

**Committee of the Whole  
Approved Minutes of Meeting Held  
March 4, 2015 at 6:00 pm**

**PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, Recording Secretary Dawn Bourke, Active Living Coordinator Noah Scanlan, Phil Roberts, Susan Jost, Sally O'Grady (representing the Twinning Committee), Alan Melanson (Historical Association of Annapolis Royal).

**REGRETS:** Councillor Sherman Hudson

1. **CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:05pm
2. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** February 4, 2015  
**MOTION #CoW-2015-03-04-01**  
Moved by Deputy Mayor Power, seconded by Councillor Mersereau, the minutes of the Committee of the Whole meeting held February 4, 2015 were approved with the following amendment: Page 2, 9i New Business, Item i) delete "21251Z" and insert "21251J". **CARRIED**
3. **APPROVAL OF AGENDA:**  
**MOTION #CoW-2015-03-04-01**  
Moved by Councillor Paquette, seconded by Deputy Mayor Power, the agenda was approved with the following additions: 9 New Business, Item xi) Annapolis Valley Tartan; 11. In-Camera, Item ii) Reason – Personnel Matter. **CARRIED**
4. **PUBLIC HEARING:** None
5. **PUBLIC INPUT:**  
Alan Melanson noted that the meeting with Shelly Glover (Minister of Canadian Heritage and Official Languages) held on February 28, 2015 went very well.
6. **ROUND TABLE:**  
Councillor Paquette noted that the Town of Annapolis Royal has done very well compared to other Towns with regards to snow removal.

Councillor Mersereau advised he did not have any round table items to discuss.

Deputy Mayor Power suggested that the Public Works Department remove the snow at the curbs when there are no cars parked alongside the curbs.

Mayor Tompkins advised that private contractors are pushing snow into areas that require the Public Works Department to remove it and it is costing the Town money to remove this snow.

Mayor Tompkins noted the visit of Shelly Glover (Minister of Canadian Heritage) with respect to Legacy 2017. There was a dinner at the Annapolis Basin Conference Center that was well attended by various municipal units; John Ferguson is the Chair of the Legacy 2017, seven municipal units have signed a document committing their support to Legacy 2017, there was a good mix of municipal support for the project.

Mayor Tompkins advised he attended meeting with the Partnership Steering Committee Advisory group and they are looking for volunteers to sit on Boards. Horace Hurlburt is Chair of Committee for the next couple of years; discussed mutual fire services.

**7. PRESENTATIONS:**

**i. Phil Roberts – Twinning Committee**

Phil Roberts advised there are 6 items he wants to address as follows:

**1. Student Exchange:**

Phil Roberts advised there is an exchange student coming on April 29 to July 11, 2015; and he is asking for a motion from Council to sponsor this student as part of a student exchange. Mr. Roberts noted the letter that includes the motion goes to the School Board which allows the student attend school without any fees being paid further noting the student does not get any credit for attending. Susan Jost addressed the meeting and provided information on the exchange student, noting the student will be staying with Harry and Susan Jost at no cost to the Town. Susan Jost distributed pictures from the last student exchange. Mayor Tompkins suggested the pictures from the student exchange be put on the Town website.

**2. Interns in May and June 2015:**

Sally O'Grady addressed the meeting and recapped the internship program from last year. Sally O'Grady advised the Twinning Committee is looking for a host family to commit for two months, and hoping for a host family that lives in Town so the interns can walk to work. The feedback from France on the last internship was that it was a positive experience and would like to continue the co-op program, it is a tourism affiliated endeavour, and they make good ambassadors for this community.

**3. Visit from about 30 People in September, 2015 for about 5 days:**

Phil Roberts advised that up to 30 people from Royan, France will be visiting in September; there is a challenge to find enough hosts. Mr. Roberts advised that he is asking for money for the reception but does not have an amount budgeted.

**4. Request to have a Council Representative on the Twinning Committee:**

Phil Roberts advised that the Twinning Committee would really like a representative from Council to sit on the Twinning Committee and is formally requesting that Council appoint a representative to the Twinning Committee. Phil Roberts noted that on the Twinning Committee of Royan, France there are two Council members. Phil Roberts also advised the Twinning Committee will be looking for an exchange student from Annapolis Royal and area to go to Royan; the top French school will offer a one week crash course in French language.

