

**Town of Annapolis Royal  
Committee of the Whole – Unapproved Minutes  
June 8, 2016 at 6:00 pm**

**1. PRESENT:** Chair Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, Councillor Sherman Hudson, CAO<sup>1</sup> Gregory Barr, Executive Assistant Amy MacManus as Recording Secretary, presenters Richard Foster, Malcolm Francis, and Andy Sharpe (left after their presentation)

**2. REGRETS:** N/A

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

**4. ADDITIONS TO AGENDA:**

- Under Section 11, New Business: Nova Scotia Power Work at the Tidal Plant
- Under Section 11, New Business: Annapolis Investment in Rural Opportunity

**5. APPROVAL OF AGENDA:**

**MOTION #CoW 2016-06-08-01**

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

**6. APPROVAL OF COUNCIL MINUTES:**

- i. Committee of the Whole – May 4, 2016

**MOTION #CoW 2016-06-08-02**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to approve the minutes from the May 4, 2016 Committee of the Whole meeting with the following amendment: on page 2, item 11 – the word “conditional” be changed to “condition”. Motion carried.

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

**8. ROUND TABLE:** N/A

**9. PRESENTATIONS:**

- i. Richard Foster, Malcolm Francis, and Andy Sharpe – Annapolis Royal Fire Department (ARFD) Finances

Presenters discussed the ARFD finances with Council. Council asked ARFD for more detailed budget figures.

**10. BUSINESS ARISING:**

- i. Strategic Planning

CAO Barr presented the proposed next steps in the Strategic Plan Review. Council provided feedback and agreed to review the Strategic Plan information proposed in more detail at the June 20, 2016 Council meeting..

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<sup>1</sup> Chief Administrative Officer

**11. NEW BUSINESS:**

i. Website RFP Recommendation

**MOTION #CoW 2016-06-08-03**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to Council to accept the CAO's recommendation to award the contract to Mumford Connect Web Design. Motion carried.

ii. CPI/Annual Salary Increase

CAO Barr summarized his recommendations around CPI/Annual Salary Increase for staff. Council discussed.

**MOTION #CoW 2016-06-08-04**

It was moved by Councillor Mersereau, seconded by Councillor Paquette to recommend to Council to accept the Alternate Recommendation as printed at the end of the CAO's briefing paper; provide a CPI increase with a minimum amount of 1% and a maximum amount of 3% each year for non-unionized staff, effective for the 2016/2017 fiscal year. Also, further consideration of Recommendation 1 will be given subject to a new performance appraisal system being developed and adopted. Motion carried.

iii. Noise Exception Request

**MOTION #CoW 2016-06-08-05**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to recommend to Council to approve the request by the Queen Anne Inn for noise exemption for July 23, 2016 and September 24, 2016 at a fee of \$50.00 each. Motion carried.

iv. Bill 177

Council discussed Bill 177 and directed staff to write a response letter in support of *Bill 177*, begin the process of creating a bylaw to follow Bill 177, and make a public announcement regarding the implementation of *Bill 177*.

**MOTION #CoW 2016-06-08-06**

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend to Council to direct the CAO to send a letter of support for the legislation, *Bill 177*. Motion carried.

**MOTION #CoW 2016-06-08-07**

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend to Council to direct the CAO to come up with language for a by-law to then apply *Bill 177*, with the allowed maximums and make a public announcement. Motion carried.

v. Proposed Annual Suspension of August Meetings of Council and Subcommittees

**MOTION #CoW 2016-06-08-08**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to Council to suspend regular August Council and subcommittee meetings with the proviso that a special meeting can be called in the event of a pressing matter. Motion carried.

vi. PHAC Member Application

Ad-hoc change: Item moved to in-camera.

vii. MPS Amendment & Development Agreement Discussion – ARRA

CAO Barr summarized the current standing and associated timelines of the development agreement. Council discussed the process and next steps.

viii. Municipal Emergency Management Program Evaluation

Council reviewed the material.

ix. Request for Tax Write-off

**MOTION #CoW 2016-06-08-09**

It was moved by Councillor Hudson, seconded by Councillor Mersereau to recommend to Council that Council write-off the tax bills for roll # 04997409 in the amount of \$2688.53 and roll # 00092398 in the amount of \$660.83. Motion carried.

x. Nova Scotia Power Work at the Tidal Plant

CAO Barr summarized the work that is going to be undertaken at the Tidal Plant. There is a meeting being held later this week to discuss concerns about the impacts from the work on traffic flow. CAO Barr extended the invitation to Council to attend the meeting.

xi. Annapolis Investment in Rural Opportunity

CAO Barr summarized the new incorporation, Annapolis Investment in Rural Opportunity, created by Jane Nicholson.

**MOTION #CoW 2016-06-08-10**

It was moved by Councillor Paquette, seconded by Councillor Hudson to extend the meeting until 10p.m. Motion carried.

xii. Financials

- a) Town Operating March & April 2016 - Income Statement
- b) Town Operating March & April 2016 – Balance Sheet
- c) Water Operating March & April 2016 – Income Statement
- d) Water Operating March & April 2016 – Balance Sheet
- e) Capital Water March & April 2016 - Balance Sheet
- f) General Capital March & April 2016 – Balance Sheet
- g) Capital Reserve March & April 2016 - Balance Sheet
- h) Operating Reserve March & April 2016 – Balance Sheet

Some minor discussion by Council. Council discussed water and tax bills being paid by Visa.

xiii. Aged Receivables

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

Some minor discussion by Council.

**12. CORRESPONDENCE:**

i. Communities, Culture and Heritage

Discussion took place regarding funding from provincial and federal governments for the waterfront projects.

**MOTION #CoW 2016-06-08-11**

It was moved by Councillor Paquette, seconded by Councillor Hudson to move the meeting in-camera at 9:24pm. Motion carried.

**13. IN-CAMERA:**

- i. acquisition, sale, lease and security of municipal property
- ii. acquisition, sale, lease and security of municipal property
- iii. contract negotiations
- iv. personnel (ad-hoc change to agenda)

**MOTION #CoW 2016-06-08-12**

It was moved by Councillor Paquette, seconded by Councillor Hudson to move the meeting out of camera at 10:17pm. Motion carried.

**MOTION #CoW 2016-06-08-13**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to Council to accept the application from Carol Hanson for participation on the Planning and Heritage Advisory Committee. Motion carried.

**MOTION #CoW 2016-06-08-14**

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend to Council that they start the process of selling requested parcel of land on Riverview Drive subject to confirmation by Public Works of snow removal requirements of the Town and the Town's use of the remaining narrow parcel of land that extends to St. George Street. Motion carried.

**19. ADJOURNMENT:**

**MOTION #CoW 2016-06-08-15**

It was moved by Councillor Paquette to adjourn the meeting at 10:25pm.