

**TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
MINUTES
February 6, 2013, 6:00 pm**

Town Crier Peter Davies presented to Mayor Tompkins, a Queen Elizabeth II Diamond Jubilee Medal in honour of the contribution he has made to our community and to all of Canada. Peter Davies went on to say that the medal had been sent directly from the Governor General of Canada and the Federation of Canadian Municipalities chose Mayor Tompkins to receive this distinction.

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

PRESENT: Mayor Tompkins, Deputy Mayor Power, Councillor Hudson, Councillor Mersereau, Councillor Paquette, CAO St-Amour, Recording Secretary Bourke, Larry Powell with the Spectator, Mayor's Family, and member of the public.

REGRETS:

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: January 9, 2013

Motion 1:

It was moved by Deputy Mayor Power seconded by Councillor Paquette that the minutes of the Committee of the Whole meeting held January 9, 2013 be approved with the following amendments:

On Page 7 under the topic General Meeting of the Towns Caucus UNSM it was Deputy Mayor Power who advised that she is interested in attending the conference not Councillor Mersereau; Page 8 under the topic Follow Up For Development Permits the discussion was about applications for changes to heritage properties PHAC applications not development permits.

Motion carried.

ADDITIONS TO AGENDA

Business Arising:

11. Update Skating Rink
12. Update on 2013 Budget Planning Process
13. Scheduling a Budget Meeting

In Camera:

5. Reason: (c) Personnel Matters
6. Reason: (c) Personnel Matters
7. Reason: (f) Litigation or Potential Litigation

PUBLIC HEARING: none

PUBLIC INPUT: none

PRESENTATIONS:

1. Laurie McGowan, Annapolis Royal Football Club

Laurie McGowan presented a paper with comparisons of other local towns and municipalities and their soccer funding. Laurie McGowan requested consideration of funding in the amount of \$2,000.00 plus portable toilets.

BUSINESS ARISING:

1. ADEDA Database Information – Update – CAO

CAO St-Amour updated Council that ADEDA is undertaking their wind down process and they are currently in the process of scanning all documents and the Town will have access to all the documentation in electronic form by the end of May.

Councillor Mersereau advised that he is scheduled to attend a Board meeting February 21st. If there are points Council wishes to pursue he will bring them forward.

2. Garbage Contract – Update – CAO

The current contractor is willing to extend the contract for 3 months while further investigation is done on potential options and estimated costs.

3. Town Hall Building and Land Ownership - Update - CAO

CAO St-Amour advised that the land is owned by the federal government. The Town leases the land for \$1.00 on a lease that expires in 2030. The Town also leases Petit Park for \$1.00 per year. The Town Hall building is owned by the Town.

4. Follow-up for Development Permits – Update - CAO

CAO St-Amour advised that the Planning Coordinator, Sharon McAuley sends out approval letters for Planning and Heritage Advisory Committee decisions. Mayor Tompkins suggested the processes relating to planning be discussed during budget deliberations.

5. Events Protocol – Update - Councillor Paquette

Councillor Paquette inquired if members of Council knew of any other upcoming events. Mayor Tompkins advised that he has been asked to attend the opening ceremonies of the Senior Boys Basketball Tournament and give a welcome. Deputy Mayor Power noted that the county has their recognition of African Heritage Month and this year it is on February 19th.

6. Summer of 2005 Garbage Collection Study

CAO St-Amour advised that staff were still looking for the study.

7. Parked Public Works New ½ Ton Truck

CAO St-Amour advised that with reference to citizens noticing the new vehicle parked and inquiring why, that the days in questions were snow days and public works employees were using the snow removal equipment.

8. Fire Inspections

CAO St-Amour advised that she has contacted the County and requested their consideration to provide fire inspection services.

CAO St-Amour noted that she met with the Annapolis Volunteer Fire Department Fire Chief who advised there is no one in the fire department that could provide that service.

9. Annapolis Living and Learning Institute

Councillor Paquette stated that he has serious concerns that Mr. Millier gave incorrect information when representing ALLI.