**5. Finances of the Committee:**

Phil Roberts advised that members of the Twinning Committee pay dues of \$5.00/month for a slush fund to provide some money for expenditures when visitors from Royan come to Annapolis Royal, without having to approach Council for additional funds. Phil Roberts noted that the Director of Finance has indicated that the Twinning Committee funds cannot be run through the Town books.

Mayor Tompkins inquired what the role is for the Council representative on the Committee. Phil Roberts noted the Twinning Committee minutes are sent out but Council is not getting them and it would give the Committee some status as a Committee of Council. Mayor Tompkins mentioned that at the Marketing & Economic Development Committee meeting, that Phil Roberts attended, the process of subcommittees are run through the Committee; including both economic development and cultural development. Mayor Tompkins advised that Town Council does not have Council representatives on all Committees or Sub-committees. Mayor Tompkins suggested that it would be appropriate to budget items for the year rather than as they come up.

Phil Roberts requested some direction from Council. Mayor Tompkins noted with regards to financing the process is in place with the Marketing & Economic Development Committee for a budgeted year of March 31 to April 1. Mayor Tompkins suggested the Twinning Committee could raise funds by hosting a dinner for the public in conjunction with the exchange students. Sally O'Grady responded that the exchange students do not need any money, it is a swap, the missing piece is supporting low income students that want to go to France and cannot afford the plane ticket. Sally O'Grady mentioned it is what the Twinning Committee does for the Town, not what the members do for the Committee. Mayor Tompkins agrees that the twinning benefits the Town. Deputy Mayor Power noted it is a valuable program. Phil Roberts agreed that all those aspects are valuable, but the big crunch is how the Committee manages financially.

6. Plans for a big recruitment drive in May

Phil Roberts mentioned the Committee is planning a big campaign in May; looking for hosts and participants.

Phil Roberts thanked Council for their time.

Councillor Mersereau agreed that there are some benefits; more on the cultural development rather than economic development; has no problem with the Town being linked to the Twinning Committee; does not deny the dedicated Committee focused on cultural development; and suggested the Committee figure out costs and where the money is going to come from here. It was noted that there should be an on-going Twinning Committee line item in the Town budget. Mayor Tompkins also suggested the Twinning Committee try to re-establish the Maryland connection. Mayor Tompkins advised that the Twinning Committee is doing a fantastic job.

Phil Roberts, Susan Jost and Sally O'Grady departed the meeting at 7:08 pm.

It was agreed to direct Administration to write a letter to the Twinning Committee, advising that the Town Council is not appointing a representative to sit on the Twinning Committee; financing and budget requests are made through the Marketing Economic and Development Committee process.

It was further suggested the Town should not be paying dues to attend a Twinning Committee meeting but should be invited as a guest.

Councillor Paquette noted that all members of Council sit on the Committee of the Whole, and suggested that representatives of the various committees make presentations at the Committee of the Whole level, where the recommendations would be put forward to Council.

**ii. Noah Scanlan – Physical Activity Strategy**

Noah Scanlan (Active Living Coordinator) advised Council received the completed version of the Physical Activity Strategy (PAS) for the Town of Annapolis Royal with the agenda package. Noah discussed the Physical Activity Strategy Report.

Mayor Tompkins suggested the report include the boardwalk in future, and developing a whole different trail system that extends from the dyke walk at the Historic Gardens to include the full loop road that goes down by 672 St. George to the wetlands. Develop a whole different trail system. Walking tours great for this community.

**MOTION #CoW-2015-03-04-02**

Moved by Councillor Paquette, seconded by Councillor Mersereau to recommend to Council the approval of the Physical Activity Strategy for the Town of Annapolis Royal as presented.

**CARRIED**

It was noted that, with the review of Fort Anne there is potential to access the boardwalk at the lower section and have a perimeter trail come across at Charlie's Place.

Noah departed the meeting at 7:20 pm.

**8. BUSINESS ARISING: None**

**9. NEW BUSINESS:**

**i. Financials**

It was agreed to request the Director of Finance to provide the financials in the excel format; clarify the snow removal expenditures; the police car gas is below expectations based on budget – to check and determine if the allocation is correct. Mayor Tompkins advised that the Public Works Department is moving snow that private contractors have piled up and wanted Superintendent Kevin McLean to provide a list of contractors working in Town plowing snow.

