

**TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
MINUTES
January 9, 2013
6:00 pm**

CALL TO ORDER: Mayor Tompkins called the meeting to order at 6:00 pm

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

Regrets: None

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: December 5, 2012

Motion 1:

It was moved by Councillor Hudson and seconded by Deputy Mayor Power that the minutes of the Committee of the Whole dated December 5, 2012 be approved with the following amendments:

Page 1 recommendation #1 to read “It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend to council that the Municipal Auditor General expenditures be brought forward for consideration during budget discussions”
and page 9 item #5 to read “Councillor Mersereau advised that the policy refers to standing proclamations.”

Discussion

Councillor Mersereau advised that on page 1 recommendation #1 the discussion referred to the municipal auditor general expenditure and on the 9th page item #5 where it states that the policy refers to both standing and non-standing proclamations the correction would be referred to standing proclamations only which is the way the policy is set up.

Motion carried.

ADDITIONS TO AGENDA

Business arising:

- #5 - Ice Rink
- #6 - Feed Back on Open Governance
- #7 - ADEDA Presentation
- #8 - Update on Town and County CAOs Meeting

New Business:

- #5 - Signage – Metal vs Wood
- #6 - Follow up for Development Permits
- #7 - Events Protocol
- #8 - Summer of 2005 Garbage Collection Study
- #9 - Mailbox Information
- #10 - Status of Black Truck
- #11 - Income Statement for Period Ending March 31, 2012
- #12 - 2013 Budget
- #13 - Regional Economic Networks

In-Camera

- #2 – Labour Relations
- #3 – Litigation or Potential Litigation

Business arising:

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Paquette, seconded by Councillor Mersereau that the agenda be approved with the amendment to include the additional agenda items.

Motion carried

PUBLIC HEARING - None

PUBLIC INPUT - None

PRESENTATIONS

1. Wayne Currie, Chairman, King's Theatre Society

Wayne Currie thanked Council for the opportunity on behalf of the King's Theatre Society to make a presentation as attached.

Wayne Currie stated that the King's Theatre Society is requesting \$4,000 for next year and further advised that the Facility Committee has compiled a list of potential projects. Mayor Tompkins inquired if a copy of the list could be provided so that Council can be aware of issues and can plan more than one year in advance.

Discussion was held regarding a request for a Council member to be appointed to the Society Board.

Mayor Tompkins advised that once the Marketing and Economic Development Committee forms there will be an open general meeting for the various organizations and societies for the purpose of working together and this committee will be a conduit to funnel ideas through to Council and will be a very active committee.

2. Annapolis Royal Causeway Development

Adrian Nette, Michael Paull and Achim Jankowski

Adrian Nette, Michael Paull and Achim Jankowski gave a presentation on behalf of the Annapolis Causeway Development as attached.

The presentation highlighted access to water front, accessibility, events, safe and more convenient usage, beautifying the entrance to the Town, and fire usage. A drawing of the proposed changes was also presented which included a central parking area for vehicles, RV parking, offshore picnic areas, washroom facilities, improved boat launch area, staging area with a ramp approach to floating docks for small crafts, potential shelters and landscape treatment.

Recommendation 1:

It was moved by Councillor Paquette, seconded by Councillor Hudson that it be recommended to Council that a letter of support in principle be issued to the Annapolis Royal Wharf Association with respect to their securing a long-term, low cost lease from the Ministry of Transportation and Infrastructure Renewal for a parcel of land on the Annapolis River causeway with the inclusion of looking at the area of land on both sides for development.

Motion carried.

Motion 3:

It was moved by Councillor Hudson, seconded by Deputy Mayor Power to recess at 6:55 pm.

Motion carried.

Mayor Tompkins reconvened the meeting at 7:00 pm

BUSINESS ARISING - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Marketing & Economic Development Committee	CAO St-Amour advised that 4 applications have been received from Peter Crofton Davies, Jim McGinis, Paul Sanford and Paul Stackhouse.	CAO & AA	

