

**Committee of the Whole  
Approved Minutes  
September 9, 2015 at 6:00 pm**

**1. PRESENT:** Chair Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, Councillor Sherman Hudson (excused at 7:45pm), CAO<sup>1</sup> Gregory Barr, DoF<sup>2</sup> Melony Robinson (excused at 9:00pm), Executive Assistant Amy MacManus as Recording Secretary, members of the public.

**2. REGRETS:** N/A

**3. CALL TO ORDER:** Chair Mayor Tompkins called the meeting to order at 6:00 pm.

**4. ADDITIONS TO AGENDA:**

- Under New Business, Section 10: Misappropriation of Town Funds
- Under New Business, Section 10, Item 7: Removal from agenda - Printed In-camera Items
- Under In-Camera, Section 13: acquisition, sale, lease and security of municipal property

**5. APPROVAL OF AGENDA:**

**MOTION CoW 2015-09-09-01**

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

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

1) Committee of the Whole July 8, 2015

**MOTION CoW 2015-09-09-02**

It was moved by Councillor Paquette, seconded by Councillor Hudson that the minutes from the Committee of the Whole meeting on July 8, 2015 be adopted with the following amendments: that clarification is provided on page 2, paragraph 3, regarding ARCAC funding; that funding will cease for ARTs Unleashed once the three year funding commitment ends and that under Section 10, Item 4, Strategic Planning, that the word "receive" be changed to "recommence". Motion carried. Councillor Paquette abstained as he was not present for the meeting on July 8, 2015.

**7. PUBLIC INPUT:**

Christine Igot: Thanked the Town for assistance with the pool and asked the Town when the Fall meeting of the Pool Committee will be held. She also commented that the Twinning group from Royan

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

had a wonderful time and that they presented her with two books to be given to the Historical Society. Mrs. Igot provided feedback on the proposed dog park; that she thinks it is a fantastic idea but is concerned that it be large enough so that dogs can actually run and urged Council to take into consideration the location of the park, namely noise considerations if in a residential area. She is pleased to see the John Rodie path is well done and enquired if there are plans to have a pedestrian crossing to access the trail. Council will investigate and agrees that there needs to be a pedestrian marking. Lastly Mrs. Igot asked Council if they will be addressing the semi-permanent yard sale in town.

Jane Nicholson: As a member of the Annapolis Board of Trade, Mrs. Nicholson updated Council on the presentation given to the County for the proposed recreational boat launch on the Causeway. The response to the presentation was overwhelmingly positive. The group asked Council for the Municipality of Annapolis County for a motion to put the project over to staff for consideration. The motion was carried.

#### **8. ROUND TABLE:**

Councillor Paquette was very displeased that the agenda for the meeting was distributed the day before the meeting and stated that it is “unacceptable”. He thinks the meeting package should be done five days prior to the meeting. Concerning the proposed dog park, he thinks the location by the skate park is ideal but he would like to see a fence along the Prince Albert to ensure a dog does not run out into traffic. Regarding the perpetual yard sale, he thinks there are clauses in the by-laws that would allow the Town to shut down the yard sale. In particular, it is causing dangerous traffic situations.

Councillor Mersereau stated that he was not aware of meetings requiring a five day lead time for agendas and corresponding materials being distributed.

Deputy Mayor Power thanked Council and others for patience in her missing meetings due to personal reasons. She also touched on the topic of bylaw enforcement and that the issue of summary offences needing to be addressed in the by-law review process.

Mayor Tompkins has also had numerous people voice their concerns about the ongoing yard sale in town. He thinks that we should have staff look into the legality of the situation.

#### **9. PRESENTATIONS: N/A**

#### **10. BUSINESS ARISING:**

##### **a) By-laws Review Priority List**

Council discussed which by-laws will be reviewed first in the by-law review process. The following by-laws were identified: Dog, Vending, Minimum Housing and Maintenance Standards, Heritage, Solid Waste Resource Management, Civic Addressing, Streets and Sidewalks, Orderly and Peaceful Conduct, and Records Management and Destruction. The Land Use By-Law will be undertaken as its own entity. In addition, the summary offence enforcement process will be examined.

b) Dangerous and Unsightly Process

**MOTION CoW 2015-09-03**

It was moved by Councillor Mersereau, seconded by Councillor Paquette that Alfred Doucet be appointed as inspector and CAO Gregory Barr or designate be appointed as administrator of Dangerous and Unsightly Properties for the Town of Annapolis Royal, subject to the relevant provisions of the Municipal Government Act. Motion carried.

c) Lequille Water Tank

CAO Barr summarized the review undertaken by Huntley's Sub Aqua.

**MOTION CoW 2015-09-04**

It was moved by Councillor Mersereau, seconded by Councillor Paquette that Council authorize proceeding with the work by Huntley's Sub Aqua at a cost of \$3,650.00 + HST, as recommended by CAO Barr. Motion carried.

d) PHAC's Mandate – Discussion

Council discussed the next steps in the review of the PHAC mandate. It was decided that Council needs a robust discussion with the Provincial Director of Planning. There are planning representatives coming to PHAC meetings in October and November. Council suggested sending official invites to particular interest groups such as the Historical Society, Annapolis Board of Trade, and Annapolis Heritage Society to attend those meetings. Need to assure the public that this is an open process and that Council is reviewing mandates to make the process for heritage more efficient. It is not a case of getting rid of heritage. Council stressed the need to alleviate "fear mongering".

e) Compost Feedback – Free Bag Initiative

CAO Barr summarized feedback on the initiative. Council discussed.

f) Location of Diversity Banners

CAO Barr asked for clarification on where to hang the two banners. Council directed that one be hung at the market and near the intersection of Hwy 1 and Hwy 8. Council directed staff to enquire about the image being ordered in portrait layout and to the size of the other banners that hang throughout town. On another note, Mayor Tompkins is seeking clarification on permitted signage on roads as the Department of Transportation controls signage on the highways. Staff was directed to investigate.