- 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

**ii. Aged Receivables**

- i. Taxes Receivable
- ii. Utilities Receivable

**iii. 98 Victoria Street – Sidewalk**

Mayor Tompkins suggested that as the rebar sticking out of the ground at 98 Victoria Street is dangerous for the public and causes an issue with snow removal equipment, that the rebar be removed by the owner within 7 days or Public Works will remove the rebar and bill back the property owner. Councillor Paquette advised that the Superintendent of Public Works should ask a member of the Police Department to go with them.

**iv. 680 St. George Street – Clean Up**

A letter was received from the property owner of 680 St. George Street regarding damage caused to the lawn and magnolia trees during a recent water main repair. Councillor

Mersereau mentioned that every spring the Public Works Department go around and clean up the earth or material that builds up onto private property caused by snow removal, and can be then looked at. It was agreed to ask Superintendent Kevin McLean the process for the clean-up of snow removal debris

v. **Annapolis Board of Trade – Request of Meeting**

A letter was received from the Annapolis Board of Trade requesting a meeting with Town Council to discuss garbage service for businesses. It was agreed to direct Administration to respond to the letter advising of the following options: purchasing bin liners; hiring a private contractor to clean the bins; the Council policy regarding extra compost bins; contracting with a company that provides additional pick up service; and to suggest that the Board of Trade may want to contact other local municipalities to determine what options they provides businesses; and once more information is forthcoming from what other municipal units provide, the Council would be willing to meet with the Board of Trade, as there may be other alternatives to consider.

vi. **Remuneration – Item #3**

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

Moved by Deputy Mayor Power, seconded by Councillor Mersereau, to recommend to Council that the amount of remuneration paid to the Mayor, Deputy Mayor and Councillors remain at the status quo. **CARRIED**

It was suggested this item be reviewed during the budget process.

vii. **IPad**

Interim Administrative Officer Bourke advised that Planning Heritage and Marketing Coordinator Millett-Campbell needs an iPad as she attends many meetings; the iPad purchased for use with the proposed TV in the Council Chambers is not being used; and suggested that iPad be given to PHMC Millett-Campbell for her use. It was agreed to direct Administration to give PHMC Millett-Campbell the iPad.

viii. **Office Space Upstairs Town Hall**

Discussion was held regarding the upstairs back office at the Town Hall building, which is full of surplus equipment. It was agreed to defer this matter to the budget process.

ix. **Appointment - Building Inspector and Fire Inspector – Requires a Motion**

to recommend to Council to appoint Alfred Doucet as Building and Fire Inspector and Cathy Barr as the Building Inspector for the period ending March 31, 2016, with the option to terminate on three months' notice.

Mayor Tompkins advised Building Inspections and Fire Inspections were discussed at the Steering Committee of municipal units meeting; there is a contract in place; Bridgetown is not a part of the contract anymore; the County is looking at paying just their portion; the County has the staff; the County staffs is more expensive; there is no succession plan in place.

It was agreed to direct Administration to contact the Town of Middleton to determine what they are considering for Building and Fire Inspectors.

x. **41<sup>st</sup> Annual Provincial Volunteer Awards Ceremony and Luncheon**

It was agreed to place the item on the Council Agenda when the Town knows who won from the Town nominees

xi. **Annapolis Valley Tartan**

An invitation was received to attend a luncheon for the launch of the Annapolis Valley Tartan, Clan Donald, Nova Scotia, scheduled to be held April 6<sup>th</sup> at 12:00pm at the Fireside Room of the Old Orchard Inn, cost \$25.00.

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

- i. Local Prosperity Conference Schedule
- ii. Thank you from Councillor Hudson

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

Moved by Councillor Mersereau, seconded by Councillor Paquette, to extend the meeting ½ hour.

**CARRIED**

**11. IN-CAMERA:**

**MOTION #CoW-2015-03-04-05**

Moved by Councillor Mersereau, seconded by Councillor Paquette to move in-camera at 9:06pm

**CARRIED**

Reason (a) Acquisition, sale, lease and security of municipal property

Reason (c) Personnel Matter

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

Moved by Councillor Mersereau, seconded by Councillor Paquette to come out of in-camera at 9:50 pm.

**CARRIED**

**12. ADJOURNMENT:**

**MOTION #CoW-2015-03-04-07**

Moved by Councillor Mersereau, seconded by Councillor Paquette to adjourn at 9:51 pm. **CARRIED**

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Mayor Michael Tompkins

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Recording Secretary Bourke