	<p>Recommendation 2: It was moved by Councillor Hudson, seconded by Councillor Paquette to recommend to Council that Peter Crofton Davies, Jim McGinis, Paul Sanford and Paul Stackhouse be appointed to a one year term on the Marketing & Economic Development Committee. Motion carried</p>		
2.Traffic Flow Advisory Committee	<p>CAO St-Amour advised that 3 applicants have noted interest. Council discussed the makeup of the Committee as stated in the Terms of Reference, and noted there wasn't representation as required.</p> <p>Mayor Tompkins suggested that the Committee take effect and ask for public input as required.</p> <p>Recommendation 3: It was moved by Councillor Paquette, seconded by Councillor Mersereau to recommend to Council to suspend Section 4 of the Traffic Flow Advisory Committee mandate and further that the members of the committee would be comprised of Councillor Mersereau, Councillor Paquette, Public Works Superintendent McLean and Police Chief McNeil for a one year term. Motion carried.</p>	CAO & AA	
3.Property and Heritage Advisory Committee	<p>CAO St-Amour advised that she has received 2 applications, one from Sefton Squires and one from Adrian Nette and that the Heritage Society and the Annapolis Historical Association are interested to suggest one member each. Council directed the CAO to contact the Heritage Society and the Annapolis Historical Association for names.</p> <p>Recommendation 4:</p>	CAO	

	<p>It was moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to Council that Sefton Squires and Adrian Nette be appointed to the Committee.</p> <p>Motion carried</p>		
4. TD Green Streets 2013 Application (Tab 2)	<p>Council reviewed the application that was forwarded to TD Green Streets 2013, submitted in time to meet the January 7, 2013 deadline.</p> <p>Recommendation 5: It was moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to Council that “Be it resolved that the Town of Annapolis Royal supports the application to TD Green Streets 2013. Over 50% of the total program costs will be borne by the Town of Annapolis Royal and the community.”</p> <p>Motion carried.</p>		
5. Ice rink update	<p>CAO St-Amour advised that she has no update on the outdoor skating rink and further stated that MPAL Coordinator Southcote is preparing a report for the next Council meeting.</p>		
6. Feedback on Open Governance	<p>Councillor Paquette advised that he has received positive feedback regarding open governance further noting some residents have questioned the missing motions with regards to the Town Crier. It was agreed that when the motions are printed in the Town Crier they will be itemized as a, b, c, d. Councillor Mersereau inquired if the draft minutes of COW are being posted on the website. CAO St-Amour advised that the minutes are being posted within the stated guidelines.</p>		
7. ADEDA Presentation	<p>CAO St-Amour advised that there was an illness followed by a communication problem and this presentation is tentatively re-scheduled for February 2013. Mayor Tompkins inquired where is the data base information that ADEDA had collected regarding the Town of Annapolis Royal and further that he would like to have this item</p>	CAO & AA	

	addressed in February.		
8. Update on Town and County CAO's meeting	CAO St-Amour advised that a meeting was held between the CAO's and they went through agenda items that the two councils discussed and further that the CAO's will be meeting again. Mayor Tompkins suggested re-offering our police service to the surrounding area at a cost.	CAO	

NEW BUSINESS - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Recycling Bins and Wildlife (Tab3)	<p>Correspondence from Fayeona & Harold Fancy</p> <p>Councillor Paquette noted that in 2005 a garbage study was undertaken and inquired what the recommendations were in the report. Mayor Tompkins stated that the report is old and currently the Town does not have facilities for the compost. Mayor Tompkins suggested that the place to start is by talking to Valley Waste to determine if the expenditure could be payable over a longer term. Discussion was held regarding compost issues, the existing bins and animal control.</p> <p>CAO St-Amour advised that the garbage contract is up in March of this year. Councillor Mersereau suggested a three month extension of contract be requested.</p> <p>CAO St-Amour advised that she will extend an invitation on behalf of Council to Valley Waste to attend a meeting.</p> <p>CAO St-Amour advised that she will acknowledge the letter and advise that Council is investigating other options.</p>	CAO	

	Mayor Tompkins suggested that the public should be made aware of the racoons in Town by notification in the Town Crier and on the Town website.		
2. Annapolis Valley Regional Library Board – Appointee (Tab 4)	<p>Mayor Tompkins inquired if previous council had approved an extension of the library building. Deputy Mayor Power advised that they did. Councillor Hudson advised the Library raised money towards an extension. Mayor Tompkins asked who owns the building and land where the Town Office is situated. CAO St-Amour noted that she will find this out and report back.</p> <p>Recommendation 6 It was moved by Councillor Paquette, seconded by Councillor Mersereau to recommend to Council that Anne Esslinger be appointed as the Town representative to the Annapolis Valley Regional Library Board.</p>	CAO	
3.General Meeting of the Towns Caucus – UNSM (Tab 5)	Meeting January 21, 2013 – Attendance Discussion was held regarding attendance at the meeting and teleconferencing. Deputy Mayor Power advised that she is interested in attending the conference.		
4.Woodworks Atlantic (Tab 6)	Council discussed the letter received from Woodworks Atlantic. It was agreed by Council that the letter be accepted for information purposes.		
5. Signage- Metal vs Wood	Councillor Paquette inquired if the Planning and Heritage Advisory Committee should re-visit signage. Deputy Mayor Power advised that there is more concern with the size and number of signs rather than what they are made out of. Mayor Tompkins agreed that the size and number of signs are the issues rather than what type of product the sign is	CAO	

