

**COMMITTEE OF THE WHOLE  
MINUTES**

**March 6, 2013, 6:00 pm**

**1. CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:01 pm

**2. PRESENT:** Mayor Tompkins, Deputy Mayor Power, Councillor Hudson, Councillor Mersereau, Councillor Paquette, CAO St-Amour, Recording Secretary Bourke, Alan Melanson, Monik Richard, Gail Robertson and Katherine Emin.

**3. REGRETS:**

**4. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: February 6, 2013**

**Motion #1**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to approve the minutes of February 6, 2013 as amended.

Page 2 Item #4, "Follow up for Development Permits" after sends out approval letters add " for Planning and Heritage Advisory Committee decisions", correct Deputy Mayor Power name throughout.

**CARRIED.**

**5. AGENDA:**

**6. ADDITIONS TO AGENDA:**

Business Arising:     C) Annapolis West Education Centre  
                              D) Planning and Heritage Advisory Committee Decision  
                              E) Water Consumption

New Business:        F) Regional Economic Network #3  
                              G) Future Forum II  
                              H) Spring Clean Up and Community Swap

General Correspondence:  
                              C) Property Valuation Services Corporation

In Camera:            4. Reason (g) Legal Advice

**Motion #2**

It was moved by Councillor Mersereau, seconded by Councillor Paquette the agenda be approved as amended. **CARRIED.**

**7. PUBLIC HEARING: None**

**8. PUBLIC INPUT: None**

## **9. PRESENTATIONS:**

### **A) Monik Richard – Clean Annapolis River Project (CARP)**

Monik Richard advised the main purpose of attending the Council meeting is to introduce herself and give a summary of what CARP accomplished last year.

Monik Richard distributed copies of the Annapolis Watershed 2012 Report Card and reviewed 5 main projects as follows:

1. Broken Brooks;
2. Rural H2O Water Guardian;
3. Annapolis River Guardian Program (21<sup>st</sup> year);
4. Collaborative Clam Management Program;
5. Wood Turtle Monitoring.

Monik Richard departed the meeting at 6:40 pm

### **B) Alan Melanson - Explorer**

Alan Melanson advised that the Explorer was a business driven project; started out at 8 pages and increased to 20 pages of print, 25,000 printed annually, the Town has provided funding of \$1062.00 per year which goes towards color print, the map plus an advertisement. Good value for money, no rate increase for about 10 years, providing service to businesses, internet started about 4 years ago, not just seasonal, did a campaign for the merchants last year at Christmas, made Explorer relevant to locals as well; it is a year round publication, continuity of effort constant since 1985 there has been an Explorer and it has been enhanced, on web pages, at no extra cost. The Explorer is in the 19th year, it is on facebook, twitter and u-tube, hits from local and international combined multi-faceted approach. Hope Council will continue funding. Mayor Tompkins inquired if it is possible to get the stats from website hits. Alan Melanson will bring the statistics to the MEDC meeting on the 19<sup>th</sup>. Discussion was held regarding the business directory and community mapping.

### **C) Gail Robertson and Katherine Emin – Christmas Promotion Past and Future**

Gail Robertson advised the Artfelt Christmas Committee is comprised of Gary Greenman, Rion Microys, Katherine Emin and herself. She noted last year was the first year for the Committee, the feedback received was good, encouraged to make this an annual event, a Christmas destination of unique décor and shopping, willing to continue and expand, and being considered is a huge tree in front of court house as in the past. The Committee appreciated public works enthusiasm and assistance. Katherine advised the Christmas supplies are stored at public works, there is an inventory list, including lights, timers, hangers, hand painted banners, and a list of all power pole plug-ins. It was noted the Committee did not spend the whole budget last year, but all of the money spent was spent locally. The Committee worked with the Board of Trade regarding an advertisement for Christmas promotion and marketing. The Committee received \$1,000 from Pixie Dust funds and received \$1,000 towards lights from the Town. Discussion was held regarding the marketing aspect and it was noted that Durlene Melanson has offered to help with the marketing aspect for the Christmas Committee.