10. Park's Canada – Fees Fort Anne

Previous discussion questioned if charging access to the park and/or into the building. There are no plans to charge people to walk around the property and the Fort is awaiting Ministerial approval for no charge for anyone to go into the building on a self-guided tour. Mayor Tompkins requested a copy of the fees be sent to the Marketing and Economic Development Committee.

11. Update for Ice Rink

The ice rink was flooded once but the tarp leaked as it had been ripped in the wind. Subsequently, it was repaired and paid for under the MPAL funding and then flooded again. Mayor Tompkins noted the rink at the school is for the school use only. Larry Powell of the Spectator newspaper advised that he would take pictures once the public rink is operational.

12. Update on 2013 Budget

CAO St-Amour advised that all the departments have prepared their preliminary budget and are working on the details.

13. Scheduling a Budget Meeting

It was agreed to hold a special council meeting on February 18, 2013 commencing at 9:00 a.m. to discuss the budget.

It was agreed to reschedule the Strategic Plan meeting to March 9, 2013, commencing at 10:00 am.

It was noted that the next Traffic Flow Advisory Committee Meeting is scheduled for March 11, 2013 commencing at 11:00 a.m.

NEW BUSINESS:

1. Draft Procedure for Uncollected Taxes and Utility Bills

Discussion was held regarding the procedures for uncollected taxes and uncollected utility bills. Councillor Mersereau suggested that when a ratepayer is in arrears that a phone call be made to request payment and if the person could not pay to try to find a mutually satisfactory re-payment plan. Also letters requesting payment are to include the interest rates. Councillor Mersereau noted that Uncollected Taxes Item #5 there should be a provision for a tax sale process which would also apply to utility bills. Mayor Tompkins advised that there are terms of payment people could take advantage of.

Committee of the Whole

Minutes

February 6, 2013

Mayor Tompkins noted that the process takes about 120 days prior to action being taken and suggested that a phone call be made after 31 days, a letter after 60; including the rate of interest.

2. Order of Nova Scotia

The Order of Nova Scotia is accepting nominations and the closing date is March 15, 2013.

3. Capital Construction Project - Annapolis West Education Centre

Mr. Floyd Director of Operations provided plans for the construction project and the municipality is given the option to provide enhancements to the facility to meet identified needs in the community. Considerable discussion was held regarding the construction project. Councillor Mersereau mentioned the development approval process. It was agreed that CAO St-Amour contact Mr. Floyd to discuss how this works into the Town's planning process and she will also contact Chris Millier to clarify whether the province needs to apply for building permits. Further, the GSI Planning Technician be requested to prepare a map of the property that shows land ownership adjacent to the AWEC site to ascertain if the basketball court is on Town owned property.

4. Dalhousie University – Case Study Community Investigation of Demographic Trends and Implications of Climate Change for an Aging Population -

Dalhousie University proposes to use the Town of Annapolis Royal as a case study community regarding demographic trends and implications of climate change for an aging population in rural Nova Scotia. The Town is not liable for any erroneous information.

5. Annapolis Royal Volunteer Fire Department Annual Fire Service Report Year Ended December 31, 2012

The Fire Chief will attend a February or March meeting with Council. Councillor Mersereau requested that the Fire Department provide a copy of the 2011 report to allow Council to see what direction they are going. Mayor Tompkins requested a wish list for capital items for planning purposes.

Council discussed that a fishing boat went down in the basin and some diesel and hydraulic fluid spilled. The owner was immediately notified as well as the Department of Environment and the Coast Guard. Considerable discussion was held regarding ownership of the moorings, guest moorings, who controls the area and insurance for environmental issues.

It was agreed to have CAO St-Amour check with Adrian Nette and Ian Lawrence regarding these issues.

6. Motion to Appoint Mayor Michael Tompkins Member of Traffic Flow Advisory Committee

Motion 2:

It was moved by Councillor Mersereau and seconded by Councillor Hudson

“That the Committee of the Whole recommends Council appoint Mayor Tompkins as a member of The Traffic Flow Advisory Committee”.

Motion carried.