	made out of. Mayor Tompkins stated that there should be better communication and further suggested an insert in the Town Crier with regards to signs. Councillor Mersereau advised that there is an updated brochure and inquired about it. CAO St-Amour advised that the brochure has been printed but not delivered. Deputy Mayor Power suggested that the Town Council could help deliver the brochures in the spring.		
6. Follow up for Development Permits	Councillor Paquette asked how an applicant would receive a response with regards to applications for changes to heritage properties applications. Councillor Mersereau advised that in previous years with respect to his heritage property applications he received confirmation from the Town Office. Mayor Tompkins noted that the Planning and Heritage Advisory Committee would normally look after this. CAO St-Amour advised that she will contact Sharon McAuley of Planning Coordination Services for information.	CAO	
7. Events Protocol	Councillor Paquette advised that he was unaware of the New Year's levy and he inquired what the protocol for attendance is. Councillor Paquette suggested that an events protocol be set up which would include the event, who is to attend, speech requirements, dress code and contact information of the organization. Considerable discussion was held and Councillor Paquette volunteered to create an events calendar sheet further noting it would be useful to this council and future councils.	Councillor Paquette	
8. Summer of 2005 Garbage Collection Study	Councillor Paquette asked for a copy of this study.		
9. Mailbox Information	Councillor Paquette requested a phone call prior to a meeting if additional items for the meeting have been placed in the Town Office mail box.	AA	

10. Status of Black Truck	Councillor Paquette advised that residents are wondering why the black truck is not being used as it was recently purchased and it has been seen covered with snow in the Public Works yard. Councillor Hudson advised that the discussion is with regards to the new ½ ton. CAO St-Amour advised that she investigate and inform Council.	CAO	
11. Income Statement for Period Ending March 31, 2012	Councillor Paquette requested a copy of the Income Statement Year Ending March 2012 Year. CAO St-Amour advised that she would ensure Councillor Paquette receives a copy.	CAO	
12. 2013 Budget	Councillor Mersereau inquired what the time line is for the 2013 budget. Mayor Tompkins asked for the break downs of each department's budget. CAO St-Amour advised that she will be having management meetings with each department head. Councillor Paquette noted that he would like to see a bottom line budget. CAO St-Amour advised that certain requirements must be budgeted for as per governmental regulations and requirements. Councillor Paquette advised that the optional items are the only ones that can be cut. CAO St-Amour advised that the budget is based on goals and objectives as per the strategic plan. Mayor Tompkins inquired with regards to staffing issues. Councillor Paquette advised that it is a two-step process whereby the budget is based on planned activities and a list of priorities and then elimination of items. Considerable discussion was held regarding the upcoming budget. CAO St-Amour inquired if it would be useful to Council to have the salaries pieced out by the position and the associated costs. Mayor Tompkins asked to have the department heads budget reports by end of January.	CAO	
13.Regional Economic Networks	Councillor Mersereau advised that there is a Regional Economic Network meeting tomorrow night at 7pm in Kentville. Councillor Mersereau volunteered to attend the meeting. Mayor Tompkins advised that it would be useful if there were more teleconferencing options available for attendance at meetings.		

GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

1. Memo of Understanding – Building Fire Inspections - Attachment

CAO St-Amour advised that the towns of Middleton, Bridgetown and Annapolis Royal have agreed to use the Building Inspection Services of the Municipality of the District of Digby as required. Councillor Mersereau suggested that it may be appropriate to determine, if with a little training, our local firefighters could take over some of the functions of the job. CAO St-Amour advised that she will look into this as Middletown and Bridgetown require these services also.

GENERAL DISCUSSION - None

Motion 4

It was moved Councillor Hudson, seconded by Councillor Mersereau to move in camera at 9:22 pm

Motion carried.

IN CAMERA

1. Reason: (a) Acquisition, sale, lease and security of municipal property
2. Reason: (d) Labour relations
3. Reason: (f) Litigation or potential litigation

NEXT MEETING February 6, 2013

ADJOURNMENT

Motion 5:

It was moved by Councillor Hudson, seconded by Councillor Mersereau that the meeting be adjourned at 10:05 pm

Motion carried.

<i>Action:</i>	<i>Date:</i>	<i>Signature</i>
Reviewed by CAO		
Changes made by Administrative Assistant		
Approved by Mayor Tompkins		
Approved for website by CAO		

Sent to webmaster		