

**Committee of the Whole  
Unapproved Minutes  
February 3, 2016 at 6:00 p.m.**

**1. PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, Councillor Sherman Hudson, CAO<sup>1</sup> Gregory Barr, DoF<sup>2</sup> Melony Robinson (left after the financial items), Executive Assistant Amy MacManus as Recording Secretary, and a member of the public

**2. REGRETS:** N/A

**3. CALL TO ORDER:** Chair Tompkins called the meeting to order at 6:05p.m.

**4. ADDITIONS TO AGENDA:**

Under Section 11, New Business:

- USNM Email regarding Telecommunications Survey
- MEAC application
- MPS Policy Amendments
- RFP for Planning Services
- Request for Letter of Support for Historic Gardens

**5. APPROVAL OF AGENDA:**

**MOTION CoW2016-02-03-01**

It was moved by Councillor Mersereau, seconded by Councillor Paquette to approve the agenda as amended. Motion carried.

**6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:**

- i. Committee of the Whole - January 6, 2016

**MOTION CoW2016-02-03-02**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to approve the minutes from the January 6, 2016 Committee of the Whole meeting with the following amendments: Under Section 13, In-camera – remove “TAB 5”; add to the minutes that CAO Barr relayed to Council that Alan Melanson has been nominated and appointed as Chair of the Planning and Heritage Advisory Committee. Motion carried.

**7. PUBLIC INPUT:** N/A

**8. ROUND TABLE:**

Councillor Paquette: A couple of individuals fell on the sidewalks after the storms. The issues have been resolved and one of the individuals stated that the fall was not the fault of town. For a four week period there was a beeping sound coming from the unsightly property by the lights. Finally the Police were called. The Police could not enter the property so the Fire Department was called. Both responded to the complaint in a very professional manner.

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

Councillor Mersereau: A resident raised the issue that on the day that there was a storm and it was garbage collection day, Public Works tipped over some green bins and garbage bags were clipped open while plowing. A resident requested that he bring this to the attention of Council. Councillor Mersereau summarized items that he has been working on for town.

Deputy Mayor Power: Pleased with the turnout and response to the strategic planning focus group.

Mayor Power: Reiterated Deputy Mayor Power's sentiment about the focus group. He greatly appreciated the input from the public. Mayor Tompkins suggested that Public Works not infill peoples' driveways when plowing upper St. George Street. He suggested that there is another way to plow to that portion of town that would decrease the amount of snow in driveways, even if it meant backing up taking extra time and effort to remove the snow.

**9. PRESENTATIONS:**

- The Nova Scotia Guild of Town Criers – Peter Davies

The presenters were absent with no regrets.

**10. BUSINESS ARISING:**

- i. Approval of MEAC Policy on Meetings, Procedures, and Presentations

**MOTION CoW2016-02-03-03**

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to recommend to Council to approve the amendments to the Municipal Effectiveness Advisory Committee Policy. Motion carried. Councillor Mersereau voted nay.

- ii. Planning and Heritage By-law (PHAC) Recommendations – Update

CAO summarized to Council the steps that have to be followed to amend the PHAC By-law.

- iii. Capital Improvement Plan – Status Update

CAO Barr provided a status update on the Capital Improvement Plan. The final draft has been completed. Management are going to meet to discuss at a team level and then CAO Barr will present it to Council. Council asked that the document be sent out as soon as management has approved it and staff can attend the next Committee of the Whole meeting to present it.

- iv. Strategic Planning Focus Group Feedback

Council had positive feedback about the focus group. Deputy Mayor Power has finished compiling the results. CAO Barr will create a survey from these results and send Council the draft survey.

**11. NEW BUSINESS:**

- USNM Email Regarding Telecommunications Survey

The survey will be shared on the Town's Facebook page so that individuals can complete it.

- Municipal Effectiveness Advisory Committee (MEAC) application

Ruth Thorbourne from Nova Scotia Power has expressed an interest in participating in the Committee.

**MOTION CoW2016-02-03-04**

It was moved by Councillor Mersereau, seconded by Councillor Paquette to recommend that Council accept Ruth Thorbourne's application to become a member of the Municipal Effectiveness Advisory Committee and appoint her to the Committee as a replacement for Ashley McCormick. Motion carried.

- Municipal Strategy Planning (MPS) Policy Amendments

CAO Barr explained the amendments to Council and reasons for these changes. Discussion ensued.

**MOTION CoW2016-02-03-05**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to recommend to Council the approval of the change. Motion carried.

- Request For Proposal (RFP) for Planning Services

CAO Barr noted that due to a number of issues, it would be advantageous to maintain the status quo with the current town planner. Discussion ensued. The RFP process will be tabled indefinitely but options will be explored informally.

- Request for Letter of Support for Historic Gardens

Council directed staff to write the requested letter of support for the Historic Gardens.

Late addition to the agenda: Mayor Tompkins updated Council on the last ARRA Committee meeting.

i. Financials (Presentation by DoF Robinson)

- a) Town Operating December 2015 - Income Statement
- b) Town Operating December 2015 – Balance Sheet
- c) Water Operating December 2015 – Income Statement
- d) Water Operating December 2015 – Balance Sheet
- e) Capital Water December 2015 - Balance Sheet
- f) General Capital December 2015 – Balance Sheet
- g) Capital Reserve December 2015 - Balance Sheet
- h) Operating Reserve December 2015 – Balance Sheet

DoF Robinson presented the third quarter of the Town's financials for 2015/16. Discussion ensued.

ii. Aged Receivables

- a. Aged Receivables Water
- b. Aged Receivables Taxes

Council discussed. There was much discussion on tax sales of properties. Council directed DoF Robinson to send letters to the property owners who meet the criteria for a tax sale, explaining that Council are taking steps toward a tax sale of their property and that it is imperative that they contact Town Hall to set up a payment plan.

iii. Request for Write-Off for Water Utility Account 511.00

Council discussed. It was decided that the write-off be from the time that the water was turned off, not the abandonment date. DoF Robinson will find out the date and report back to Council.

iv. Town Volunteer Nomination

**MOTION CoW2016-02-03-06**

It was moved by Councillor Mersereau, seconded by Councillor Hudson that Council nominate Harry Jost as the Town's nominee for the 2016 Volunteer awards. Motion carried.

v. Startup 100

Council discussed. It was deemed that the project would be a good Marketing and Economic Development Committee project and Council directed CAO Barr to continue getting the word out and contact the Annapolis Board of Trade and the School.

vi. MEAC Update

CAO Barr provided a progress report on MEAC: the Committee had its first meeting, Jane Nicholson is the Chair, and the Committee has reading materials and has begun the first stages of work.

vii. Annapolis Royal Wharf Association Causeway Project – County Approval

CAO Barr provided an update on the Causeway Project.

viii. Friends of Annapolis Pool Society (FAPS) Meeting

Council discussed the proposal by the Friends of the Pool regarding the Aquatic Programmer Course. Council wants Public Works to be present when the pool is being filled and will request that FAPS send the daily pool testing reports to town.

**12. CORRESPONDENCE:**

- Email from Paul Sanford

Council discussed. Council directed CAO Barr to reply to Paul Sanford that his issues will be catalogued in a report for Valley Waste.

- Email from Ashley McCormick

The meeting moved in-camera at 9:27p.m..

**13. IN-CAMERA:**

- Contract negotiations – King's Theatre
- Contract negotiations – ARRA
- Contract negotiations – Waterfront Development

The meeting moved out of camera at 10:29p.m..

**14. ADJOURNMENT:**

Mayor Tompkins adjourned the meeting at 10:30p.m..