

**Town of Annapolis Royal
Committee of the Whole
Approved Minutes
November 5, 2020 at 4:00 p.m.**

1. **PRESENT** (via Zoom): Mayor Amery Boyer (Chair), Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor Paula Hafting, Councillor Michael Tompkins, Chief Administrative Officer (CAO) Sandi Millett-Campbell, and Recording Secretary Taylor Robinson. One member from the public joined the Zoom meeting to provide a presentation and to discuss 9. NEW/UNFINISHED BUSINESS iii.
2. **REGRETS:** None
3. **CALL TO ORDER:** The meeting was called to order at by Mayor Boyer at 4:03 p.m.
4. **ADDITIONS TO AGENDA:**
 - i. Under 9. NEW/UNFINISHED BUSINESS xiii. Town Property Tax Write Offs
 - ii. Under 9. NEW/UNFINISHED BUSINESS xiv. Council & Staff Christmas Party
 - iii. Under 10. CORRESPONDENCE vi. Safe Restart Agreement Funding
 - iv. Under 12. IN-CAMERA iii. Personnel
5. **APPROVAL OF AGENDA:**

MOTION #CoW2020-11-05-01

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to approve the agenda for November 5, 2020 as amended. **Motion carried.**
6. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**
 - i. Committee of the Whole October 1, 2020

MOTION #CoW2020-11-05-02

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the minutes for October 1, 2020 as presented. **Motion carried.**
7. **PRESENTATIONS:**
 - i. Town Beautification Proposal – Jane Nicholson

Mrs. Nicholson presented her long-term beautification proposal to Council. It was noted that beauty is an economic driver as visitors stay to explore Annapolis Royal for its beauty. The Nicholson Foundation is willing to match the current Town's gardening budget of \$10,538 over the next three years to develop and implement a long-range plan. This proposal will allow for consistent funding over the next three years to allow thoughtful maintenance for the public landscapes in Town. Mrs. Nicholson explained that the first step is having an initial listening session with a group of individuals with a variety of experience with the Town and horticulture. Council asked Mrs. Nicholson various questions and agreed to discuss the proposal more later in the meeting.

8. PUBLIC INPUT: None

9. NEW / UNFINISHED BUSINESS:

- i. **Welcome New Council/Training Dates**
CAO Millett-Campbell formally welcomed the new elected Council and stated that the Swearing-In Ceremony and Orientation went very well. CAO Millett-Campbell reminded Council of the training dates and to let the Administrative Assistant know if attending for preregistration.
- ii. **Appointing Deputy Mayor**
CAO Millett-Campbell explained that Council will have to elect someone for Deputy Mayor and select how long the term will be. Council discussed and agreed on a two-year term for Deputy Mayor. Councillor Power put her name forward and it was unanimously agreed to appoint Pat Power as Deputy Mayor for a two-year term.
- iii. **Town Beautification Proposal**
Council reviewed the proposal and asked Mrs. Nicholson what the strategy would be moving forward. Mrs. Nicholson is prepared to go onward as the lead of the project if the plan moves forward. Developing a long-term horticultural strategy plan would be the first step of the project. Council quickly discussed the budget and noted that the Town may not be able to access the gardening funds in the ongoing years but is interested to see where this project can go. Council agreed to give the approval to initiate the proposal and await to see the drafted plan.

MOTION #CoW2020-11-05-03

It was moved by Councillor Tompkins, seconded by Councillor Sanford that staff proceed with meeting with Jane Nicholson and the Nicholson Foundation to start planning the Town Beautification Proposal Plan. **Motion carried.**

- iv. **Sub Committee Appointments**
Council discussed and appointed themselves to the Town's sub-committees.

