

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

1. PRESENT: Chair Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, Councillor Sherman Hudson, CAO¹ Gregory Barr, DoF² Melony Robinson (left after her presentation), Executive Assistant Amy MacManus as Recording Secretary, presenters Elizabeth Rice and Heather LeBlanc from Annapolis Ventures Limited (left after their presentation at 6:30pm), and presenters Geoff Keymer and Janet Larkman on behalf of King's Theatre (left after presenting).

2. REGRETS: N/A

3. CALL TO ORDER: Chair Mayor Tompkins called the meeting to order at 6:07pm

4. ADDITIONS TO AGENDA:

- i. Under Business Arising, Section 10: Crosswalk on Hwy 1 (linking trail system)
- ii. Under Business Arising, Section 10: Sidewalk Machine - Update

5. APPROVAL OF AGENDA:

MOTION CoW2015-11-03-01

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

6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:

- 1) Committee of the Whole October 6, 2015

MOTION CoW2015-11-03-02

It was moved by Councillor Mersereau, seconded by Councillor Hudson to approve the minutes from the Committee of the Whole meeting held October 6, 2015 as presented. Motion carried.

7. PUBLIC INPUT: N/A

8. ROUND TABLE:

Councillor Paquette: Relayed that he had one complaint from a member of the public- that a police officer was rude.

Councillor Hudson: Noted that Halloween was quiet and it seemed to be an uneventful night.

¹ Chief Administrative Officer

² Director of Finance

Councillor Mersereau: Summarized the last Legion meeting that he attended, noting that engineers had looked at the Legion building and it is sound.

Deputy Mayor Power: Communicated that she has noticed the wonderful improvements to three properties in town. She thinks it would be nice if there was a form letter that could be sent out to property owners to acknowledge the work they have done and convey the appreciation of the efforts.

Mayor Tompkins: The opening of Fairway Insurance went well.

9. PRESENTATIONS:

i. Annapolis Ventures Limited

Heather LeBlanc and Elizabeth Rice presented on Annapolis Ventures. Council asked questions and the presenters responded.

ii. King's Theatre – Public Washrooms

Janet Larkman and Geoff Keymer presented on the topic of the washrooms at King's Theatre being the public washrooms for the Town. Various options were summarized. Council posed questions and the presenters answered. Council discussed the proposal. Council will have staff review and further discussion at Council will occur.

10. BUSINESS ARISING:

i. Crosswalk on Hwy 1 (linking trail system)

Council discussed the prospect of having a crosswalk on Highway 1 that links the trail system. The positives, negatives, and requirements for a crosswalk in this area were debated. Clarification was sought on local traffic authority versus provincial authority.

MOTION CoW2015-11-03-03

It was moved by Deputy Mayor Power, seconded by Councillor Paquette that town staff proceed with requesting provincial approval to erect a crosswalk that consists of paint and signage at the French Basin Trail on Prince Albert Road. Motion carried.

ii. Sidewalk Machine – Update

CAO Barr summarized the quotes obtained from the three Kubota suppliers. Discussion ended.

MOTION CoW2015-11-03-04

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power to recommend to Council to approve the CAO's recommendation of the acquisition of a replacement Kubota sidewalk machine as recorded in his email of October 30, 2015 at a net cost of \$36,350. Motion carried.

11. NEW BUSINESS:

i. Quarterly Presentation of Financial Statements

DoF Robinson presented the financial statements as of September 30, 2015. There was discussion around the figures.

ii. Financials

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

Council reviewed and discussed the statements. DoF Robinson replied to questions asked by Council.

iii. Aged Receivables

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

No discussion from Council.

iv. Municipal Effectiveness Advisory Committee (MEAC) Mandate Update

CAO Barr updated Council on the advertising that has taken place regarding the expressions of interest for MEAC positions.

v. Strategic Planning

CAO Barr walked Council through his thoughts on what a strategic plan should be and how to proceed with updating the Town's strategic plan. Council discussed.

MOTION CoW2015-11-03-05

It was moved by Councillor Hudson, seconded by Councillor Mersereau to initiate the process for a strategic review as presented by the CAO. Motion carried.

MOTION CoW2015-11-03-06

It was moved by Councillor Paquette, seconded by Councillor Hudson to extend the meeting by half an hour from 9:15pm to 9:45pm. Motion carried.

vi. PHAC³ Mandate Review - Next Steps

Council discussed the presentation given at the PHAC meeting on November 2, 2015. The need for a database that contains the details of heritage properties was stressed. It would allow the PHAC process to be streamlined and fair, considered decisions made about building work approvals. Council discussed how to proceed with the mandate review. It was decided that PHAC should have some discussion on the PHAC philosophy and mandate and make recommendations. A review component will also be addressed by MEAC. Council requested Community Development Coordinator Sandi Millett-Campbell to offer her recommendations on the mandate and guidelines.

³ Planning and Heritage Advisory Committee

vii. CUPE – Notice to Bargain

CAO Barr communicated to Council that CUPE has given notice to bargain. He and DoF Robinson are attending a meeting on November 18th and will report back to Superintendent of Public Works, Kevin McLean.

viii. Closure of Town Hall between Christmas and New Year's

MOTION CoW2015-11-03-07

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend to Council that Town Hall be closed on December 24, 2015 to January 4, 2016 and further, that Town Hall staff use vacation time, unpaid leave or time in lieu in the equivalent amount of three days, or use the option to work part or all of the three days that are not holidays during the period. Motion carried.

Councillor Mersereau requested that there be an emergency contact number for the public to call during this time.

ix. First Impression Signage

CAO Barr discussed with Council the winter maintenance of the First Impression signs on Route 8. It was decided that the signs will be left in place for the season.

x. Request to write-off taxes for Town owned properties

MOTION CoW2015-11-03-08

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend to Council that Council write-off the tax on property Roll #04997409 in the amount of \$2803.50 and property Roll #00092398 in the amount of \$660.83, both of which are town properties. Motion carried.

xi. Request to write-off interest

MOTION CoW2015-11-03-09

It was moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to Council that Council write-off interest accrued in the amount of \$56.06 to water utility account 00000643.00, as the account is provincial government and their policy is that they do not pay interest. Motion carried.

12. CORRESPONDENCE:

- Letter from the Reynolds
- Auditor General

MOTION CoW2015-11-03-10

It was moved by Councillor Hudson, seconded by Councillor Mersereau to move the meeting in-camera at 10pm. Motion carried.

13. IN-CAMERA:

- In-camera item: acquisition, sale, lease and security of municipal property - ARRA
- In-camera item: contract negotiations – Town Hall roof
- In-camera item: personnel matter

MOTION CoW2015-11-03-11

It was moved by Councillor Hudson, seconded by Councillor Mersereau to move the meeting out of camera at 11:10pm. Motion carried.

14. ADJOURNMENT:

MOTION CoW2015-11-03-12

It was moved by Councillor Hudson, seconded by Councillor Mersereau to adjourn the meeting at 11:11pm. Motion carried.