

**Committee of the Whole
Approved Minutes
June 3, 2021 at 5:00 p.m.**

1. Call to Order	Mayor Boyer called the meeting to order at 5:02 p.m.
2. Present	Mayor Boyer (Chair), Deputy Mayor Power, Councillor Sanford, Councillor Hafting, Councillor Tompkins, Director of Finance (DoF) Melony Robinson (left meeting at 5:43 p.m.), Chief Administrative Officer (CAO) Sandi Millet-Campbell and Recording Secretary Taylor Robinson. All members joined via Zoom.
3. Regrets	None
4. Additions to the Agenda	<ul style="list-style-type: none"> - Under 9. NEW/UNFINISHED BUSINESS add v. Amendment to Capital Budget – IT Services - Under 10. CORRESPONDENCE remove ii. Letter to the Premier - Small Businesses - Under 12. IN-CAMERA add ii. Sale of Municipal Property
5. Approval of the Agenda	MOTION #CoW2021-06-03-01 It was moved by Councillor Sanford, seconded by Councillor Sanford to approve the May 6, 2021 agenda as amended. Motion carried.
Edits to the Minutes	None
6. Approval of the Minutes	MOTION #CoW2021-06-03-02 It was moved by unanimous consent to approve the May 6, 2021 Committee of the Whole minutes as presented. Motion carried.

7. PRESENTATIONS: None

8. PUBLIC INPUT: None

9. NEW/UNFINISHED BUSINESS:

- i. Draft 4th Quarter Financials
DoF Robinson presented the draft 4th quarter financials and briefly went over each line item. It was stated that the final statements would be presented in September.
- ii. Water Operating Budget
DoF Robinson presented the water operating budget and reminded Council that a three-year budget is mandated by the Nova Scotia Utility and Review Board. Council asked various questions which DoF Robinson answered.
- iii. Water Capital Budget
DoF Robinson presented the water capital budget to Council and stated that there is nothing in the water capital budget for the 2021-22 fiscal year. It was noted that Public Works would like to purchase a new chlorine analyzer for the Water Treatment Plant next year. Council agreed to approve the water budgets for 2021-22.

MOTION #CoW2021-06-03-03

It was moved by Councillor Tompkins, seconded by Councillor Sanford to recommend to Council to approve the 3-year Water Operating and Water Capital budgets as presented for the years 2021-2024. **Motion carried.**

- iv. CCBF 21-22 Allocation - Town of Annapolis Royal
DoF Robinson informed Council that the Town will be receiving double the gas tax money as a one-time payment only. It was also noted that the Federal Gas Tax Fund recently rebranded as the Canada Community-Building Fund (CCBF).
- v. Amendment to Capital Budget – IT Services
DoF Robinson explained that Council will need to make an amendment to the capital budget for \$3,500 as there needs to be more funds for IT services to complete software computer upgrades in the Police Department. Council understood and agreed to amend the 2021-22 capital budget.

MOTION #CoW2021-06-03-04

It was moved by Councillor Hafting, seconded by Councillor Sanford that Council agrees to amend the general capital budget for an additional \$3,500 to continue the transition of the PROS ARPD software from the RCMP to host in house. **Motion carried.**

- vi. State of Emergency Update
CAO Millett-Campbell reported that things are changing quickly and positively. Nova Scotia is currently in phase one of the phase rollout. CAO Millett-Campbell recommended staying up to date on the guidelines by regularly checking the provincial website. Depending on the number of cases, Nova Scotia is predicted to be in phase two by June 16th. There has been no mention of municipal government and when meetings can continue in-person.
- vii. Draft Strategic Plan
Council reviewed the draft plan and agreed that it is nice to finally have the document finished.

MOTION #CoW2021-06-03-05

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to approve the Strategic Plan dated June 2021. **Motion carried.**

- viii. Letter of Support to Friends of the Library (Accessible Doors)
Deputy Mayor Power reported that the Friends of Library would like to apply for a grant application to finance accessible doors for the branch and needs a letter of support to go ahead with the application. CAO Millett-Campbell noted that there is no money in the budget to fund the doors, but the Town can definitely draft a letter of support for the organization. Council understood and directed staff to provide a letter of support.

