

**Committee of the Whole
Approved Minutes
May 6, 2021 at 5:00 p.m.**

1. Call to Order	Mayor Boyer called the meeting to order at 5:00 p.m.
2. Present	Mayor Boyer (Chair), Deputy Mayor Power, Councillor Sanford, Councillor Hafting, Director of Finance (DoF) Melony Robinson (left meeting at 5:30 p.m.), Chief Administrative Officer (CAO) Sandi Millett-Campbell (left meeting at 7:00 p.m.) and Recording Secretary Taylor Robinson. All members joined via Zoom.
3. Regrets	Councillor Tompkins
4. Additions to the Agenda	None
5. Approval of the Agenda	MOTION #CoW2021-05-06-01 It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the May 6, 2021 agenda as presented. Motion carried.
Edits to the Minutes	None
6. Approval of the Minutes	MOTION #CoW2021-05-06-02 It was moved by Councillor Sanford and seconded by Councillor Hafting to approve the April 1, 2021 Committee of the Whole minutes as presented. Motion carried.

7. PRESENTATIONS: None

8. PUBLIC INPUT: None

9. NEW/UNFINISHED BUSINESS:

i. 2021-22 Town Operating Budget

DoF Robinson presented the 2021-22 Town operating budget and briefly went over each line item. It was stated that this would be a \$2,185,766.13 operating budget with the tax rates remaining the same, for residential it is \$1.70 and commercial it is \$3.20. DoF Robinson addressed Council's questions and provided clarification.

MOTION #CoW2021-05-06-03

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to recommend to Council to approve the \$2.188 Million Town Operating budget for 2021-2022 with tax rates remaining unchanged at \$1.70 and \$3.20 respectively for Residential and Commercial. **Motion carried.**

ii. 2021-22 Capital Budget

DoF Robinson presented the 2021-22 Town capital budget and explained that it is a simple capital budget. It was noted that the pump station and IT upgrades are both very much needed for development and operational purposes. Council thanked DoF Robinson and CAO Millett-Campbell for all their work on the 2021-22 budgets.

MOTION #CoW2021-05-06-04

It was moved by Deputy Mayor Power, seconded by Councillor Hafting to recommend to Council to approve the \$405,000 General Capital budget 2021-2022 of which is largely to be funded from Gas Tax funds. **Motion carried.**

iii. Town Owned Property Tax Write Offs

MOTION #CoW2021-05-06-05

It was moved by Councillor Hafting, seconded by Councillor Sanford to recommend to Council to write off of roll 00092398 and roll 04997409 interim taxes in the amounts \$680.85 and \$2404.80 respectively for the Town of Annapolis Royal's Town owned properties. **Motion carried.**

iv. State of Emergency Update

CAO Millett-Campbell informed Council that there were currently 1309 active Covid-19 cases in Nova Scotia but hopefully they will start to decline as more individuals are receiving their vaccines. CAO Millett-Campbell reminded everyone to stay close to home and enjoy the parks and recreation trails within your own municipality as Nova Scotia public health guidelines advises.

v. Strategic Planning Update

Mayor Boyer stated that the Town received a total of 47 responses on the second draft of the strategic plan and since, there has been a third draft developed. The third draft of the strategic plan will be available to view on the Town's website as soon as possible. Mayor Boyer also mentioned that there is a public meeting for the strategic plan being held virtually via Zoom for anyone to join and ask questions scheduled on May 19, 2021 at 6:00 p.m.

vi. Library Funding Model

CAO Millett-Campbell reported that the Town received a letter from the Annapolis Valley Regional Library Board explaining that they are looking the Town to continue to voluntarily support the Annapolis Valley Regional Library Board with the new funding formula rate for fiscal period April 1, 2021 to March 31st, 2022. Council understood and agreed to continue to support the organization at the recommended rate.

vii. Request for Decision for the Grants & Donation Policy

Council reviewed the report from staff recommending acceptance of the updated policy. CAO Millett-Campbell also asked that Council put the grants and donations through this policy on hold next year as the Town is unsure of what financial position it will be in 2022-23. Council agreed to the changes to the policy and staff's recommendation to halt the grants and donations for the next fiscal year.

