

**Committee of the Whole  
Approved Minutes of Meeting Held  
April 8, 2015 at 6:00 pm**

**PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Sherman Hudson, Councillor Paul Paquette, CAO Greg Barr, Recording Secretary Sandi Millett-Campbell, Alan Melanson (Historical Association of Annapolis Royal).

**REGRETS:** None.

1. **CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:06 pm
2. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** March 4, 2015  
**MOTION #CoW-2015-04-08-01**  
Moved by Deputy Mayor Power, seconded by Councillor Paquette, the minutes of the Committee of the Whole meeting held March 4, 2015 were approved with the following amendment: Page 3, Presentations, Item i) correct Jots to Jost and “town is not appointing”. **CARRIED**
3. **APPROVAL OF AGENDA:**  
**MOTION #CoW-2015-04-08-02**  
Moved by Councillor Merseau, seconded by Deputy Mayor Power, the agenda was approved with the following additions: 8 Business Arising, Item i) Local Prosperity Conference \$5000; ii) Annapolis Board of Trade Letter; 9 New Business, Item xvi) Gas Tax Funding; xvii) Valley Waste Spring Clean Up; xviii) Police Commission Board Vacancy; 11. In-Camera, Item iii) Reason – Acquisition, sale, lease and security of municipal property; iv) Reason – Personnel Matter. **CARRIED**
4. **PUBLIC HEARING:** None
5. **PUBLIC INPUT:**  
Alan Melanson presented the new 2015 Explorer magazines to Council. This year Annapolis Royal Historic Gardens is profiled on the front page with their recent win of Canadian Garden of the Year 2015. Alan Melanson also expressed his appreciation for the continued support from Annapolis Royal Town Council.
6. **ROUND TABLE:**  
Councillor Paquette is requesting CAO Barr to get a legal opinion on snow removal damage on public properties, and where the responsibility falls, and to see if our Streets and Sidewalk By-Law is effective.  
  
Councillor Paquette would also like the new Legacy Committee consider installing a memorial clock at Town Hall as part of the project.  
  
Council Paquette would like CAO Barr to send a letter regarding the progress to date on the property located on the corner of St George Street and Prince Albert Road, and a timeline to when the renovations will be complete.  
  
Councillor Paquette would also like to see the new pictures received from the Historical Association of Annapolis Royal installed in Council Chambers.

Councillor Hudson reported that the Natal Day Princess dinner was well attended and a letter should be sent to the Chair on a job well done, and noting the excellent meal from Paula Buxton.

Councillor Mersereau reported that they had a good showing of ARRA last week with a potentially interested group. Heather McCormick is doing a great job with all aspects of the ARRA project.

Deputy Mayor Power inquired if any applications were received for the Police Board vacancy.

Deputy Mayor Power would like to see CAO Barr attending the Spring Union of Nova Scotia Municipalities (UNSM) workshop in early May. Deputy Mayor Power thinks it would be a good idea for the CAO to attend this workshop or the UNSM regional meeting the middle of May, which ever one would be more beneficial for him to attend.

Mayor Tompkins advised he did not have any round table items to discuss.

**7. PRESENTATIONS: None**

**8. BUSINESS ARISING:**

**i. Local Prosperity Conference Funding \$5000**

Councillor Mersereau reported that in accordance with the motion from October 20, 2014 the Town of Annapolis Royal would support the Local Prosperity Conference in the amount of \$5000, subject to four conditions. Councillor Mersereau reported that the conference has met the conditions of the motion and recommends that Council release the funds in the amount of \$5000. Mayor Tompkins would like to hold back a portion of the funds until the conference is complete, as an emergency fund. If no unforeseen expenditures arise over the weekend then the balance will be released on Monday April 13<sup>th</sup> 2015.

**MOTION #CoW-2015-04-08-03**

Moved by Deputy Mayor Power, seconded by Councillor Hudson, to recommend to Council that the Town issue two cheques, one in the amount of \$4000 to be given at the beginning of the conference, and the second cheque in the amount of \$1000 to be released on Monday if no additional expenses arise over the weekend. **CARRIED**

**ii. Letter to Annapolis Board of Trade (ABoT)**

Deputy Mayor Power requested an update on the feedback from the letter sent to the ABoT regarding the Restaurant collections. CAO Barr will see if a letter was sent prior to his employment and follow up with the feedback.

