

**Committee of the Whole  
Approved Minutes  
May 7, 2020 at 1:00 p.m.**

**1. PRESENT** (via Zoom): Mayor William MacDonald (Chair), Deputy Mayor Pat Power Councillor John Kinsella, Councillor Holly Sanford, Councillor Paula Hafting, CAO Sandi Millett-Campbell, | Director of Finance Melony Robinson and Accounting Administrator Monica Mills as Recording Secretary

**2. REGRETS:**

**3. CALL TO ORDER:** The meeting was called to order at by Mayor MacDonald at 1:01pm.

**4. ADDITIONS TO AGENDA:**

- i. Under 10. New/Unfinished Business x. Re-appointment of Acting Corporal until May 31, 2020 (DM)
- ii. Under 11. New/ Unfinished Business Canada Day Grant Funding.
- iii. Under 12. New/ Unfinished Business reopening parking lot at Harvest Moon trail.

**5. APPROVAL OF AGENDA:**

**MOTION #COW2020-05-07-01**

It was moved by Councillor Sanford, seconded by Councillor Hafting that the agenda dated May 7, 2020 be approved with additions. **Motion carried.**

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

- i. Committee of the Whole – April 2, 2020

**MOTION #COW2020-05-07-02**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that the minutes dated April 2, 2020 be approved. **Motion carried.**

**7. PRESENTATIONS:** Annapolis Royal Farmers Market - Doug Brown & Rebecca Black

AR Farmers and Traders Market Chair Doug Brown provided an update to council on the potential upgrades to the electrical and internet. He indicated that it was tabled until the board was able to have an Annual General Meeting to get approval from the members. He also introduced the new manager of the Farmers and Traders Market, Rebecca Black. Rebecca Black presented the re-opening plan of the AR Farmers and Traders Market under the new restrictions due to Covid-19. There will be a limited number of vendors, spaced twelve feet apart and only five customers will be permitted into the market at a time. The customers will be required to pre-order directly from the vendors. They will be directed to the vendors websites through the Annapolis Royal Farmer and Traders Market website. She indicated that it will be limited to food vendors and as restrictions are eased crafters and traders will be permitted. Rebecca Black addressed questions from Council.

**8. PUBLIC INPUT: NA**

**9. ROUND TABLE:**

Mayor MacDonald stated that they were staying home as much as possible and following all the regulations and that he had a short appearance on a local radio show.

Councillor Kinsella mentioned that there was correspondence that went out to CAOs and Board members regarding the possibility of bulk pick up through VWRM as things have slowed down. He added that all municipalities are being consulted prior to making the commitment.

Councillor Hafting stated that she was glad that Council has been meeting weekly and that she is glad that residents are reaching out to council with suggestions.

**10. NEW / UNFINISHED BUSINESS:**

**i. COVID-19 Property Tax Financing Plan Policy**

Mayor MacDonald explained that this arose from the FCM and the province of Nova Scotia and resulted with any potential difficulties as a result of Covid-19. NSFM (Nova Scotia Federation of Municipalities) has been meeting weekly to discuss issues that have been arising due to the pandemic. DoF Robinson explained the policy to Council. It was developed to assist residential and commercial ratepayers who have difficulty paying their 2020/2021 taxes. The Town would obtain a loan at 1.1% from MFC (Municipal Finance Corp). The rate payer would pay an administration fee at the suggested rate of \$25/monthly for the first 6 months and the remainder would be paid in equal installments for the next 24 months. DoF Robinson explained that it was a program that is available to rate payers that were negatively financially impacted as a direct result of the pandemic and had not be approved by other provincial or federal relief programs. Council discussed the policy and potential implications. It was decided that the matter be tabled until the next Council meeting for further discussion. DoF Robinson will put together a proposal for Council to review later this month.

**ii. Town Owned Properties Tax Write Off's**

**MOTION #COW2020-05-07-03**

It was moved by Councillor Hafting, seconded by Councillor Sanford to recommend to Council to write off roll 04997409 interim taxes in the amounts \$680.85 and \$2460.80 respectively for the Town of Annapolis Royal's Town owned properties. **Motion carried.**

**iii. General Operating Budget**

DoF Robinson gave a quick explanation of adjustments to the budget, mostly because of the pandemic and in consultation with staff. She stated that this would be a \$ 2255000.00 operating budget with the tax rates remaining the same. She added that in six months time if the situation changed then the province would permit an amended budget without penalization. Mayor MacDonald cautioned against the approval of the budget as there were still pending projects and funding opportunities that had to be discussed with the 400<sup>th</sup> Anniversary working group and the Environmental Committee. DoF Robinson addressed Council's questions and provided clarification. CAO Millett-Campbell recommended that since the budget could be revisited and amended budget in six months, that she would recommend that the budget be approved so that DoF Robinson can commence with applying for grants and grants in lieu.

**MOTION #COW2020-05-07-04**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to council the approval of the \$2.05 Million Town Operating budget 2020-2021 with tax rates remaining the same as \$1.70 and \$3.20 respectively for Residential and Commercial. **Motion carried.** (One nay vote Councillor Kinsella)

iv. General Capital Budget

DoF Robinson presented the capital budget to Council and addressed questions from Council.

