

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

PRESENT: Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Byron Mersereau, Councillor Paul Paquette, Recording Secretary Bourke, Ted Ashdown (President, King's Theatre Society).
REGRETS: Mayor Michael Tompkins

1. **CALL TO ORDER:** Deputy Mayor Power called the meeting to order at 6:05 pm.

2. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** January 7, 2015
MOTION #CoW-2014-02-04-01

Moved by Councillor Paquette, seconded by Councillor Hudson, it was agreed to approve the minutes of the Committee of the Whole meeting held January 7, 2015 with the following amendment: Page 2, 9 i) second paragraph, last sentence delete "rate" and insert "rent". **CARRIED**

3. **APPROVAL OF AGENDA:**
MOTION #CoW-2014-02-04-02

Moved by Councillor Hudson, seconded by Councillor Paquette, it was agreed to approve the agenda as presented. **CARRIED**

4. **PUBLIC HEARING:** None

5. **PUBLIC INPUT:** None

6. **ROUND TABLE:**

Councillor Hudson noted the Public Works Department is doing a good job with snow removal.

Councillor Paquette mentioned the commendable work on the part of the Publics Work Department, the roads have always been accessible with all the snow that has accumulated, and the sidewalks get done next and get attended to as quickly as possible.

Councillor Paquette requested information with respect to the Land Use By-law regarding variances, including definitions, how they are applied and what is the process. Deputy Mayor Power referred this to Administration for follow up.

Councillor Mersereau extended appreciation for the efforts of the Public Works Department with snow removal.

7. **PRESENTATIONS:**

i. **King's Theatre Society – Ted Ashdown**

Ted Ashdown provided updated information on the proposal for the King's Theatre Society ACOA application, advising the 40 page package is under their review process and the application is not a public document at this time, from ACOA's point of view the application is between King's Theatre and ACOA, and not the various partners. Ted Ashdown noted his first point is to ask Council for a letter of support for the King's Theatre Society, similar to the letter of support for King's Theatre Society Application to Communities Culture and Heritage Program written September 2014. Councillor Mersereau advised that the Town has been and continues to be, in support of King's Theatre, but as a funding partner in the whole project and owner of the building Council should be entitled to the 40 page submission to get the full project details.

Deputy Mayor Power noted this is a Town owned- building. Deputy Mayor Power advised that as a Town Council the review of the application could be handled in a confidential manner. Ted Ashdown mentioned the second point is that ACOA is interested in King's Theatre being a long term tenant, noting a 20 year lease is what ACOA prefers. Ted Ashdown explained the King's Theatre Society has worked on a 10 year lease and currently are in between a lease agreement until the Town has a new Chief Administrative Officer, who will coordinate a new lease agreement. Ted Ashdown advised that ACOA requires a letter from the landlord stating the lease agreement is in progress for ACOA to be confident that they are not funding a project that may not last. Councillor Mersereau noted the Town has and wants to express its appreciation and value placed on the King's Theatre Society and are interested in seeing it succeed including entering into a mutually agreeable lease. Deputy Mayor Power acknowledged the lease is currently being negotiated and do not anticipate problems and looking at long term viability.

Ted Ashdown inquired once Council sees the application how long it would take to rule on it. Deputy Mayor Power suggested this could warrant a special council meeting, noting the next regular meeting of Council is February 18th. Councillor Mersereau suggested that in the meantime a letter of support to say Council values the King's Theatre Society and will continue to support the King's Theatre Society and advise a lease agreement is being negotiated will be written. Ted Ashdown distributed copies of the King's Theatre Facilities Upgrades and Marketing Project December 2014.

Ted Ashdown departed the meeting at 6:37 pm

8. BUSINESS ARISING: None

9. NEW BUSINESS:

i. Financials

- i. Town Operating Income Statement
Discussion was held and is it was agreed to ask the Director of Finance for the breakdown of line item 21251J in the amount of \$21,000.
- 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. General Capital Trial Balance
- viii. Reserve Capital Balance Sheet
- ix. Operating Reserve Balance Sheet
- x. Year End Forecast

Deputy Mayor Power advised that it was brought to her attention that the ARRA Project Manager does not have a computer or printer. Councillor Mersereau recalled Council approved establishment of this position which was not specifically provided for in the budget.