**1. NEW BUSINESS:**

1) Land Use By-Law and Red Tape Reduction Working Group – Next Steps

Council discussed the process for the by-law review and formation of the Red Tape Working Group. Council directed CAO Barr and staff to draft a mandate, identify groups to invite to participate, compose a message to go out to the groups and the public to advertise for group members. The advertisement will be public and placed in the Town Crier. Council also requested that Chris Millier be asked to attend (via Skype) the next Committee of the Whole meeting and that Sandi Millett-Campbell order zoning maps.

2) 2014/2015 Audited Financial Statements

DoF Robinson presented the statements. Council discussed.

3) 2015/2016 Water Operating & Capital Budget

**MOTION CoW 2015-09-09-05**

It was moved by Councillor Mersereau, seconded by Councillor Paquette to accept the 2015-16 Water Utility Budget as amended; account 02-25310Z increase to \$20,000, account 02-29330 decreased to \$90,000, and a new contingency account be added in the amount of \$24,000 (5 % of total expenses net of transfer to Capital Water). Water Utility budget 2016/17 and 2017/18 approved as presented. Motion carried.

**MOTION CoW 2015-09-09-06**

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power that the Capital Water Budget be approved with the following amendments: for years 2015/16 remaining infrastructure \$20,000.00, water trash pump \$2,200.00, 2016/17 and 2017/18 remaining infrastructure \$200,000 respectively in each of these years. If needed, \$20,000 of the 2016/17 budget will go towards an emergency water line for the fire department. Motion carried.

4) CBC show, *Still Standing* – Discussion

Council discussed the pros and cons of Annapolis Royal being featured on the show. It was decided to continue with the selection process for the time-being.

5) Waterfront Development Committee - Update

Mayor Tompkins provided an update on projects and meetings of the Waterfront Development Committee. Council discussed. Councillor Mersereau requested a market study of boating in the area.

6) Town Crier Newsletter Changes

CAO Barr relayed to Council that Town Hall is looking at a redesign of the Town Crier and expanding delivery of the newsletter.

7) Printed in-camera documents (topic tabled)

8) Scheduling of a Town Hall meeting

Council discussed the need for a Town Hall meeting to advise the public on several topics such as the Land Use By-law Review, strategic planning, ARRA, waterfront development, by-law review, etc.. Mayor Tomkins stated that MEDC is having one in the not-to-distant future. Council decided to see how that meeting goes and then re-examine the topic of a Town Hall meeting.

9) Aged Receivables

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

Council discussed

10) Financials

- a) Town Operating July 2015 - Income Statement
- b) Town Operating July 2015 – Balance Sheet
- c) Water Operating July 2015 – Income Statement
- d) Water Operating July 2015 – Balance Sheet

- e) Capital Water July 2015 - Balance Sheet
- f) General Capital July 2015 – Balance Sheet
- g) Capital Reserve July 2015 - Balance Sheet
- h) Operating Reserve July 2015 – Balance Sheet
- i) Variance Report

Council discussed. 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. Council directed CAO to seek clarification on some of the Police Department figures.

**MOTION CoW 2015-09-09-07**

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to extend the meeting to 10pm. Motion carried.

j) Misappropriation of Funds

Councillor Paquette read an email of complaint that was submitted to him by an anonymous concerned group regarding misappropriation of town funds; the misappropriation being that the Police patrol neighbouring communities while on duty instead of staying in the confines of Annapolis Royal town limits.

Council stated that this is a complaint and that names/signatures need to be attached to it for Council to act on it though noted that there are valid points.

**2. CORRESPONDENCE:**

- 1) Emails regarding feedback on the Chronicle Herald newspaper article that featured Harris House
- 2) Letter from Annapolis Valley Regional Library
- 3) Letter from the Heritage Society
- 4) Letter from the Scouts
- 5) Email regarding Wi-Fi Locations in Town

Council discussed.

**MOTION CoW 2015-09-09-08**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette that the meeting move in-camera at 9:54 pm. Motion carried.

**3. IN-CAMERA:**

- 1) In-camera item – acquisition, sale, lease and security of municipal property
- 2) In-camera item – acquisition, sale, lease and security of municipal property
- 3) In-camera item – acquisition, sale, lease and security of municipal property

**MOTION CoW 2015-09-09-09**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette that the meeting move out of camera at 10:55pm. Motion carried.

**MOTION CoW 2015-09-09-10**

It was moved by Councillor Mersereau, seconded by Councillor Paquette to provide CAO Barr with authority to negotiate an off-standard special rate for bulk one-time use of ARRA for Christmas Market. Full price will be charged for gym rental and intention to ensure cost recovery by the Town will be considered. Motion carried.

**4. ADJOURNMENT:**

**MOTION CoW 2015-09-09-11**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette that the meeting be adjourned at 10:55pm. Motion carried.

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Chair Mayor Michael Tompkins

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Recording Secretary Amy MacManus