**MOTION #COW2020-05-07-05**

It was moved by Councillor Sanford, seconded Deputy Mayor Power by to recommend to council the approval of the \$407,300 General Capital budget 2020-2021 of which \$152K is earmarked for the Intersection/paving project at the Firehall/Fortier Mills. This project is be paid out of gas tax funds and is cost shared with the Department of Infrastructure and Renewal. **Motioned carried.** (One nay vote Councillor Hafting)

v. 2019 Municipal Profile and Financial Condition

Dof Robinson reviewed the report with Council. DoF Robinson added that the Town is currently assessed at moderate risk which is a change from high last year. She noted that this was an improvement and the Town was in a good position. Also, with the ability of the Town to re-evaluate and amend the budget in September, the next Municipal Profile and Financial Condition Index will be based on the amended budget.

vi. Hillside Drive Water Utility

DoF Robinson explained that she had received correspondence for the Nova Scotia Utility and Review Board. Over a year ago, the Town had applied for a grant to upgrade the two subdivisions, the former CAO indicated that the project was in a different jurisdiction and that the Municipality of the County of Annapolis should applied for the funding. One of the subdivisions has agreed and will be moving forward with the project. The Town must evaluate the water meters and the length of the water mains in order to determine a wheeling rate. She will present Council with further information as it develops.

vii. King's Theatre Letter of Request

CAO Millett-Campbell explained that King's Theatre had applied to the province for funding for a new roof. In order for the theatre to get approval, they require a ten-year lease agreement from the Town. CAO Millett-Campbell reported that a letter of intent would also suffice. She asked if Council would prefer to write a letter of intent or renew the lease for a ten-year period. Mayor MacDonald noted that he believed that under the MGA, the Town was restricted to a five-year lease with the Farmers and Traders Market. He stated that a letter would be sufficient. Councillor Kinsella stated that it was general practise that the town did not renew leases for longer than a 5-year period, adding that it was due to the financial uncertainty of the theatre. CAO Millett-Campbell commented that a letter of intent would be beneficial and if it does not satisfy the grant than the topic could be revisited. Council agreed and directed staff to compose a letter for King's Theatre.

viii. Dog By-Law

CAO Millett-Campbell reviewed the presented information with Council and provided clarification as needed. Councillor Hafting commented on section 3 of the new format of the by-law that the animal be registered annually. Councillor Hafting added that it would be better to change it to register the animal yearly but pay a fee only once, that the by-law read that the Town would be responsible for enforcement of the by-law and that it would change the function of the County in terms of animal control. It was decided that further clarification on the roles within the by-law be obtained from the AR Police Department. Councillor Hafting added that in section 15, under “the responsibility of the owners” that it doesn’t include any failure to comply with the regulations during market days and that it would be beneficial to note this. Council discussed the necessity of dog tags. CAO Millett-Campbell commented that she and Councillor Hafting would meet to discuss the potential changes. Topic tabled to be revisited.

ix. St. Anthony Intersection Update

CAO Millett-Campbell reported that the project should begin before the end of the month.

x. Canada Day Grant Funding

CAO Millett-Campbell explained that the province has communicated that the Town can either have a virtual festival or celebrate Canada Day before March 31, 2021. She explained that the grant application had been previously submitted for \$1500.00 and that it had been approved for activities as detailed in the application. Council discussed the matter and decided to defer the funding until next year.

xi. Parking lot of French Basin Trail:

There has been inconsistency with the Province and what is permitted. Mayor MacDonald stated that he thought it wise to open all the parking lots and let the public self-monitor. Councillor Sanford added that it would also be the safest for people to exit their vehicles.

**MOTION #COW2020-05-07-06**

It was moved by Councillor Hafting, seconded Councillor Sanford by that Council remove the barricades at the parking lot to the Harvest Moon Trail and French Basin Trail be removed. **Motion Carried.**

xii. Re-appointment of Acting Corporal until May 31, 2020

Council moved the discussion to go in-camera.

**11. CORRESPONDENCE:**

- i. Thank you letter from King’s Theatre  
Received and noted.

**Motion #COW2020-05-07-07:**

It was moved by Councillor Sanford and seconded by Councillor Kinsella that meeting move in camera to discuss the personnel matter at 3:21pm. **Motion carried.**

**12. IN-CAMERA:**

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

**MOTION #CoW2020-05-07-08**

It was moved by Councillor Kinsella, seconded by Councillor Hafting to move out of in-Camera at 3:33 p.m. **Motion Carried.**

**MOTION #COW2020-05-07-09**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Cst. Cleaves be re-appointed as Acting Corporal until May 31, 2020. **Motion Carried.**

**13. ADJOURNMENT:**

**MOTION #CoW2020-05-07-10**

It was moved by Councillor Kinsella that the meeting be adjourned at 3:37pm.

**Meetings:** Special Council, May 11, 2020 at 9:00 a.m.  
Board of Police Commissioners, May 13, 2020 at 10:00 a.m.  
Environment Advisory Board, May 13, 2020 at 2:00 p.m.  
Traffic Advisory Board, May 14, 2020 at 9:00 a.m.  
Council, May 19, 2020 at 1:00 p.m.  
Special Council, May 25, 2020 at 9:00 a.m.