

**Committee of the Whole
Approved Minutes
April 3, 2013, 6:00 pm**

Present: Mayor Tompkins, Deputy Mayor Power, Councillor Hudson, Councillor Mersereau, Councillor Paquette, CAO St-Amour, Recording Secretary Bourke, Beth Fairn, President of the Board of Trade and 3 members of the public.

1. CALL TO ORDER: Mayor Tompkins called the meeting to order at 6:02 pm.

2. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: March 6, 2013

MOTION 1

It was moved by Deputy Mayor Power seconded by Councillor Hudson that the minutes of March 6, 2013 be accepted as presented. **CARRIED.**

3. ADDITIONS TO AGENDA:

8 vii Business Arising - add - Marketing and Economic Development Committee Updates re: Brain Storming Session Update and Update of Meeting April 10, 2013 with Acadia University Participants

4. APPROVAL OF AGENDA:

MOTION 2

It was moved by Councillor Paquette, seconded by Councillor Hudson to approve the agenda as amended. **CARRIED.**

5. PUBLIC HEARING: None

6. PUBLIC INPUT:

Wayne Smith questioned the dog by-law as he reported there are more unleashed dogs around Town, people not picking up after their dogs, the French Basin has ducks nesting and it is an environmental area with unleashed dogs running and there are no signs posted that dogs can be unleashed on the French Basin Trail.

7. PRESENTATIONS:

i. Beth Fairn, President – Annapolis Board of Trade – re: Locator Maps

Beth Fairn discussed the locator maps, noting there are plans for 3 signs, one for Petit Park, one for VIC and one for the Historic Gardens; also thanked the Town for the matching funds towards the signs. The signs will be available by the end of May.

CAO St-Amour advised she would be willing to meet with both the Board of Trade and the Historic Gardens to discuss the third sign location; and further noted while fees have been received toward sign permits, there has not been an application for a development permit for any of the signs.

Mayor Tompkins asked if it is possible to review the location of the sign at Petit Park, perhaps placing the sign where there are sidewalks and parking, for example the Farmers Market.

Beth Fairn noted the Board of Trade would have to make that decision before the signs were ordered as the signs will have “you are here” imprinted on them, and the Town would have to find the funding to move the kiosk. Beth Fairn advised she will ask the Board of Trade how they feel about moving the sign, and if the third sign has to be shipped separately how much will it cost.

MOTION 3

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend Council fund the two signs as previously stated, and rather than one of the signs being at the kiosk at Petit Park, the location of the placement of that sign be decided by mutual agreement by the Town Council and the Board of Trade. Deputy Mayor Power and Councillor Mersereau voted nay. **CARRIED.**

Beth Fairn departed the meeting at 6:30 pm

ii. Donna Raxlen and Brad Hall – re: Offer of Sculpture

A piece of sculpture was offered to the Town at the end of 2011 and early 2012, to be placed in the courtyard between the Police Station and the Town Hall. There was some previous discussion regarding insurance. CAO St-Amour noted that she has contacted the Town’s insurance broker who advised that an agreement needs to be in place prior to the sculpture being insured.

It was agreed to request a photo of the sculpture which will be made available to Council.

8. BUSINESS ARISING:

i. Website – Community Mapping Icon

Councillor Paquette advised the purpose of community mapping is to provide instant accessibility to users and not create barriers and it is intended to be seamless. The community map would have all the information of the Town of Annapolis Royal including accommodations, eateries, etc., and once on the website the user chooses the layer of information.

It was agreed to invite Troy Woodland to a community mapping meeting scheduled to be held Wednesday April 10, 2013 from 8:30-10:30 a.m. at AWEC to meet and discuss the community mapping project with Ed Symons from NSCC.

ii. Annapolis West Education Centre – Building Permit Update

CAO St-Amour updated Council regarding the construction at AWEC. Chris Millier is in contact with the engineer of the AWEC construction project and there is discussion regarding building permits. Mayor Tompkins suggested a stop work order may be an appropriate avenue to pursue. CAO St-Amour will talk with Chris Millier regarding a stop work order. Councillor Mersereau advised that both the development permit and the building permit itself would be required.