MOTION #CoW2020-11-05-04

It was moved by Councillor Sanford, seconded by Councillor Tompkins to appoint Councillor Sanford and Councillor Hafting to the Planning & Heritage Advisory Committee, Deputy Mayor Power and Councillor Hafting to the Board of Police Commissioners, Councillor Tompkins and Councillor Sanford to the Marketing & Economic Development Committee, Councillor Tompkins and Councillor Sanford to the Traffic Flow Advisory Committee, Councillor Hafting to the Environment Advisory Committee, Mayor Boyer to the Accessibility Committee, Councillor Tompkins and Deputy Mayor Power to the Audit Committee, Councillor Tompkins and Deputy Mayor Power to the Waterfront Development Committee, Mayor Boyer and Deputy Mayor Power to the Regional Emergency Management Organization, Deputy Mayor Power to the Friends of the Annapolis Royal Library, Councillor Hafting to the Friends of the Annapolis Pool Society, Deputy Mayor Power and Councillor Tompkins as alternate to

Valley Waste-Resource Management, Councillor Sanford to the Granville Ferry Source Water Production for stipulated terms. **Motion carried.**

- v. Social Media Policy
Council reviewed the Social Media Policy and asked for clarification of “humanization” and noted a small grammar mistake. Staff will correct and explain the queries that were mentioned.

MOTION #CoW2020-11-05-05

It was moved by Councillor Tompkins, seconded by Councillor Hafting to recommend to Council to approve the Social Media Policy as presented. **Motion carried.**

- vi. Milestone 5 – Recommendations
CAO Millett-Campbell explained that the Environment Advisory Committee is tasked under their mandate to review and put forward recommendations from Milestone 5 to Council every year. Council reviewed the report and requested to determine what to do with recommendations after discussing strategic planning.
- vii. Solid Waste By-Law
CAO Millett-Campbell provided background on why the by-law is needed and noted that it must be the same for all members of Valley Waste. Council discussed and suggested some grammar changes on the by-law and asked for clarification on “directives”. CAO Millett-Campbell will go back to the other Municipalities and get clarification. First reading is tabled until information is provided.
- viii. Climate Action and Awareness Fund – Update
Councillor Hafting quickly provided background information on the Climate Action and Awareness Fund for the new elected members. CAO Millett-Campbell noted that the application was filed for funding but will probably not hear back until January 2021.
- ix. Loan Agreement Renewal 00A4MD - HMCS Annapolis Bells
CAO Millett-Campbell reported that National Defence contacted the Town to see if we would like to host the HMCS Annapolis Bells for another four years. Council agreed that they would like to resign the agreement.

MOTION #CoW2020-11-05-06

It was moved by Councillor Tompkins, seconded by Councillor Sanford to recommend to Council to proceed with the signing of the loan renewal agreement 00A4MD for the HMCS Annapolis Bells. **Motion carried.**

- x. UCP Carousel
Council reviewed CAO Millett-Campbell’s report on the purchase of the UCP Carousel and it was noted that many community members have shared their thoughts on the idea. Councillor Tompkins mentioned that there is not universal excitement, and it is not a viable idea for the Town. Councillor Hafting suggested some alternative ideas and recommended that Council not move forward with the idea if they are not interested as

there could be community members wanting to pick up the project. Council agreed not to move forward as they do not have enough information to make a clear-cut decision.

MOTION #CoW2020-11-05-07

It was moved by Deputy Mayor Power, seconded by Councillor Tompkins to advise the County that the Town of Annapolis Royal is not interested in the carousel at this time.

Motion carried. (1 Nay: Councillor Hafting, 1 Abstain: Mayor Boyer)

xi. Strategic Planning

Mayor Boyer explained that there was some work completed on developing a strategic plan back in 2018 but did not move forward. It was noted that there is a need for the Town to have a strategic plan in place and Council agreed. Mayor Boyer proposed that Council get together to have streamline conversations on how to create a strategic plan that encompasses everything. Council discussed and agreed to meet in January 2021 to plan the framework for the long-term strategic plan.

xii. Parking at the HUB

CAO Millett-Campbell explained that Council wanted further investigation on the accessible parking spot at the HUB. Public Works staff reached out and developed two options. Council agreed that the option to install a new accessible space along the side of the building even though it would require the removal of the curb and some green space.

