

**Committee of the Whole
Approved Minutes
October 6, 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, Executive Assistant Amy MacManus as Recording Secretary

2. REGRETS: N/A

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

4. ADDITIONS TO AGENDA:

- Under Section 10, Business Arising: Follow-Up to the special PHAC meeting held on October 5, 2015
- Under Section 11, New Business: ARTfelt Christmas Request

5. APPROVAL OF AGENDA:

MOTION CoW 2015-10-06-01

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to accept the agenda as presented. Motion carried.

6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:

1) Committee of the Whole September 9, 2015

MOTION CoW 2015-10-06-02

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to accept the minutes with the following amendment: that for clarification purposes, the line "Councillor Mersereau asked that prior year numbers on the income statements be listed and that the variance reports would be more user friendly if the notes were included and cross referencing wasn't required." be changed to "Councillor Mersereau asked that prior year numbers on the income statements be listed and that the variance reports would be more user friendly if the notes included the year to date results figures and also the amounts of the variances of the items listed so that cross-referencing wasn't required." Motion carried.

7. PUBLIC INPUT: N/A

8. ROUND TABLE:

Councillor Paquette: Relayed comments he has received from the public: favourable comments about the ongoing yard sale not taking place last weekend. A member of the public would like to see the Valley Waste Spring clean-up take place (it is), and the public has been keen to know what is taking place at the Irving lot on St. George Street.

¹ Chief Administrative Officer

Councillor Hudson: Inquired whether the roof at Town Hall is leaking and is it going to be redone?

Councillor Mersereau: Noted that he had attended the Legion meeting that addressed the future of the Legion in Annapolis Royal. Councillor Mersereau summarized what took place at the meeting. He also noted that he and CAO Barr have a meeting later this week regarding the police contract.

Deputy Mayor Power: Noted that perhaps better planning could have been done instead of having construction work on both sides of St. George Street, directly across from each other.

Mayor Tompkins: Commended staff on quickly switching gears for the Aviva Community Fund (from the dog park to the skating rink idea) though he would have preferred the dog park. He suggested that as there is such a public demand for the dog park that perhaps there is an opportunity for public funding.

9. PRESENTATIONS: N/A

10. BUSINESS ARISING:

- i. Follow-up to the special PHAC² meeting held on October 5, 2015

CAO Barr relayed a discussion he had with a PHAC member. The member thought that communication between PHAC and Council is key to improved relationships and efficiencies. Council discussed.

11. NEW BUSINESS:

- i. MEAC Mandate Discussion

Council discussed the draft policy and provided feedback. The next steps are that CAO Barr will take suggestions back to Community Development Coordinator, Sandi Millett-Campbell, and Town Planner Chris Millier, and discuss the amendments with them. The updated version will then be sent back to Council for review prior to the next Council meeting. It will then be discussed at the next council meeting.

- ii. CAO/Town's Project List – Prioritization

Council discussed the list of priorities and directed CAO Barr on priorities.

- iii. Town Representation at UNSM Conference – Discussion

Council discussed and directed CAO Barr to attend the conference and stay for two nights.

- iv. In-camera Printed Materials – Discussion

Council discussed the Town's process for in-camera materials. It was decided that going forward, all in-camera materials will be added to SharePoint in PDF form and will be password protected. Only Council, CAO Barr, and the Executive Assistant will be privy to the password.

- v. Logo Usage Policy

Council discussed and suggested edits. The question of whether or not to charge a fee for the logo usage and who can use the logo was debated. It was decided that no fee would be charged.

² Planning and Heritage Committee

MOTION CoW 2015-10-06-03

It was moved by Councillor Hudson, seconded by Councillor Paquette to recommend adoption of the Logo Usage Policy with the amendments provided in writing by Councillor Mersereau. Motion carried.

vi. Municipal Awareness Week – Discussion and Recommendations from Management
CAO Barr relayed suggestions for Municipal Awareness Week as discussed at the management meeting. Council gave the go ahead for CAO Barr to arrange for Mayor Tompkins, Chief McNeil, and Superintendent of Public Works to give a talk to a class at AWEC, followed by a contest for a student to be Mayor for a Day and Chief of Police for a Day.

vii. Not for Profit Tax Rebate/Reduction 2015-2016

MOTION CoW 2015-10-06-04

It was moved by Deputy Mayor Power, seconded by Councillor Paquette that Council approve the rebate/reduction for the following properties: Roll 00479993 in the amount of \$2,311.50; Roll 02355256 in the amount of \$2,049.00; Roll 00092428 in the amount of \$768.00; Roll 02045486 in the amount of \$142.50; Roll 02045494 in the amount of \$1,846.50; Roll 03611957 in the amount of \$1,489.50; Roll 1033204 in the amount of \$733.50; Roll 04997409 in the amount of \$2,803.50; Roll 00092398 in the amount of \$660.83; and Roll 06445721 in the amount of \$1,912.50. Motion carried.

viii. Seasonal Business Reductions for 2015-2016

MOTION CoW 2015-10-06-05

It was moved by Councillor Paquette, seconded by Councillor Hudson that Council approve the following Seasonal Business Reductions for 2015: Roll 92274 in the amount of \$3,403.58; Roll 1408402 in the amount of \$833.18; Roll 2466988 in the amount of \$2,623.95; Roll 3144577 in the amount of \$1,385.21; and Roll 4542975 in the amount of \$2,344.39. Motion carried.

ix. ARTfelt Christmas Request
Council discussed the request. It was decided to grant ARTfelt space in ARRA to prepare the Town Christmas decorations. CAO Barr to contact Heather McCormick to relay this information and discuss arrangements.

x. Aged Receivables

- a. Aged Receivables Water (TAB 9)
- b. Aged Receivables Taxes (TAB 10)

Council discussed the reports.

xi. Financials

- a) Town Operating August 2015 - Income Statement (TAB 11)
- b) Town Operating August 2015 – Balance Sheet (TAB 12)
- c) Water Operating August 2015 – Income Statement (TAB 13)
- d) Water Operating August 2015 – Balance Sheet (TAB 14)
- e) Capital Water August 2015 - Balance Sheet (TAB 15)

- f) General Capital August 2015 – Balance Sheet (TAB 16)
- g) Capital Reserve August 2015 - Balance Sheet (TAB 17)
- h) Operating Reserve August 2015 – Balance Sheet (TAB 18)
- i) Variance Report (TAB 19)

Council discussed.

MOTION CoW 2015-10-06-06

It was moved by Deputy Mayor Power, seconded by Councillor Hudson to extend the meeting for 30 minutes to 9:35 p.m.. Motion carried.

12. CORRESPONDENCE:

- Twinning Committee-Chair Appointment

Mayor Tompkins noted that he will be having a lunch meeting with the new Twinning Committee Chair next week.

- Letter from AHS

Council acknowledged the interest and noted that their role in Land Use By-Law was discussed previously in the meeting.

- Letter regarding ongoing yard sale

Council discussed the ongoing yard sale.

MOTION CoW 2015-10-06-07

It was moved by Councillor Mersereau , seconded by Councillor Paquette to move the meeting in-camera at 9:16 p.m.. Motion carried.

13. IN-CAMERA:

- i. contract negotiations
- ii. acquisition, sale, lease and security of municipal property

MOTION CoW 2015-10-06-08

It was moved by Councillor Mersereau , seconded by Councillor Paquette to move the meeting out of camera at 9:45 p.m.. Motion carried.

14. ADJOURNMENT:

Mayor Tompkins adjourned the meeting at 9:45p.m.

Chair Mayor Michael Tompkins

Recording Secretary Amy MacManus