Mayor Tompkins stated the role of the Town is promoting beautification and attracting people to the local businesses. Gail Robertson noted the Committee would like more of the hand painted banners, and if the Committee is to go forward and funding is in place, the artists can be approached.

The beautification is moving up St. George Street and offers a benefit for the whole community. Mayor Tompkins advised \$3,000 was spent last year on Christmas promotion and marketing and inquired if this Committee would be willing to take over the promotion and marketing of the Christmas event.

Katherine noted the Committee would be willing, and the money received would be spent on moving forward, more plugs on the poles, infrastructure, and hand painted banners, would like to see this become an attraction, a destination for Christmas enjoyment. Mayor Tompkins noted the request for funds would go through the Marketing and Economic Development Committee, the next meeting is scheduled for the 19th of March, the funding request will be placed on the agenda. Councillor Paquette requested a cost estimate on the hardware for the poles. Gail Robertson and Katherine Emin departed the meeting at 7:30 pm.

### **Motion #3**

It was moved by Councillor Paquette, seconded by Councillor Mersereau to recess at 7:31 pm.

### **CARRIED.**

Mayor Tompkins reconvened the meeting at 7: 48 pm

## **10. BUSINESS ARISING:**

### **A) Vending By-law**

CAO St-Amour presented information regarding recent responses from municipalities with respect to mobile vending fees, per event and annual fees that range from \$200 per month and upwards. It was agreed to bring this item forward for consideration at a future meeting.

### **B) Website – Listings and Links Policy**

The policy states businesses out of Town are required to pay \$50 to link into the Town website. Councillor Mersereau suggested recovering costs, it may be viable to look at annual fees rather than \$10.00 per update of information. Councillor Paquette advised the community mapping will provide free display, it will be embedded through the Town website, the listings that are on the town website will be a duplicate and will not be required. It was agreed to bring this item forward in early spring for consideration

### **C) Annapolis West Education Centre**

CAO St-Amour confirmed that Chris Millier, Development Officer will be in contact with David Floyd, Engineer Director of Operations for the Annapolis Valley Regional School Board to let him know that a building permit is required for capital construction projects. Discussion was held regarding the confirmed closure of the school as of September 2014, and Council's concerns regarding on street drop off on Champlain St., preferred drop off in circular area, changing the traffic flow, and parking on Town owned land by the pool.

#### **D) Planning and Heritage Advisory Committee**

Mayor Tompkins advised the Planning and Heritage Advisory Committee has a recommendation forthcoming to decline an application regarding vinyl windows on the first floor of a building on St. George Street. Discussion was held regarding the PHAC and need for consistency of decisions.

#### **E) Water Consumption Update**

CAO St-Amour advised Superintendent of Public Works McLean has located the water leak at the Municipal Administration building of the Municipality of the County of Annapolis.

### **11. NEW BUSINESS:**

#### **A) Twinning Minutes – February 25, 2013**

Discussion was held regarding Town twinning and the question arose as to measurable economic benefits or cultural benefits, twinning with Annapolis, Maryland, expansion of twinning opportunities, interest in exchange of students and also the exchange of trades, and potential for economic growth.

Councillor Mersereau suggested having a member of the Twinning Committee meet with the Marketing and Economic Development Committee to discuss economic potential.

#### **B) Pixie Dust – Sign for Historic Gardens**

Councillor Paquette noted the Board of Trade is erecting two signs, 4'X5', weather resistant board, 10 year life, with general information that also has a 10 year life, one at the Tidal Power Plant and one at Petit Park. Councillor Paquette noted the Marketing and Economic Development Committee would like to see a third sign, with the recommendation of placement at the Historic Gardens or the Farmers Market, or at the entrance to Town on Highway 8, and/or the entrance to Town on Highway 101. It was noted the kiosk sign at Petit Park may be more visible to foot traffic if placed elsewhere. Councillor Paquette suggested using the Pixie Dust Funds for the purchase of an additional sign, noting the Board of Trade can purchase the third sign at a discount. Mayor Tompkins suggested the budget amount be discussed at MEDC, and to determine where the money comes from, what is the cost and is there a benefit of doing it now or 3 months from now.

