

**Committee of the Whole
Unapproved Minutes
November 3, 2021 at 6:00 p.m.**

1. Call to Order	Mayor Boyer called the meeting to order at 6:00 p.m.
2. Present	Mayor Boyer (Chair), Deputy Mayor Power, Councillor Sanford, Councillor Hafting, Councillor Tompkins, Chief Administrative Officer (CAO) Sandi Millet-Campbell, Recording Secretary Ken Knox.
3. Regrets	None
4. Additions to the Agenda	In-Camera Agenda Items 3 and 4?? – Contract Negotiations
5. Approval of the Agenda	MOTION #CoW2021-11-03-01 It was regularly moved and seconded to approve the agenda as amended. Motion carried.
Edits to the Minutes	None
6. Approval of the Minutes	MOTION #CoW2021-11-03-02 Approved by Unanimous Consent

7. PRESENTATIONS: None

8. PUBLIC INPUT: None

9. NEW/UNFINISHED BUSINESS:

i. Second Quarterly Financial Statements

DFO Robinson shared the operating budget summary. In brief, the Police Service is seeing increased revenue from its work with Triton, deed transfer payments continue to be strong, and rental and leases have returns above expectations. Regarding expenditures, some areas, such as travel and conferences, continue to be impacted by COVID and spending is down. Small differences in projections are generally due to timing differences. The patch paving repairs will occur soon along with repairs to the playground. Marketing has underspent (COVID) and the library costs are also lower than expected.

ii. Town Owned Property Write-offs

MOTION #CoW2021-11-03-03

It was regularly moved and seconded to recommend that Council write off roll 00092398 and roll 04997409 final taxes in the amounts \$680.85 and \$2404.80 respectively for the Town of Annapolis Royal's properties. **Motion carried**

iii. RFD Procurement Policy

DoF Robinson proposed an amendment to the Procurement Policy which would allow for spending up to \$5000.00 before items are capitalized and competing bids are sought. This would bring the Town closer to the provincially recommended \$10,000.00 limit.

MOTION #CoW2021-11-03-04

It was regularly moved and seconded to recommend to Council to amend the current Procurement Policy as proposed. **Motion carried**

iv. Not-for-Profit Tax Reductions

Mayor Boyer declared a Conflict of Interest and left chambers at 7:05 p.m.

DoF Robinson discussed the budgetary impact of the Town's policy of tax reduction for not-for-profit entities. Members of Council discussed the existing policy, which entities qualify, and possible options. The DoF felt it would be important to give any affected organization sufficient notice to prepare for the change. The DoF will prepare a report for Council on available options for this program.

Mayor Boyer returned at 7:20

v. Clean Foundation Internship Program

Mayor Boyer discussed the Clean Foundation grant. The Town received this grant which is to pay ½ of the cost of a climate change intern. A second grant was applied for which would cover the balance, but due to difficulties with the grant porta, it would appear that it was not received by the Province. If the Council does not supply matching funds before Friday, the Clean Foundation funding will be lost. It was recommended that the Town provide the matching funds while another partner is sought so that the funds are not lost.

MOTION #CoW2021-11-03-05

It was regularly moved and seconded to recommend to Council to approve the matching funds for the Climate Change Intern if no other funding options are secured. **Motion carried with 1 Nay**

vi. Relocation of Council Chambers

The recommendation to move both the Police Department and Council Chambers had been previously tabled. The discussion was raised again noting both the issues with the current location of the Police Department and the accessibility issues with Council Chambers. Further, there is now a possible tenant for the current location of the Police Department which would provide revenue.

MOTION #CoW2021-11-03-06

It was regularly moved and seconded to recommend that Council direct staff to proceed with moving the Police Department to the old library location and moving the Council Chambers to the main floor. **Motion carried**

vii. Christmas Holiday RFD

DoF Robinson recommended to Council that it approve the Christmas Holiday closure of Town Hall

MOTION #CoW2021-11-03-07

It was regularly moved and seconded to recommend t Council that Town Hall be closed from December 24, 2021 to January 3, 2022 inclusive and that Town Hall staff use vacation time, unpaid leave, or time in lieu in the equivalent amount of three days to cover the closure. **Motion carried**

viii. Financial Costs of Town's Condo

CAO Millett-Campbell stated that condo costs for the Gym are expected to rise approximately 5.75% this year, to ~\$30,000. The Town does not own the building, as supposed by many, and only has one vote on the Board. Due to these rising costs, the Town should look at options to generate more revenue. It is recommended that a Task Team be put in place to examine options. Councillor Tompkins volunteered to serve on this team. Staff will place an ad in the Town Crier seeking additional members.

- ix. Seasonal Tourism Business Reduction
DoF Robinson shared that due to an error in TownSuite, a local business was improperly taxed.

MOTION #CoW2021-11-03-08

It was regularly moved and seconded to recommend to Council the following provincially mandated Seasonal Business Reduction for 2021 for Roll #92274: an additional amount of \$240.00 from the June 30th previously approved motion from \$3580.80 to \$3820.80.. **Motion carried**

- x. Replacement Process for Town Crier
The process to replace the beloved Town Crier was discussed. Peter Davies has offered to advise Council on the process. After discussion, members of Council decided to wait until Spring.
- xi. RFD Street Closure
Council was asked to recommend that St. George St. be temporarily closed for the Parade of Lights.

MOTION #CoW2021-11-03-09

It was regularly moved and seconded to recommend to Council that the Town approve the closure of St. George Street from the traffic lights to Drury Lane on Nov 26, 2021 from 6:00 pm to 7:00 pm, with the re-opening of the street as soon as the Police see it is safe to do so at Victoria Street. **Motion carried**

- xii. Letter for FCM Green Funds
The CoW reviewed the letter for potential partners in the tidal power pilot project.

10. CORRESPONDENCE:

- i. Royan, France Letter
Members of Council reviewed the letter from the Mayor of Royan requesting to change the date of his visit due to local elections. Council agreed to the date change.

11. ROUND TABLE:

Mayor Boyer noted that there were no volunteers for the review of “lessons learned” for the strategic plan, boil-water emergency, or the NSPI hearings. She is eager to learn more about solar garden initiatives.

Deputy Mayor Power was interested to learn more about the solar garden. She also noted that she is looking forward to the book sale on **November 18**.

Councillor Tompkins saw record numbers of trick or treaters at his home, thus making the holiday very busy.

Councillor Sanford was disappointed to note a distinct lack of trick or treaters at her end of St. George Street. She is looking forward to this year's Parade of Lights, which should be fantastic.

Councillor Hafting noted that the Halloween turnout was at record levels this year. She also shared details on the Middleton Rec departments kayak rental program.

MOTION #CoW2021-11-03-10

It was regularly moved and seconded to move into In-Camera to discuss a matter of solicitor client privilege and contract negotiations at 19:45. **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 4, 2021

Business Items:

- i. Solicitor Client Privilege
- ii. Contract Negotiations
- iii. Contract negotiations

MOTION #CoW2021-10-04-14

It was regularly moved and seconded move out of in-camera at 20:11. **Motion carried.**

13. ADJOURNMENT: Councillor Sanford moved adjournment at 8:12 p.m.

Mayor Amery Boyer

Recording Secretary Ken Knox