MOTION #CoW2021-05-06-06

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to approve the updated Grants & Donations Policy as presented and repeal the current Policy #2015-3 Grants & Donations. **Motion carried.**

MOTION #CoW2021-05-06-07

It was moved by Councillor Hafting, seconded by Deputy Mayor Power to recommend to Council to put a hold on all donations and grants through the policy for the next fiscal year 2022/2023. **Motion carried.**

- viii. Request for Decision for the Yard Debris Drop Off Site Policy
Council reviewed the report from staff recommending acceptance of the updated policy. CAO Millett-Campbell provided clarification on the changes to the policy and why the name was changed.

MOTION #CoW2021-05-06-08

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to Council to approve the Yard Debris Drop Off Site Policy as presented and repeal the current Policy #2014-3 Yard Waste Drop Off at the Leaf and Yard Drop Off Site. **Motion carried.**

- ix. Request for Decision for the Annapolis Royal Tartan Name
Council reviewed the report from staff recommending various names for the official Annapolis Royal tartan. Council discussed the different options and ultimately chose the name "Annapolis Royal Heritage Tartan".

MOTION #CoW2021-05-06-09

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to approve the selected name, Annapolis Royal Heritage Tartan, in order to register the new tartan. **Motion carried.**

- x. Request for Decision for Facilities Usage Policy & Agreement
Council reviewed the report from staff recommending an increase to fees in schedule A of the Facilities Usage Policy & Agreement Policy. CAO Millett-Campbell informed Council of the background information and explained that the Town is looking to increase revenues. It was noted that everyone would pay the same rate, but residents of the Town would be refunded \$20 to offset the amount. Council agreed to the changes on a preliminary basis to see how the fee increase goes and will revisit in May 2022.

MOTION #CoW2021-05-06-10

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to Council to adopt the amendments to the existing Facility Usage/Rental Policy and Agreement in Schedule A. **Motion carried.**

10. CORRESPONDENCE:

- i. NSFM Receives Letter from Minister Maguire Regarding 12 Months' Notice to Municipalities
Mayor Boyer stated that this letter is to inform municipalities of unanticipated costs within the year.

11. ROUND TABLE:

Mayor Boyer stated that the Mayors and CAOS of Kings County, West Hants, Wolfville, Kentville, Berwick and Annapolis Royal have been meeting to discuss the framework for improving the tools we have that allow for greater municipal cooperation between them. The group has a deadline of June 30th to come up with recommendations to take back to our respective Councils. Mayor Boyer mentioned that unfortunately there was no clear direction from public health regarding public washrooms. Complaints began to surface last Friday, staff worked to clarify this information over the weekend and were advised that public washrooms could remain open. As a result, the Comfort Centre was re-opened this past Monday. It was also noted that work has begun on a draft climate change plan for the Town

and has been presented to the Environment Advisory Committee and that a full report on the work of the NSPI Task Team appeared in the last issue of the Town Crier. The Task Team is currently working on a list of questions for the NSURB in time for the deadline next week.

Deputy Mayor Power expressed Council's sympathies to Councillor Tompkins and his family. She also stated that Council and staff are still diligently working through the current provincial shutdown.

Councillor Hafting shared that she is disappointed in the recent anti-mask protest that took place in Town over the weekend and hopes that in the future, protests can be better managed and more peaceful.

Councillor Sanford stated that it is important to check on individuals who live alone during these difficult times. She also shared that she received her Covid-19 vaccine and encouraged everyone to get theirs too.

MOTION #CoW2021-05-06-11

It was moved by Councillor Sanford, seconded by Councillor Hafting to move into in-camera at 6:15 p.m. to discuss a lease of municipal property, sale of municipal property, and two personnel matters. **Motion carried.**

12. IN CAMERA:

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

Approval of Minutes:

- i. Committee of the Whole, In-Camera – April 1, 2021

Business Items:

- i. Personnel
- ii. Lease of Municipal Property
- iii. Sale of Municipal Property
- iv. Personnel

MOTION #CoW2021-05-06-13

It was moved by Councillor Sanford, seconded by Councillor Hafting to move out of in-camera at 7:30 p.m. **Motion carried.**

MOTION #CoW2021-05-06-14

It was moved by Deputy Mayor Power, seconded by Councillor Hafting to recommend to Council that the Chief Administrative Officer be granted a salary raise of 2% effective April 1, 2021. **Motion carried.** (1 Nay)

13. ADJOURNMENT: Councillor Sanford moved adjournment at 7:32 p.m.

Mayor Amery Boyer

Recording Secretary Taylor Robinson