#### **C) UNSM Membership Input**

Discussion was held regarding municipal elections in relation to the Municipal Government Act and the UNSM annual conference. The information was accepted as presented, without comment.

#### **D) Nova Scotia SPCA**

The information was accepted as presented.

#### **E) Events Protocol Update**

Councillor Paquette reviewed the events for the month of February and noted Annual General Meetings as follows: King's Theatre March 18<sup>th</sup> at 7 p.m. at King's Theatre; the Historic Gardens March 27<sup>th</sup> at 7 pm at St Luke's Anglican Church Hall, Board of Trade March 21<sup>st</sup> at 7 pm upstairs at Ye Olde Town Pub, ARCAC March 11<sup>th</sup> at 7 pm.

Also noted was Black History Month at the regular meeting of the County Council, session 10 am to about 2 pm; Easter Egg Hunt March 30<sup>th</sup>, noting the police force provides crowd control; and the Mayor with the Chain of Office will make an informal appearance.

**F) Regional Economic Network 3**

Mayor Tompkins advised he attended a meeting at the County Municipal Office and discussed the Regional Economic Network 3. Mayor Tompkins noted there is a budget of over \$800,000 and discussed the process of expenditure allocations for the municipal units involved.

CAO St-Amour noted there is a meeting scheduled for April 5, 2013 with CAO's in REN 3 to discuss this matter. Councillor Mersereau suggested the Town should have a better idea of what the ratepayers are going to get for their money prior to allocating. Councillor Mersereau suggested the Marketing and Economic Development Committee review this budget item at the next meeting.

**G) Future Forum II**

It was agreed to advertise on the Town website the Future Forum II meeting scheduled to be held March 20 from 7 to 9 pm at the Royal Canadian Legion in Bridgetown.

**H) Spring Clean Up and Community Swap**

Deputy Mayor Power suggested setting the month for the Spring Clean Up, to allow time to contact the garbage contractors and to advertise in the Town Crier.

Councillor Paquette suggested consideration be given to a community swap prior to the spring clean up.

It was agreed to hold the spring clean up the last week of April, to advertise this in the April Town Crier, to place a notice for the burning of the brush that will be held in May as a controlled fire department drill, alerting residents to visit the Town website as there may be short notice as weather conditions will be taken into consideration for the burn.

It was agreed to have Superintendent of Public Works Mclean contact Fire Chief Malcolm Francis to discuss the opportunity for the fire department to have a controlled fire drill

**12. GENERAL CORRESPONDENCE:**

**A) Feed Nova Scotia**

Correspondence accepted for information.

**B) Trails an Economic Engine! Workshop**

Correspondence accepted for information.

**C) Property Valuation Services Corporation**

Correspondence accepted for information.

**13. GENERAL DISCUSSION:**

**14. IN CAMERA:**

1. Reason (c) Personnel
2. Reason (c) Personnel
3. Reason (h) Public Security
4. Reason (f) Legal Advice

**Motion #4**

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to move in camera at 9:20 pm. **CARRIED.**

**Motion 5#**

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to come out of camera at 10:44 pm. **CARRIED.**

**15. ADJOURNMENT:**

**Motion 6#**

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to adjourn at 10:45 pm. **CARRIED.**

<i>Action</i>	<i>Date</i>	<i>Signature</i>
Reviewed by CAO		
Changes Made by Admin Asst.		
Approved for website by CAO		
Sent to Webmaster		

**MEETINGS:**

March 9, 10:00 am	Strategic Planning Session
March 11, 11:00 am	Traffic Flow Advisory Committee
March 13, 9 am	Board of Police Commissioners
March 13, 7pm	Brain Storming Session at St. Luke's
March 18, 6 pm	Council
March 19, 6pm	Marketing and Economic Development
March 21 evening	Tentative – Regional Caucus Meeting