The Minister of Education has asked school boards to suspend school closures. Mayor Tompkins noted Dr. Paul Bennett of Schoolhouse Consulting (Halifax) deals with schools that have been closed and opportunities

for future use of closed schools.

iii. Twinning – Verbal Request for Potential Students to Royan

It was noted that Phil Roberts of the Twinning Committee is requesting names of students who may want to go on the trip to Royan, France. Students must have parental supervision to attend.

It was agreed to advertise for students on the Town website after confirming with Phil Roberts. The trip is scheduled for October 15-20, 2013.

iv. Events Protocol Update

The events protocol was updated as follows

March events:

- Eggstravaganza, Mayor - Chain of Office (casual dress)

April events:

- Queen Annapolis Royal Dinner, Friday 19th at 6 pm Fire Hall, Mayor - Chain of Office (formal dress)
- Annapolis County Volunteer Awards, 24th of April, Kings Theatre, Mayor – Chain of Office (formal dress)

v. Regional Economic Network – Update Meeting in Halifax

Councillor Mersereau advised the province endorses municipal participation, clarified municipalities are not required to sign up. Community Heritage and Culture will have some money to separately support community projects. The funding formula was discussed and it is based on uniform assessment and population. Looking for a five year financial commitment, require \$400,000 from municipalities.

It was agreed to set aside \$10,000 in the preliminary 2013/14 budget for economic development.

vi. Spring Clean Up (April 23, 2013), Community Swap

The Spring Clean Up is scheduled for April 23 and items can be placed curbside April 19, 2013.

vii Marketing and Economic Development Committee Updates re: Brain Storming Session and Meeting of April 10, 2013 with Acadia University

Councillor Paquette noted all the data from the Brain Storming Session is being compiled, Paul Stackhouse is dividing the information by the working sub-committees and Councillor Paquette is dividing the information by themes. Mayor Tompkins suggested that this information be sent to all Councillors. It was agreed to post the information on the website once MEDC has a chance to review the information.

The Easter Eggstravaganza draws huge numbers and downtown businesses should be encouraged to take advantage of the opportunities presented by the influx of people. Mayor Tompkins suggested inviting businesses only to a meeting, for the purpose of determining how the Town can offer assistance to businesses to stay open during events.

Councillor Paquette advised the meeting has been confirmed for April 10th, 2013 at 12:00 noon with Lisa Lowthers and Professor Brian VanBlarcom from Acadia University. It was agreed to host lunch for this meeting as all of Council will be attending.

MOTION 4

It was moved by Councillor Paquette, seconded by Councillor Hudson to recess at 7:40 pm.

CARRIED.

Mayor Tompkins called the meeting back to order at 7:47 pm

9. NEW BUSINESS:

i. Destination Southwest Nova Association re: Request for Support

Discussion was held regarding the request for \$1,000, noting the Town did not provide any funding last year and further many Towns did not provide funding. Councillor Mersereau suggested consideration of the request after the Town receives the annual report from Destination Southwest Nova Association.

MOTION 5

It was moved by Councillor Hudson, seconded by Councillor Mersereau to recommend Council send a letter to Destination Southwest Nova Association advising the Town is not interested at this time, and when the Town receives their annual report, the Town may consider discussing the request in the upcoming budget year. **CARRIED.**

ii. Jane Nicholson re: Scotia Windfields Approvals

Discussion was held regarding the Annapolis Wind Turbines, noting a meeting is scheduled for April 24th at the Fire Hall and it was agreed to advertise the meeting on the Town website.

MOTION 6

It was moved by Councillor Paquette, seconded by Councillor Mersereau to recommend Council accept the e-mail received from Jane Nicholson and further to place the Scotia Windfields meeting information on the Town website. **CARRIED.**

iii. Companion Animal Protection Society re: Request for Support

Discussion was held regarding the request for support.