MOTION #CoW-2014-02-04-03

Moved by Councillor Mersereau, seconded by Councillor Hudson, it was agreed to recommend to Council that up to \$1,000. be made available from Office Expense Account 0121290I for a laptop and printer for the ARRA Project Manager. **CARRIED**

ii. **Aged Receivables**

- i. Taxes Receivable
- ii. Utilities Receivable

Councillor Mersereau noted the receivables are moving in the right direction and thanked staff for the diligence.

iii. **2015-2016 Budget re: Contribution to the 2015 Volunteer Week Awards**

MOTION #CoW-2014-02-04-04

Moved by Councillor Hudson, seconded by Councillor Mersereau, it was agreed to recommend to Council to authorize the payment of the Contribution to the 2015 Volunteer Week Awards in the amount of \$525.00 to the Municipality of the County of Annapolis from the 2015-2016 budget of the Town of Annapolis Royal. **CARRIED**

iv. **Routine Access Policy**

MOTION #CoW-2014-02-04-05

Moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to Council that the proposed draft Routine Access Policy be adopted as presented. **CARRIED**

v. **UNSM Spring Workshop and Fall Conference Session Topics Request – Response by February 13th**

Discussion was held and it was agreed to submit the following topics: a response to the UNSM recommendations that when schools are turned back to municipalities that funds are also forthcoming to deal with the property either by demolition or repurposing; and ask the Department of Justice to confirm their ongoing support to municipal police forces through the Boots on the Street grants

vi. **Consumer Price Index (CPI)**

MOTION #CoW-2014-02-04-06

Moved by Councillor Mersereau, seconded by Councillor Paquette, it was agreed to recommend to Council that for purposes of staff and council remuneration expenses, that are adjusted annually for the Consumer Price Index change, that the rate to be used for the 2014 year is 1.7%. **CARRIED**

vii. **UNSM Valley Regional Meeting**

Deputy Mayor Power advised that she will be attending the Regional Meeting in Kentville. Councillor Mersereau noted he will be away February 23rd-27th. Councillor Hudson noted he will be away February 8th - 23rd.

viii. **Physical Activity Strategy**

Deputy Mayor Power extended compliments to Active Living Coordinator Noah Scanlan for the comprehensive Physical Activity Strategy Report. Councillor Paquette noted that on Page 4 a sentence is incomplete; and on Page 15, second sentence delete the word “distrusted” and insert “distributed”. Councillor Paquette also commended Noah Scanlan on his work.

ix. **Regional Emergency Management By-law**

It was noted that an advertisement was placed in the Spectator newspaper as required, noting the Regional Emergency Management By-law was adopted at a meeting of Council held on December 18, 2006, approved by the Minister of Emergency Management April 27, 2007 and the Minister of Service Nova Scotia and Municipal Relations March 12, 2014.

Councillor Mersereau advised that Mark Peck is no longer the Town’s Municipal Advisor and that Rob Frost will be the Town’s Municipal Advisor.

x. **Nominations for Volunteer Week**

Councillor Paquette suggested nominating Adele MacDonald for her volunteer work on the Town website and other IT support and an active member of the MEDC Committee. Councillor Mersereau suggested nominating Sally O'Grady who made significant contributions to the twinning efforts, and coordinating and hosting interns this past summer, also she serves on the ARRA taskforce subcommittee as a fully supportive and active contributor. Councillor Hudson suggested nominating Phil Roberts, as he was a major instigator to have the library built at the back of the Town Hall and was a critical force with regards to fundraising for the library, very involved with the Twinning Committee and an active weekly support of the winter Saturday market, and in the past year hosted a student the student exchange.

10. CORRESPONDENCE: (For Information)

- i. Workplace Health & Safety Conference

11. IN-CAMERA:

- i. Reason (c) Personnel Matter
- ii. Reason (a) Acquisition, sale, lease and security of municipal property

MOTION #CoW-2014-02-04-07

Moved by Councillor Paquette, seconded by Councillor Hudson it was agreed to move in-camera at 7:47pm. **CARRIED**

MOTION #CoW-2014-02-04-08

Moved by Councillor Paquette, seconded by Councillor Paquette it was agreed to come out of in-camera at 8:49 pm. **CARRIED**

MOTION #CoW-2014-02-04-09

Moved by Councillor Mersereau, seconded by Councillor Paquette it was agreed to schedule a Special Council Meeting Tuesday February 10, 2015 at 12:45pm for the purpose of holding an in-camera session for the purpose of a personnel matter. Paul **CARRIED**

12. ADJOURNMENT:

MOTION #CoW-2014-02-04-10

Moved by Councillor Mersereau, seconded by Councillor Paquette, it was agreed to adjourn the meeting at 8:50pm. **CARRIED**

Deputy Mayor Power

Interim Administrative Officer