

**Committee of the Whole
Approved Minutes
April 2, 2020 at 4:00 p.m.**

1. **PRESENT** (*via video conference*): Mayor William MacDonald (Chair), Councillor Paula Hafting, Councillor Holly Sanford, CAO Sandi Millett-Campbell, and Recording Secretary Natalia Gartley.
Invited Guest: Dan Marsh

2. **REGRETS:** Deputy Mayor Pat Power

3. **CALL TO ORDER:** Mayor William MacDonald called the meeting to order at 4:07p.m.

4. **ADDITIONS TO AGENDA:**

Under 10. New/Unfinished Business, vii) Change of meeting times of Committee of the Whole and Council.

Under 10. New/Unfinished Business, viii) Valley Waste Budget Approval.

Under 10. New/Unfinished Business, xi) NSFM Zoom Meeting Update.

Under 11. Under Correspondence, i) Closure of Town Trails.

Under 12. In-Camera: i) Personnel

5. **APPROVAL OF AGENDA:**

MOTION #CoW2020-04-02-01

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

6. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:**

i. Committee of the Whole – March 5, 2020

A typo was noted under Section 10.4 – “from that state forward” should read “from that day forward...”.

MOTION #CoW2020-04-02-02

It was moved by Councillor Hafting, seconded by Councillor Sanford to approve the minutes as corrected. **Motion carried.**

7. **PRESENTATIONS: Dan Marsh, Annapolis Community Health Centre**

Mayor MacDonald welcomed Dan Marsh to present. Mr. Marsh updated the Council on the line of communication with the stakeholders with regard to COVID-19 via the Annapolis community Health Centre’s Facebook page and newsletters. Mr. Marsh advised that the nearest Assessment Centres are located in Berwick and Digby as well as secondary units are available in the South Shore and Valley Regional hospitals. Mr. Marsh shared the procedures which are currently in place for patients potentially exposed to the COVID-19. Most services have been delivered via telephone. Lab patients by appointments only. Video calls are also being adopted via ZOOM. The Annapolis Community Health Centre can do swabs for those patients who can’t go to the Assessment Centres.

Council and Mr. Marsh also talked about if more scrubs or masks were required, current strict procedures for visiting patients and would the Community be advised on any COVID -19 cases in the area if there would be any.

8. **PUBLIC INPUT:** None

9. **ROUND TABLE:** None

10. **NEW / UNFINISHED BUSINESS:**

i. Policy Sign Pet

CAO Millett-Campbell reported on the sign pet recommendations from Councillor Hafting. The Council reviewed and discussed the proposed changes as follows:

- Title Change: the title should read "Pet Policy for Market Days".
- Remove: the second paragraph "Companion dogs are welcome at the Market Square during market days".
- Add quotation marks to "Bathroom accidents"
- At the bottom of the sign add a reference to the current Town of Annapolis Royal Dog By-Law.

MOTION #CoW2020-04-02-03

It was moved by Councillor Hafting, seconded by Councillor Sanford to recommend to Council to approve the Pet Policy Sign as amended and be posted at the two main entrances at the Market Square. **Motion carried.**

ii. Dog signs for trail entrances

As a follow-up to a few incidents of dog attacks in Annapolis Royal, CAO Millett-Campbell reviewed Request for Decision to purchase signs to denote that having dogs off leash is not allowed as getting signs made locally not possible due to COVID-19 closures. A new dog sign was presented.

Councillor Kinsella noted that the sign should read "All dogs (not All Pets) should be on a leash as per the current Dog By-Law. The Committee discussed the issue and how it can be enforced. It has been decided to table it for further discussion.

iii. Insurance King's Theatre

CAO Millett-Campbell stated that the Insurance company changed the amount required for King's Theatre and the amount in the current Motion needs to be amended.