MOTION 7

It was moved by Councillor Hudson, seconded by Councillor Paquette to recommend Council support Companion Animal Protection Society by offering a section in the Town Crier to promote their services and also by placing an item on the Town website. **CARRIED.**

iv. At the Turret Bed & Breakfast re: Unsightly Premises

Discussion was held regarding the letter received from the At the Turret Bed & Breakfast with respect to 378 St. George Street. Councillor Paquette noted the roof is not in good repair as per Town requirements. Councillor Paquette suggested the manner to approach this is by way of structural integrity as the building is unsafe. CAO St-Amour advised the next step is to go to tender for remediation.

v. Wayne Smith re: Unsightly Premises

Wayne Smith advised there is a lot of garbage from 378 St. George Street, bags of garbage in the driveway, the grounds are not being kept, shingles fall off continuously, it is an eyesore when coming into Town and it devalues adjacent properties.

CAO St-Amour advised this matter will be discussed in-camera.

vi. Set Dates for

- Next Draft Budget meeting – Special Council Monday April 8th 5:30 pm
- Next Strategic Plan meeting – May 11th 10-2 with lunch

vii. Tree Removal – 2013/14 Budget Implications

Discussion was held regarding tree removal, it was noted 50% may be recoverable from NSPI if the trees are under power lines. CAO St-Amour will get estimates for tree removal, to be brought forward during budget deliberations.

viii Traffic Flow – Proposals from Traffic Flow Advisory Committee and Public Input

Mayor Tompkins reviewed the existing traffic flow map and the proposed traffic flow map.

Discussion was held regarding traffic flow in Town, and it was agreed to send out an invitation to the public, for a public meeting to be held April 18th from 7-9 pm in the Council Chambers, to include a map of existing traffic flow and proposed traffic flow and text of the problem areas and proposed solutions.

viii. Dog By-law – Leash and Non-leash Areas in Town of Annapolis Royal

Councillor Paquette described a recent incident that happened on the French Basin Trail regarding an unleashed dog. Discussion was held regarding designated unleashed areas, noting the French Basin Trail is not posted as such. Deputy Mayor Power advised that there is e-mail traffic regarding this matter and will locate and provide to Council.

Mayor Tompkins stated there will be a review of all the Town By-laws and to table this item to a future meeting.

ix. **Proclamation – 275th Anniversary of Freemasonry in Canada**

MOTION 8

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power to recommend to Council that Mayor Tompkins on behalf of the Town of Annapolis Royal Council, proclaim June 2nd, 2013 as Annapolis Royal Freemasons Day in the Town of Annapolis Royal and encourage all of our citizens to recognize Freemasons for the significant impact they have made and continue to make in healthcare, help to community projects designed to aid disadvantaged citizens, and education. **CARRIED.**

x. **Financials – Town Operating Fiscal Year Period April 1, 2012 to February 28, 2013**

Discussion was held regarding the Town Operating financials.

xi. **Financials – Water Operating Fiscal Year Period April 1, 2012 to February 28, 2013**

Discussion was held regarding the Water Operating financials.

10. GENERAL CORRESPONDENCE: (FOR INFORMATION ONLY)

i. **Municipal Awareness Week; April 22-28**

CAO St-Amour advised on April 16, 2013, 45 students of the Nova Scotia Community College Photography Program will be coming to Annapolis Royal to document the Town for one day by taking photographs of people depicting events or activities in what might be a typical day in their lives.

Councillor Mersereau suggested if advanced photos are available they could be incorporated into the Town's plan for Municipal Awareness Week.

ii. **REC2013: The Future of Renewables and COMFIT**

The information was accepted for information.

iii. **Property Online – re: Fee Increase**

CAO St-Amour noted the Town has an agreement with the Province for minimal cost associated with Property Online.

iv. **Tree Canada – re: Grant Application**

CAO St-Amour advised the Town's application was declined.

11. IN CAMERA:

i. Reason (f) – Litigation or Potential Litigation

MOTION 9

It was moved by Councillor Mersereau, seconded by Councillor Hudson to move in-camera at 9:50 pm. **CARRIED.**

MOTION 10

It was moved by Councillor Mersereau, seconded by Councillor Hudson to come out of in-camera at 10:13 pm. **CARRIED.**

12. ADJOURNMENT:

MOTION 11

It was moved by Councillor Mersereau, seconded by Councillor Hudson the meeting adjourn at 10:15 pm. **CARRIED.**

NEXT MEETING: May 8, 2013