MOTION #CoW2020-11-05-08

It was moved by Councillor Tompkins, seconded by Councillor Sanford to install a new accessible space along the side of the building subject to approval from the Condo Board. **Motion carried.**

xiii. Tax Write Offs

MOTION #CoW2020-11-05-09

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to Council to write off of roll 00092398 and roll 04997409 final taxes in the amounts \$680.85 and \$2460.80 respectively for the Town of Annapolis Royal's Town owned properties. **Motion carried.**

xiv. Council & Staff Christmas Party

CAO Millett-Campbell explained that there is money placed in the budget for a Council and Staff Christmas Party and staff is looking for direction on when/where to book it. Council agreed to let Staff pick and to just let them know the date of the event. CAO Millett-Campbell will book the venue and will let Council know.

xv. Safe Restart Agreement Funding

CAO Millett-Campbell reported that the Town has received \$28,000 from the Safe Restart Agreement Funding to help with operation costs to help with the financial expenses of COVID-19.

10. CORRESPONDENCE:

- i. Premier McNeil Arena Funding
For information purposes.
- ii. Air Raid Siren
CAO Millett-Campbell explained that there is a concern from a community member about the fire alarm that goes off at the Fire Department. The package included information on how the Fire Chief has responded to the individual and CAO Millett-Campbell noted that Chief Cranton has made it clear that the Town cannot get rid of the siren. CAO Millett-Campbell to respond accordingly and include information in the next Town Crier newsletter.
- iii. Air Quality
Council discussed the public inquiry about the air quality on Champlain Drive. CAO Millett-Campbell explained how the odor is produced in the area. Council asked if Public Works would be able to provide information about the matter and be published in the next edition of the Town Crier.
- iv. Comfort Station – Winter Availability
Council reviewed the correspondence asking to consider keeping the Comfort Station open all winter long. The costs and different options were discussed. CAO Millett-Campbell stated that she would retrieve more expense data and will inform Council at the next meeting. Council decided to keep the current hours of 8:00 a.m. to 8:00 p.m. the same until further notice.
- v. 2020 Enabling Accessibility Fund
CAO Millett-Campbell stated that the Town did not receive the 2020 Enabling Accessibility Fund and included it in the agenda package for information purposes.

11. ROUND TABLE

Deputy Mayor Power stated that she was so pleased with the Swearing-In Ceremony as it was very well organized and had a great community turnout even with the snowfall. It was also mentioned that she is looking forward to working with this Council for the next four years.

Councillor Sanford echoed Deputy Mayor Power's thoughts.

Councillor Hafting agreed with Deputy Mayor Power as well. As the Chair of the Environment Advisory Committee, she is very pleased to see the ban of single use plastic bags and noted that it is great to finally see the dog by-law signs posted around Town.

Councillor Tompkins reaffirmed everyone's comments and mentioned that it is great to be back on Town Council.

Mayor Boyer noted that the Swearing -In Ceremony was a very well-executed event despite the weather and declared it was very "Annapolis Royal".

MOTION #CoW2020-11-05-10

It was moved by Councillor Sanford, seconded by Councillor Tompkins to move in-camera at 6:39 p.m. to discuss contract negotiations and two personnel items. **Motion carried.**

12. IN-CAMERA:

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

Approval of Minutes:

- i. Committee of the Whole, In-Camera – October 1, 2020 (TAB A)

Business Items:

- i. Contract Negotiations (TAB B)
- ii. Personnel
- iii. Personnel

MOTION #CoW2020-11-05-12

It was moved by Councillor Tompkins, seconded by Councillor Sanford to move out of in-camera at 7:07 p.m. **Motion carried.**

13. ADJOURNMENT: Councillor Tompkins moved adjournment at 7:08 p.m.

NEXT MEETINGS:

Planning & Heritage Advisory Committee, November 9th @ 9:00 a.m.
Board of Police Commissioners, November 10th @ 10:00 a.m.
Marketing & Economic Development Committee, November 10th @ 6:00 p.m.
Traffic Flow Advisory Committee, November 12th @ 9:00 p.m.
Environment Advisory Committee, November 12th @ 2:00 p.m.
Public Hearing for 494 St. George Street Development Agreement, November 16th @ 3:00 p.m.
Council, November 16th @ 4:00 p.m.

Chair Amery Boyer

Recording Secretary Taylor Robinson