

**Committee of the Whole  
Unapproved Minutes  
March 5, 2020 at 4:40 p.m.**

1. **PRESENT:** Mayor William MacDonald (Chair), Deputy Mayor Pat Power, Councillor Paula Hafting, Councillor Holly Sanford, CAO Sandi Millett-Campbell, and Recording Secretary Natalia Gartley
2. **REGRETS:** Councillor John Kinsella
3. **CALL TO ORDER:** Mayor William MacDonald called the meeting to order at 4:40 p.m.
4. **ADDITIONS TO AGENDA:**  
Under section 11: iv. Annapolis Special Olympics Nova Scotia
5. **APPROVAL OF AGENDA:**  
**MOTION #C2020-03-05-01**  
It was moved by Councillor Sanford, seconded by Deputy Mayor Power to approve the agenda as amended. **Motion carried.**
6. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:**
  - i. Committee of the Whole – February 6, 2020  
**MOTION #C2020-03-05-02**  
It was moved by Councillor Hafting, seconded by Councillor Sanford to approve the February 6, 2020 minutes. **Motion carried**
7. **PRESENTATIONS: started at 5 pm**
  - i. Town Crier  
Mayor MacDonald presented a crystal bell to a Junior Town Crier Moira Scranton. Peter Davis thanked the Junior Town Crier for her contribution and wished Ms. Scranton best in her endeavours.
  - ii. YREACH – *to be rescheduled*
  - iii. King's Transit (TAB 2)  
Glenn Bannon gave a presentation on King's transit, its recent activities of interest, service and strategic challenges, and where the King's transit is going with planned solutions.  
The Committee asked the presenter about Route 4, what King's transit does with respect to climate change and bus shelters.
8. **PUBLIC INPUT: none**
9. **ROUND TABLE: none**

**10. NEW / UNFINISHED BUSINESS:**

- i. Strategic Environmental Plan  
Mayor MacDonald reminded that public should be notified of any amendments.
- ii. Town Hall Space Planning Report  
CAO Millett-Campbell spoke about the proposed space layout. The committee reviewed and discussed the layout and raised a question about the budget. Tabled for further discussion.
- iii. Parking Map- Discussion  
The Committee reviewed the parking map.  
*Action: Put the parking map into the next Town Crier Newsletter in May as well as share on Facebook and the Town's website.*  
  
*Action: Councillor Sanford will talk about the parking map at the next Traffic Flow Advisory Committee meeting.*
- iv. Pride Crosswalk (DM)  
Committee discussed the pride crosswalk.

**MOTION #C2020-03-05-03**

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to maintain and paint the Pride Crosswalk from this day forward annually, if needed. **Motion carried.**

- v. Changes to Facility Usage Policies and Appendices  
CAO Millett-Campbell updated the Committee on the proposed changes to the Facility Usage Policies and Appendices. CAO noted that the Town doesn't make any money to rent the rooms as most of rentals are non-profit. Mayor MacDonald suggested to charge a nominal fee to an annual fee.

**MOTION #C2020-03-05-04**

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to approve the revised changes to the Facility Usage Policies and Appendices policy No. 2020-01. **Motion carried.**

- vi. Municipal Planning Strategy Sheets  
CAO Millett-Campbell updated the committee on the Municipal Planning Strategy sheets. Mayor MacDonald complimented CAO on the design of the sheets.
- vii. Pet Policy Sign  
The committee reviewed and discussed the design and suggested to revise the language as well as the location to display the sign. Tabled for further discussion.
- viii. Insurance and Sprinkler Follow up

Mayor MacDonald updated the Committee on the insurance and a way forward. The committee discussed the cost sharing with King's Theatre.

The Sprinkler matter was tabled.

**MOTION #C2020-03-05-05**

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to cover King's Theater insurance being added to the Town Insurance Policy and King's Theatre pays back the cost of \$ 1,691.00. **Motion carried.**

ix. Leadership Course

Mayor MacDonald talked about the importance of taking the noted course for the new CEO Millett-Campbell.

**MOTION #C2020-03-05-06**

It was moved by Councillor Hafting, seconded by Councillor Sanford to recommend to Council to support CAO Sandi Millett-Campbell to attend the Innovative and Entrepreneurial Leadership Course to be held in Wolfville on June 16-20, 2020 with the Town covering all the costs. **Motion carried.**

x. RFD – Insurance

CAO updated the committee on the submitted insurance tender.

**MOTION #C2020-03-05-07**

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to award the 2020/21 insurance tender to Archway Insurance. This policy may be renewed annually upon a successful annual review, for a period of three years expiring March 31, 2023. Terms and conditions must be reviewed 60 days prior to the annual renewal. **Motion carried.**

xi. Water Sample Plan Update

CAO updated the Committee on a meeting with Public Works on water sample.

**11. CORRESPONDENCE:**

i. Zero Carbon Footprint Elections

Mayor MacDonald suggested to follow up with Mayor of Town of Yarmouth to ask to share how they resolved the issue. Tabled and bring it back to Council.

ii. Annapolis Valley Regional Library Board re\_ Library funding model

Mayor MacDonald discussed the submitted funding model. The committee supported the model.

**MOTION #C2020-03-05-08**

It was moved by Deputy Mayor Power and seconded by Councillor Sanford to recommend to Council that the Town pays the increase of the Library funding in the 2020-21 fiscal year and the next 2021-22 fiscal year. **Motion Carried.**

- iii. Sofa to Safety Pop Up  
Mayor MacDonald updated on the received request and the committee agreed that is a good initiative to support.

**MOTION #C2020-03-05-09**

It was moved by Councillor Hafting and seconded by Councillor Sanford to support installation of sofa at the location to be determined. **Motion carried.**

- iv. Annapolis Special Olympics Nova Scotia  
Mayor MacDonald reminded the committee on the Special Olympics Nova Scotia visiting the Town last year.

**MOTION #C2020-03-05-10**

It was moved by Deputy Mayor Power and seconded by Councillor Sanford to move in-camera at 6:35pm. **Motion Carried.**

**12. IN-CAMERA:**

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

**Approval of Minutes:**

- i. Committee of the Whole, In-Camera – February 6, 2020

**Business Items:**

- i. Acquisition, sale, lease and security of Municipal Property
- ii. Acquisition, sale, lease and security of Municipal Property
- iii. Easement
- iv. Personnel

**MOTION #C2020-03-05-11**

It was moved by Deputy Mayor Power and seconded by Councillor Sanford to move out of in-Camera at 6:50pm. **Motion Carried.**

**13. ADJOURNMENT: Councillor Sanford moved to adjourn at 6:51 p.m.**

**Meetings:**

March 2 <sup>nd</sup> at 9:00am	Planning and Heritage Advisory Committee
March 5 <sup>th</sup> at 4:00pm	Public Hearing & Special Council
March 5 <sup>th</sup> at 5:00pm	Committee of the Whole
March 10 <sup>th</sup> at 2:00pm	Board of Police Commissioners
March 10 <sup>th</sup> at 6:00pm	Marketing and Economic Development Committee
March 11 <sup>th</sup> at 2:00pm	Environment Advisory Committee
March 12 <sup>th</sup> at 9:00am	Traffic Flow Advisory Committee
March 18 <sup>th</sup> at 4:00pm	Council