MOTION #CoW2020-04-02-04

It was moved by Councillor Sanford, seconded by Councillor Kinsella to recommend to the Council to amend the current MOTION #C2020-03-16-06 that Council cover King's Theatre insurance being added to the Town Insurance Policy and King's Theatre pays back the cost of the increase of the insurance in the amount of \$ 1800.00. **Motion carried.**

iv. Water Sample Plan Update -Verbal CAO

CAO Millett-Campbell updated the Committee on the Water Sample Plan application. A new purification system needs to be added to the Fire Hall as directed by the Department of Environment.

v. Meeting Space Accessibility

Further discussion is required with the Board of Police Commissioners in order to use the back entrance to the Police Department. *Tabled it for further discussion.*

vi. Gardening Tender

CAO Millett-Campbell reported that one submission was received in response to the Gardening Tender. The received submission included two gardening options. The Council reviewed and discussed both options.

MOTION #CoW2020-04-02-05

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to Council to award the Gardening tender to Kristy Lasch for 2020 with a six-month contract in the amount \$10,296. **Motion carried.**

vii. Special Weekly Council Meetings and change of meeting times of the Committee of the Whole and Council

Mayor MacDonald suggested to continue weekly Special Council meetings during the COVID-19 lockdown. It was proposed to move the Committee of the Whole and Council meetings to 1:00 p.m. and continue Special Council meetings at 9:00 a.m. on Mondays when no Council meetings are scheduled.

MOTION #CoW2020-04-02-06

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to the Council to move the Committee of the Whole and Council meetings to 1:00 p.m., and continue Special Council meetings at 9:00 a.m. on Mondays when no Council Meetings are scheduled. **Motion carried.**

viii. Valley Waste Budget Approval

CAO Millett-Campbell stated the last year's Valley Waste budget. Mayor MacDonald updated the Committee on his attendance of the recent Valley Waste Budget meeting. Mayor MacDonald noted that he was in full agreement to approve the proposed budget based on the scope of the work.

MOTION #CoW2020-04-02-07

It was moved by Councillor Kinsella, seconded by Councillor Sanford to recommend to the Council to approve the Valley Waste 2020-2021 Operating and Capital budget with the town share being 1.03% or \$63,142. **Motion carried.**

ix. Nova Scotia Federation of Municipalities (NSFM) Zoom Meeting

Mayor MacDonald reported on the NSFM Zoom meeting on April 1. A deferral program was introduced to property taxes and how this program can work during the COVID-19 when many people have lost their jobs. Mayor suggested that Tax sale periods can be revisited. General consensus from the participants of the Zoom meeting was to help citizens the best

Municipalities can. One of the options presented at the meeting was to delay of circulation of tax notices, but the big concern was cash flow for municipalities. NSFM will be sending a letter to Dr. Strang regarding the upcoming Municipal elections and what the best way to deal with the elections.

11. CORRESPONDENCE:

i. Closure of the Town Trails

Mayor MacDonald discussed the residents' feedback on the recent trail closure and if the decision needs to be reconsidered. The Committee reviewed the pros and cons of the decision and confirmed that the closure decision should not be changed.

Action: Mayor MacDonald will post the follow up clarification notice on closure of the Town Trails on Mayor's Facebook page.

MOTION #CoW2020-04-02-08

It was moved by Councillor Sanford, seconded by Councillor Hafting to move in-camera at 5:55 p.m.

Motion Carried.

12. IN-CAMERA:

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

Approval of Minutes:

- i. Committee of the Whole, In-Camera – March 5, 2020

Business Items:

- i. Personnel
ii. Personnel

MOTION #C2020-04-02-09

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move out of in-Camera at 6:23p.m. **Motion Carried.**

13. ADJOURNMENT: Councillor Kinsella adjourned the meeting at 6:25 p.m.

Meetings:

April 6, 2020 at 9:00 a.m. - Special Council Meeting

April 13, 2020 at 9:00 a.m. - Special Council Meeting

April 20, 2020 at 4:00 p.m. - Council

Chair William MacDonald

Recording Secretary Natalia Gartley