MOTION #CoW2021-06-03-06

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to recommend to Council to instruct staff to draft and send a letter to indicate such support for the accessible funding for the doors in the Community Hub for the Friends of the Library. **Motion carried.**

- ix. Request for Decision for the PACE Program
CAO Millett-Campbell explained that the Town has received information of the PACE Program which uses Municipal funds to facilitate the installation of PV systems for residential structures. Staff believes that the Town is not in the financial position to fund the program and it would not be feasible to fund the program at this time. CAO Millett-Campbell suggested that the Environment Advisory Committee focus on the goals of encouraging solar panel implementation, educating residents, providing a list of vetted contractors, and supporting local

businesses. Council discussed the project and asked CAO Millett-Campbell to gather more financial information from the Director of Finance. The discussion was tabled until more information is provided.

- x. July's Committee of the Whole Meeting Date
CAO Millett-Campbell stated that July's Committee of the Whole meeting falls on Canada Day and requested that it be moved to the day before Wednesday, June 30, 2021.

MOTION #CoW2021-06-03-07

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to move the July's Committee of the Whole meeting date to Wednesday June 30, 2021, due to the Canada Day holiday. **Motion carried.**

10. CORRESPONDENCE:

- i. Tree at Queen Anne Inn
CAO Millett-Campbell reported that Nova Scotia Power has still not reached out to discuss the removal of the chestnut tree at Queen Anne Inn. Council discussed the matter and the possibility of completing a tree assessment as trees are assets to the Town. The project could be sent to the Environment Advisory Committee to put a plan/policy in place for future issues. It was agreed that there is not enough information to make a clear decision yet. Council asked CAO Millett-Campbell to contact Nova Scotia Power again and Planner Chris Millier to see if he has run into this type of situation before.
- ii. Annapolis Royal Tartan Letters
Received and acknowledged. Mayor Boyer noted that two individuals wrote to Council about their concerns with the Annapolis Royal Tartan.

11. ROUND TABLE:

Deputy Mayor Power stated that the Virtual Strategic Plan Meeting for the public was very successful, and she is happy to approve the final draft at Council on June 21st. It was also shared that the flags at Town Hall are at half mass in honor for the 215 children found buried in a mass grave in Kamloops Indian Residential School in British Columbia.

Councillor Tompkins reported that he has not been out in the public much but has heard one concern that will be discussed in-camera.

Councillor Hafting mentioned that the weather has been warm and it is great to see people out walking. She reminded everyone to keep watch and be extra careful with their dogs.

Councillor Sanford shared that she was very happy about Nova Scotia being in phase one and allowing businesses to open back up. She also noted that there are a few new businesses in Town and wished them all the best.

Mayor Boyer stated that implementation of the strategic plan is the next big piece to work on, as well as climate change. Mayor Boyer and CAO Millett-Campbell have been busy trying to find and apply for funding sources to help fight climate change. Mayor Boyer also mentioned that each Committee is

going to be presented the idea of task teams over the month as it is a better tool rather than sub-committees.

CAO Millett-Campbell informed Council that the Pride Crosswalk will be repainted as soon as the supplies arrive.

MOTION #CoW2021-06-03-08

It was moved by Councillor Sanford, seconded by Councillor Hafting to move into in-camera at 6:21 p.m. to discuss potential litigation, and a sale of municipal property. **Motion carried.**

12. IN CAMERA:

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

Approval of Minutes:

- i. Committee of the Whole, In-Camera – May 5, 2021

Business Items:

- i. Potential Litigation
- ii. Sale of Municipal Property

MOTION #CoW2021-06-03-10

It was moved by Councillor Sanford, seconded by Councillor Hafting to move out of in-camera at 7:00 p.m. **Motion carried.**

13. ADJOURNMENT: Councillor Tompkins moved adjournment at 7:00 p.m.

Mayor Amery Boyer

Recording Secretary Taylor Robinson