|  |  |
| --- | --- |
| 1. **Call to Order** | Mayor Boyer called the meeting to order at 18:00 |
| 1. **Present** | Mayor Boyer (Chair), Deputy Mayor Power, Councillor Sanford, Councillor Hafting, Councillor Tompkins, Chief Administrative Officer (CAO) Sandi Millet-Campbell, Director of Finance Melony Robinson, Recording Secretary Ken Knox. |
| 1. **Regrets** | None |
| 1. **Additions to the Agenda** | In-Camera Agenda Items 3 and 4 – Contract Negotiations |
| 1. **Approval of the Agenda** | **MOTION #CoW2021-11-03-01**  It was moved regularly moved and seconded to approve the agenda as amended. **Motion carried.** |
| **Edits to the Minutes** | None |
| 1. **Approval of the Minutes** | **MOTION #CoW2021-11-03-02**  Approved by Unanimous Consent |

**Committee of the Whole**

**Unapproved Minutes**

**November 3, 2021 at 6:00 p.m.**

1. **PRESENTATIONS: None**
2. **PUBLIC INPUT:** None
3. **NEW/UNFINISHED BUSINESS:** 
   * 1. Second Quarterly Financial Statements

DoF 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 returned 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.

* 1. 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 Town-owned properties. **Motion carried**

* 1. 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 amended. **Motion carried**

* 1. Not-for-Profit Tax Reductions

Mayor Boyer declared a Conflict of Interest and left chambers at 19:05

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

Mayor Boyer returned at 19:20

* 1. 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 this was not received. If the Council does not supply matching funds before Friday, this funding would 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**

* 1. 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 to Council to 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**

* 1. 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 to 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**

* 1. Financial Costs of Towns Condo

CAO Millett-Campbell shared 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.

* 1. Seasonal Tourism Business Reduction

DoF Robinson shared that due to an error in Town Suite, 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**

* 1. Replacement Process for Town Crier

The process to replace the beloved Town Crier was discussed. Peter Davies has offered to advise once this has been defined. After discussion, the Council decided to wait until Spring.

1. RFD Street Closure

Council was asked to recommend to Council 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**

1. Letter for FCM Green Funds

The CoW reviewed the letter for potential partners in the tidal power pilot project.

**10. CORRESPONDENCE:**

1. Royan Letter France

The Committee reviewed the letter from the Mayor of Royan asking the 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” from the strategic plan, boil-water emergency, or the NSPI hearings. She was 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 18NOV21

**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 moved regularly moved and seconded to move into in-camera to discuss 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:**

* + 1. Solicitor Client Privilege
    2. Contract Negotiations
    3. Contract negotiations

**MOTION #CoW2021-10-04-14**

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

**13. ADJOURNMENT:** Councillor Sanford moved adjournment at 20:12

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mayor Amery Boyer Recording Secretary Ken Knox**