**9. NEW BUSINESS:**

**i. Financials**

- i. Town Operating Income Statement
- ii. Town Operating Balance Sheet
- iii. Water Utility Income Statement
- iv. Water Utility Balance Sheet

- v. Water Capital Balance Sheet
- vi. General Capital Balance Sheet
- vii. Reserve Capital Balance Sheet
- viii. Operating Reserve Balance Sheet
- ix. Year End Forecast/Budget 2015-2016
- x. Capital Budget 2015-2016

Council reviewed the budgets provided. Councillor Mersereau had a couple of questions on the budget numbers on the First Impressions Grant, and PHMC Millett-Campbell explained the project was complete, and the final payment from Nova Scotia Tourism Agency had been received. Councillor Mersereau question the audit fees and the extra \$3300 in that budget line, CAO Barr explained the company had requested additional funds to complete the 2014/2015 audit, but after many discussion the amount will not be increased and the company will be released from the last year of the tender. Councillor Mersereau advised CAO Barr the amount in the budget for the Town Hall roof should be transferred to the operating reserve. Councillor Mersereau will provide CAO Barr an accrual amount for the Police funds from the Town's latest offer to be booked as a liability. CAO Barr will also look into the following accounts and provide an explanation on the balance for the Debenture accounts 01-28189, general marketing 01-27629Z, and the prepaid account. The roads budget is over due to the snow/ice removal and the extra contract services this year. CAO Barr will work with the Superintendent of Public Works this summer to establishing a tender for contract work over the winter months on as needed basis.

ii. **Aged Receivables**

i. Taxes Receivable

Councillor Mersereau noted the receivable amount is higher than this time last year. Council would like to see a report from the CAO so show where the accounts stand and the accounts that are going to the next level of collections and with more useful details.

ii. Utilities Receivable

Councillor Mersereau reported the utility receivable accounts are looking good.

iii. **Lease Agreement – Ye Olds Town Pub**

Council received a request from Brian Keevil to renew the lease agreement with the Town for the deck in front of his restaurant. Council is concerned with the composting issues from last year, and CAO Barr will contact Brian Keevil on his plan for this year's increase in compost.

**MOTION #CoW-2015-04-08-04**

Moved by Councillor Mersereau, seconded by Councillor Hudson, to recommend to Council to approve the proposed agreement with Brian Keevil carrying on business as Ye Olde Towne Pub for the purpose of utilizing a portion of "the sidewalk area" in front of the Pub at 9 -11 Church Street for pub use, subject to the conditions of the agreement; sub section (a) that the Town of Annapolis Royal shall lease the section measuring 16' x 23', for the Sum of Two Dollars (\$2.00) per square foot for the year 2015. **MOTION**

**TABLED.**

iv. **Cornwallis Military Museum – Donation from 2015/2016 Budget Year**

A letter was received from HMCS/CFB Cornwallis requesting the Mayors attendance to a ceremony on Sunday May 3<sup>rd</sup>, 2015 to lay a wreath on behalf of the Town. A request of \$25 donation to be used for the museum renovations and upgrades. Mayor Tompkins will attend.

**MOTION #CoW-2015-04-08-05**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, to recommend to Council that a \$25 donation will be made to HMCS/CFB Cornwallis Military Historical Association. **CARRIED.**

v. **Association of Friends of the Annapolis Royal Library – Appointment to Committee**

A letter was received from the Association of Friends of the Annapolis Royal Library concerning the Town not having a representative on their board, and requesting that Deputy Mayor Power reconsider letting her name stand on the Annapolis Valley Regional Library Board.

**MOTION #CoW-2015-04-08-06**

Moved by Councillor Mersereau, seconded by Councillor Hudson, to recommend to Council that Deputy Mayor Power will be the Town of Annapolis Royal's representative on the AVRL board for the fiscal year 2015-2016. **CARRIED.**

vi. **Mutually Workable Terms – King's Theatre**

It was suggested that CAO Barr will work with the King's Theatre Board to achieve the objectives for their proposed project. CAO Barr will set up a lunch meeting with the Chair of King's Theatre Board, Mayor Tompkins and himself to start the working on the terms of the application.

vii. **Funding – Enabling Accessibility in Communities**

CAO Barr will submit an application for funding through the program for the Boardwalk and one to make Town Hall an accessible building. The deadline for the applications is April 27, 2015.

viii. **NSUARB – Decision re: Size of Council**

For Information only.

ix. **Intermunicipal Agreement – Legacy 2017**

Council reviewed the proposed agreement. Council has a couple of questions on the agreement and CAO Barr is going to get clarification on the establishment of staff, budget, long term financial responsibility, and to confirm that one lawyer will review the document for all municipal groups.

x. **Asset Management Program**

Council agrees that the Town should have an Asset Management Program and the Town should proceed with the group application for funding.

