

**Committee of the Whole  
Approved Minutes  
June 3, 2015 at 6:00 pm**

**1. PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Sherman Hudson, Councillor Paul Paquette, CAO<sup>1</sup> Greg Barr, Recording Secretary Amy MacManus

**2. REGRETS:** None

**3. CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:05pm

**4. ADDITIONS TO AGENDA:**

- i. Under Business Arising, Section 10: date for next budget session
- ii. Under Business Arising, Section 10: update on Lequille water tower

**5. APPROVAL OF AGENDA:**

**Motion #CoW-2015-06-03-01**

It was moved by Councillor Paquette, seconded by Councillor Hudson, that the agenda dated June 3, 2015 be approved as amended. Motion carried.

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

**Motion #CoW-2015-06-03-02**

It was moved by Councillor Hudson, seconded by Councillor Paquette, that the minutes dated May 6, 2015 be approved as presented. Motion carried.

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

**8. ROUND TABLE:**

- i. Councillor Paquette mentioned that the National statistics for visitation had been released and that it was of note that while the number of visitors to Nova Scotia has decreased, Port Royal and Fort Anne have seen their visitor number increase.

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<sup>1</sup> Chief Administrative Officer

- ii. Councillor Hudson commended Assistant of Public Works James Barteaux for doing a great job while SPW<sup>2</sup> McLean was away. Council concurred.
- iii. Councillor Hudson informed Council of the damage to the floating dock in Town and explained that the previous day a log had pierced through it.
- iv. Deputy Mayor Power updated Council that her neighbour will be opening an internet café.
- v. Council mentioned that Spring Clean-up had gone well.
- vi. Mayor Tompkins noted that there will be seven summer positions available in Town, including the one for Public Works.

**9. PRESENTATIONS: N/A**

**10. BUSINESS ARISING:**

1) Bees By-Law

Council discussed examples of bee by-laws used in other cities. It was decided not to over-govern as beekeepers in Annapolis Royal do adhere to the by-laws presented as examples. The decision was made to table the issue and revisit it if required. Councillor Mersereau suggested that the current Livestock By-Law could be applicable if a future issue does arise. This item was tabled.

2) By-Law Review Process – Request for Information

CAO Barr requested guidance on where to locate the work done to editing Town. Council informed CAO Barr that a table had been created regarding fees/fines of each by-law. Updated fees/fines can be done annually on this table as opposed to having to go through the process of updating each by-law individually. Council agreed to continue work to update Town By-laws after the budget is complete. This item was tabled.

3) Dangerous & Unsightly Properties

CAO Barr provided an update on complaints that have been made to the office regarding unsightly and dangerous properties in Town. Discourse regarding what constitutes unsightly and dangerous, including the length of grass in a yard. It was determined that the *Minimum Standards By-Law of the Town of Annapolis Royal* does govern the length of grass in the Town. Council conferred on the matter of who is qualified to decide if a building is dangerous. It was decided to hire an external, qualified evaluator, Alfred Doucette on a need-be basis. Council directed CAO Barr to have an initial look at

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<sup>2</sup> SPW

properties and then call Alfred Doucette to examine the properties if warranted. CAO Barr reminded Council of the necessity to declare a conflict of interest in matters.

#### 4) Grants

CAO Barr updated Council on grants that the Town is exploring and pursuing. The Asset Management grant will not be pursued as Berwick has withdrawn. However, Berwick does want to proceed with a regional asset management program. CAO Barr listed a number of grants that are going to be explored. Council questioned if National Heritage Trust had grants available for waterfront development. Identified areas of priority for the Town include ARRA, the Boardwalk, infrastructure, and recreation, including the trails. The Canada Nova Scotia Infrastructure Program (CNSIP) website was identified as worth exploring for funding opportunities.

#### 5) VWRM Update

CAO Barr provided an update on Valley Waste Resource Management:

- Regarding compost in parking lot behind Leo's Café. CAO Barr summarized the solution presented by VWRM which was to provide an alternate compost pick up for 200/222 St. George Street. The pick-up location would be the entry to the town-owned parking lot off St. James Street. Council discussed the proposal and possible alternatives. Council asked that VWRM provide clarification of exactly where the proposed pick-up is located.
- Query: is there a maintenance issue with the vehicles? CAO read the reply from VWRM regarding this issue. VWRM stated that the vehicles would require a modification redesign but that adding absorbent materials to the compost could aid in diminishing the amount of liquid spillage.
- Sale of old loader: CAO Barr relayed that the VWRM loader will be for sale in the fall to the public.
- Financial surplus: CAO read the response from VWRM regarding what happens with surplus funds.
- Investment Policy: CAO relayed that VWRM shared their investment policy with the Town of Annapolis Royal.

#### 6) Lequille Water Tower

CAO Barr updated Council on the quote for the four person dive crew company. No progress has been made as SPW McLean has been on vacation but SPW McLean has been asked to obtain references for the proposed company. As previously directed by Council, CAO Barr has contacted engineers to get their opinion on the proposed work.

#### 7) Budget Date

Council set a date for the final budget meeting. It was decided that if Chief McNeil is unable to attend in person, he can attend via teleconference. Deputy Mayor Power will contact him regarding his attendance. Council discussed potential capital projects. It was decided to meet June 16, 2015 at 5:30pm to discuss the budget and the approval of budget will take place at the next Committee of the Whole meeting July 8, 2015.

## **11. NEW BUSINESS:**

### **1) E-Voting**

CAO Barr summarized e-voting in Nova Scotia and asked if the Town will be introducing e-voting. Council stated that the current system works for the Town so will not be introducing e-voting. Councillor Mersereau would like to know the cost of e-voting services. If the cost was minimal then Council may reconsider as a second option.

### **2) Information – Proposed PHMC Title Change**

CAO Barr proposed a new job title for PHMC Millett-Campbell. Possible job titles were debated. It was decided that the new job title would be Community Development Coordinator.

### **3) Aged Receivables**

#### **a. Aged Receivables Water**

Councillor Mersereau queried whether the aged receivables come out by quarters and if it is possible for the date parameters be changed so that aged receivables match the billing system. Council discussed the figures and it was noted that there is slippage from the previous two years. It was noted that there are outstanding collections.

#### **b. Aged Receivables Taxes**

Council discussed the figures. It was noted that there are outstanding collections. Councillor Mersereau noted that in terms of aged receivables, that follow-up work needed to be done.

### **4) Financials**

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

Council reviewed and discussed the balance sheets and income statements.

## **12. CORRESPONDENCE:**

### **1) Thank you letter from Annapolis Board of Trade (ABoT)**

Council noted that they had all read the letter and appreciated the commendation.

### **Motion #CoW-2015-06-03-03**

It was moved by Councillor Hudson, seconded by Councillor Mersereau that the meeting move to in-camera at 8:07 pm. Motion carried.

**13. IN-CAMERA:**

- 1) Reason (a) Acquisition, sale, lease and security of municipal property (see handouts)
- 2) Reason (f) Litigation or potential litigation

**Motion #CoW-2015-06-03-04**

It was moved by Councillor Hudson, seconded by Councillor Mersereau that the meeting move out of in-camera at 9:12 pm. Motion carried.

**14. ADJOURNMENT:**

**Motion #CoW-2015-06-03-05**

It was moved by Councillor Hudson, seconded by Councillor Mersereau that the meeting be adjourned at 9:12 pm. Motion carried.

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**Chair Mayor Michael Tompkins**

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**Recording Secretary Amy MacManus**