whole, In-Camera – February 7, 2019

Council discussed the approval of in-camera minutes and after discussion decided that in-camera minutes do not require approval and that they are to be stored in the vault without council having to review the minutes.

¹ Chief Administrative Officer

7. PUBLIC INPUT:

8. PRESENTATIONS:

9. ROUND TABLE:

No items from council.

10. BUSINESS ARISING:

11. NEW BUSINESS:

i. Fire Hall – Discussion

Interim CAO Robinson summarized the request from the Fire Department to pay for an invoice for snow plowing by a private contractor for Chase the Ace. She iterated that the Town will not pay for this as Publics Works attempted multiple times to plow that day and we do not bring Public Works in after hours to plow for special events. Discussion ensued. Council directed staff to write a letter to the Fire Department clarifying the issue and to reiterate that the Town will not be paying the invoice.

ii. Library – Discussion

Council discussed several items pertaining to the Library:

- A donation was given with the expectation that electrical outlets were installed in a specific area of the Library for SOFAAR's equipment. This was not done. The donor wants this rectified. Mayor MacDonald will investigate if there are funds to remedy the situation. Interim CAO Robinson will add the \$1500.00 it would cost to rewire the room to the 2019/20 capital budget.
- Usage of the programming rooms and Innovation Lab by groups outside of Library opening hours. Council wants input from the Library on the matter, including the feasibility of renters paying the cost to have Library staff in outside of regular hours. Council also directed staff to investigate the cost of having a phone line installed in the large programming room.
- Contest to name the program rooms at the Community Hub

iii. 2019/20 Budget – Discussion

Interim CAO Robinson provided a brief summary of the 2019/20 budget and explained that a tax increase is required.

iv. Honourary Citizenship Recommendation

The mayor proposed honorary citizenships for Kim Gunn and Dave Kirk before they move away.

MOTION #C2019-MAR-05-03

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Kim Gunn and Dave Kirk be awarded honorary citizenship for the Town of Annapolis Royal and to be presented by our mayor on the 15th of March. **Motion carried.**

v. National Trust for Canada Awards 2019

Council directed staff to submit an application to the National Trust for Canada Awards 2019 for the Academy condos and Community Hub renovations.

vi. In-camera Meeting Procedures

Interim CAO Robinson summarized how in-camera items were previously handled by the municipality and compared to currently. Discussion undertaken during approval of minutes in the agenda.

12. CORRESPONDENCE:

i. ACOA – Social Media Report on the Community Hub Grand Opening

Council acknowledged and were impressed by the amount of social media engagement.

ii. Lyme Disease

Council directed staff to add the information to the next edition of the Town Crier newsletter with the related link. Council also discussed having different colour lighting at Town Hall to mark designated days throughout the year, a suggestion brought to the mayor by a community member.

iii. Nova Scotia Federation of Municipalities (NSFM) - Municipal Matters

Council acknowledged.

iv. NSFM Regional Meetings

Council acknowledged.

v. 2019/20 Heritage Development Fund (Built Heritage) - Conservation Grant Updates

Council acknowledged.

vi. NSFM – Looking for Success Stories

Council acknowledged.

vii. NSFM – Housing Survey

Council acknowledged.

viii. Town of Shelburne

Interim CAO Robinson summarized the letter from the Town of Shelburne asking the provincial government for a percentage of the HST received. Council directed staff to compose a similar letter to the provincial government and copy the Town of Shelburne on the letter.

ix. Communities in Bloom

Council directed staff to investigate if there is funding for the comfort station.

x. Health Centre – Invitation

Some members of council will attend the event and will RSVP.

xi. Ad-hoc Addition to the Agenda: Funding for the 400th Anniversary of the Charter

Mayor MacDonald wants to see funding obtained for the 400th anniversary celebration of the Charter in 2021.

xii. Order of Nova Scotia

Mayor MacDonald is going to re-submit a nomination for Jane Nicholson.

13. IN-CAMERA:

MOTION #C2019-MAR-05-04

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move in-camera at 5:01 p.m. to discuss a number of items, including contract negotiations and litigation. **Motion carried.**

Under Section 22(2) of the *Municipal Government Act*:

- i. Litigation
- ii. Contract Negotiations
- iii. Lease of Municipal Property
- iv. Litigation
- v. Contract Negotiations
- vi. Lease of Municipal Property
- vii. Contract Negotiations
- viii. Personnel
- ix. Contract Negotiations
- x. Contract Negotiations

MOTION #C2019-MAR-05-05

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move out-of-camera at 6:29 p.m. **Motion carried.**

MOTION #C2019-MAR-05-06

It was moved by Deputy Mayor Power, seconded by Councillor John Kinsella to recommend to council that the Town of Annapolis Royal sign the lease with Irving Oil Limited to permit the Town to rent their property at a cost of \$1,200.00+HST per annum, with an effective date of April 1, 2019. **Motion carried.**

MOTION #C2019-MAR-05-07

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to council to accept the successful bidder's application for tenancy of the Community Hub kitchen, with a rental rate to be determined, and an effective date of April 1, 2019. **Motion carried.**

MOTION #C2019-MAR-05-08

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to recommend to council to issue the proposed Request for Expression of Interest for commercial space at 24 Drury Lane, PID 05002217. **Motion carried.**

MOTION #C2019-MAR-05-09

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to recommend to council to accept the Letter of Offer-Proposed Easement in favour of Town of Annapolis Royal, over Crown Lands at Annapolis Royal, Annapolis County, portion of PID 05091921. **Motion carried.**

MOTION #C2019-MAR-05-10

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to council to accept the offer of assistance under the Innovative Communities Fund by ACOA in their agreement dated February 28, 2019. **Motion carried.**

14. ADJOURNMENT:

It was moved by Councillor Kinsella, seconded by Councillor Sanford to adjourn the meeting at 6:33 p.m. **Motion carried.**

Chair William MacDonald

Recording Secretary Amy MacManus