- xi. **Snow Removal**  
CAO Barr reported on the window damage and general road hazards with the snow removal this winter. Mayor Tompkins suggested that the CAO look into the Town's deductible on the insurance policy and how other Towns dealt with the snow this year.
- xii. **ARP Association – Notice of Meeting**  
It was agreed that CAO Barr will take over for Carol St-Amour with the arbitration between the Annapolis Royal Police Association and the Town of Annapolis Royal, as the arbitration hearing is in October. This will give enough time for CAO Barr to get up to date on the file. Mayor Tompkins would like to see the location of the meeting to be changed to be in Annapolis Royal and not the Digby Pines.
- xiii. **Draft Policy – Legacy Committee**  
Council reviewed the draft policy and would like to change the name of the Committee and the number of members to be composed of a minimum of five (5) to a maximum of seven (7). PHMC Millett-Campbell will make the changes and send the revised policy to Council for approval.
- xiv. **ARRA Proposal Development Procedure**  
Council discussed getting Heather McCormick to make a draft policy on rentals and agreements with the ARRA building. There is some confusion on what direction the group should be going in, if the developer is the Town or is the Town looking for the developer? This discussion was referred by to the ARRA sub-committee. The sub-committees next meeting is on April 15, 2015.
- xv. **Representation on Advisory Committee for REMO**  
CAO Barr received an email from David McCoubrey on the status of Councillor Hudson position with REMO. Councillor Hudson has agreed to stay on the Committee as vice-chair but is not interested in the Chair position now that the Town of Bridgetown has dissolved. CAO Barr will reply to David McCoubrey letter with Councillor Hudson's intentions.
- xvi. **Gas Tax Funding**  
CAO Barr received a request for the projects to be submitted for this year's gas tax funding. CAO Barr is requesting that since the items on the list last year did not get completed that they be the priority this year. Council agreed to the items and suggested that the retrofit of recreational trails be added as a fourth item.
- xvii. **Valley Waste Spring Clean Up**  
Valley Waste has contacted the Town regarding this year's spring cleanup. Due to the weather this year, Valley Waste is requesting that the Town date for spring cleanup be changed to May 25 to June 5<sup>th</sup> 2015. Council agreed that the cleanup should be later this year, and the CAO will let Valley Waste know Council agrees with the change.
- xviii. **Annapolis Royal Police Commissioners Board Member**  
No applications were received for the Annapolis Royal Police Board of Commissioners. The deadline was April 7<sup>th</sup>, 2015. Deputy Mayor Power would like to see the vacancy filled, so the ad will go in the Spectator for two more weeks with a closing date of May 1<sup>st</sup> at 3pm.

**10. CORRESPONDENCE: (For Information)**

- i. Valley Community Learning Association – Invitation

**MOTION #CoW-2015-04-08-07**

Moved by Councillor Paquette, seconded by Councillor Mersereau, to extend the meeting to 9:30 pm.

**CARRIED**

**11. IN-CAMERA:**

**MOTION #CoW-2015-04-08-08**

Moved by Councillor Paquette, seconded by Councillor Mersereau to move in-camera at 9:40 pm.

**CARRIED**

- i. Reason (a) Acquisition, sale, lease and security of municipal property
- ii. Reason (c) Personnel Matter
- iii. Reason (a) Acquisition, sale, lease and security of municipal property
- iv. Reason (c) Personnel Matter

**MOTION #CoW-2015-04-08-09**

Moved by Councillor Paquette, seconded by Councillor Mersereau to come out of in-camera at 10:40 pm.

**CARRIED**

**MOTION #CoW-2015-04-08-10**

Moved by Councillor Paquette, seconded by Councillor Mersereau, to recommend to Council that CAO Barr proceed with the staff replacement as per the recommendation of CAO Bar. **CARRIED.**

**12. ADJOURNMENT:**

**MOTION #CoW-2015-04-08-11**

Moved by Councillor Paquette, seconded by Councillor Mersereau to adjourn at 10:42 pm. **CARRIED**

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Mayor Michael Tompkins

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Recording Secretary Millett-Campbell