7. Draft Policy on Use of Public Property Including Cell Phone Use

CAO St-Amour recommended that all employees sign off on this policy for the purpose of acknowledging the document.

Committee of the Whole

Minutes

February 6, 2013

Councillor Mersereau suggested that it should also apply to Council members and the members of Committees of Council. Deputy Mayor Power suggested the title be changed to Use of Public Property.

Councillor Mersereau further suggested changing Cell Phone use to Communication Equipment Use.

Motion 3:

It was moved by Councillor Paquette and seconded by Councillor Mersereau to recommend Council adopts the Policy on Use of Public Property Including Communication Equipment Use” with the addition the policy applies to Council and the Committees of Council.

Motion carried.

8. Financials -

- Bank Balances as at December 31, 2012
- Balance Sheets April 1, 2012 to December 31, 2012
- Revenue/Expense Comparison – General Operating - April 1, 2012 to December 31, 2012
- Revenue/Expense Comparison – Water Utility- April 1, 2012 to December 31, 2012

CAO St-Amour presented the financials.

GENERAL CORRESPONDENCE - (FOR INFORMATION ONLY)

1. Age Advantage Community Mapping Project

Councillor Paquette advised that he attended the first session of the mapping project. Community mapping is about involving residents in identifying assets of their community. He noted there will be an overall map of our community and the surrounding community placed in a provincial server which will be accessible; and that layers of information will be compiled and all the layers will go onto the map. Councillor Paquette noted that within 6 weeks there should be a map available on-line.

2. Service Nova Scotia and Municipal Relations Re: Draft Statement of Provincial Interest Agricultural Land

Service Nova Scotia and Municipal Relations are reviewing and updating information regarding the Statements of Provincial Interest regarding agriculture land owned by the Town.

3. Letter from Federal Minister of Environment - Response to Town of Annapolis Royal Letter of October 23, 2012

GENERAL DISCUSSION:

Deputy Mayor Powers advised that a Celebration of Life for Daurene Lewis is scheduled for February 17th from 2-4 pm at the Fire Hall.

CAO St-Amour requested an addition to the agenda for information purposes with regards to marketing. CAO St-Amour advised that she had two meetings; one with Trish Fry and Ryan Scranton and the other with The Economic Development Officer for the County of Annapolis for the purpose of discussing Salt Scapes - a high end trade show. CAO St-Amour advised that each table cost \$1,000, the County booked 2 tables, the trade show is in April and both Trish Fry and Ryan Scranton will be attending.

Committee of the Whole

Minutes

February 6, 2013

CAO St-Amour noted that there is a request for \$500 to \$1,000 to be put towards one of the tables. Deputy Mayor Powers inquired if they would be willing to take along Town pins and pamphlets.

Motion 4:

It was moved by Deputy Mayor Power and seconded by Councillor Mersereau, to recommend Council spend \$500 towards the Salt Scape tourism fair.

Motion carried.

Motion 5:

It was moved by Councillor Paquette and seconded by Councillor Mersereau to move in camera at 8:29.

Motion carried.

IN CAMERA:

1. Reason: (h) Public Security
2. Reason: (d) Labour Relations
3. Reason: (h) Public Security
4. Reason: (g) Legal Advice
5. Reason: (c) Personnel Matters
6. Reason: (c) Personnel Matters
7. Reason: (f) Litigation of Potential Litigation

Motion 6:

It was moved by Councillor Paquette and seconded by Councillor Mersereau to return to the regular meeting at 10:22 pm

Motion carried.

MEETINGS:

February 13, 9:00 am Board of Police Commissioners

February 18, 6:00 pm Council

February 19, 6:00 pm Marketing & Economic Development Committee

ADJOURNMENT:

Motion 7:

It was moved by Councillor Paquette and seconded by Councillor Mersereau that the meeting adjourn at 10:24 p.m.

Motion carried.

Committee of the Whole
Minutes
February 6, 2013

Action:	Date:	Signature:
Reviewed by CAO		
Changes made by Admin Asst		
Approved for website by CAO		
Sent to Webmaster		