

**Town of Annapolis Royal
Approved Minutes of the Committee of the Whole Meeting
May 8, 2013, 5:45 pm**

PRESENT: Mayor Tompkins, Deputy Mayor Power, Councillor Hudson, Councillor Mersereau, Councillor Paquette, CAO St-Amour, Recording Secretary Bourke, Jeff Hanshaw of Custom Page Media & Consulting Inc.

1. CALL TO ORDER: Mayor Tompkins called the meeting to order at 5:45 pm

2. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: April 3, 2013

MOTION 1

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the minutes of the Committee of the Whole meeting held April 3, 2013 as presented. **CARRIED.**

3. ADDITIONS TO AGENDA:

New Business x) Update Proposed Rate for Joint Water Supply
xi) Budget update and Discussion about Strategic Plan Saturday May 11, 2013
xii) Property Tax for Legion
xiii) Fiber Optics for Annapolis Royal

4. APPROVAL OF AGENDA:

MOTION 2

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

5. PUBLIC HEARING: None

6. PUBLIC INPUT: None

7. PRESENTATIONS:

i. Jeff Hanshaw, Custom Page Media & Consulting Inc.
Jeff Hanshaw gave a presentation regarding solutions for the Town of Annapolis Royal for paperless meetings, i-pads, i-phones, clouds and other computer technology. Jeff departed the meeting at 6:38 pm

6:15 pm

8. BUSINESS ARISING:

i. **Regional Economic Network 3 – Discussion**
Discussion was held regarding REN3 and the associated costs.

MOTION 3

It was moved by Councillor Mersereau seconded by Councillor Hudson that the Committee of the Whole recommend to Council that the Town of Annapolis Royal not join Regional Enterprise Network 3 at this time, that the decision be reconsidered in 2014 and that municipal units identified within the Regional Enterprise Network 3 be advised of this decision. **CARRIED.**

ii. Events Protocol Update

Mayor Tompkins advised that he attended the Battle of Atlantic Ceremony, formal dress, Chain of Office, 1st Sunday in May and presented a wreath provided by the organizers.

- AWEC Army Cadets Review, annual event, formal dress, Chain of Office, act as reviewing officer.
- Queen Annapolis Royal Dinner, formal dress, Chain of Office, speech required.
- Defeat Depression Canadian Mental Health, Mayor attends, Chain of Office.

9. NEW BUSINESS:

i. Utility Bill – 162 164 St. George Street

Mayor Tompkins declared his conflict of interest and removed himself from the meeting. Councillor Mersereau suggested that when the water meter is removed it should be read at that time.

MOTION 4

It was moved by Councillor Mersereau, seconded by Councillor Paquette that the Committee of the Whole recommend to Council that the Town of Annapolis Royal not approve a reduction of the water utility bill dated March 31, 2013 in the amount of \$732.70 for customer number CALDJ001 and that the owner of 162 164 St. George Street be given the option to have the meter removed and tested and if the meter is found to be faulty that the Town will pay for the test and a new meter and that Council would re-consider the utility bill; and if the meter is accurate, the owner would be responsible to pay for costs of removal, testing and reinstallation.

CARRIED.

Mayor Tompkins returned to the meeting

ii. Family Matters – Request for Funding

Deputy Mayor Power declared a conflict of interest and removed herself from the discussion.

It was agreed to accept the letter from Family Matters and direct CAO St-Amour to write a letter declining the request.

iii. Trans County Transportation Society – Request for Funding

Discussion was held regarding the request for funding from the Trans County Transportation Society. Councillor Mersereau noted the Society is supported and contracted by the Health Foundation to provide certain services. Mayor Tompkins suggested the Town could sponsor \$500.00 to be used by the residents of Annapolis Royal.

It was agreed to accept the letter from Trans County Transportation Society and to direct CAO St-Amour to request the financial report for 2012-2013 and the statistics regarding usage by residents of Annapolis Royal.

iv. Expense – Mileage Rate

MOTION 5

It was moved by Councillor Mersereau, seconded by Councillor Hudson that the Committee of the Whole recommend to Council that the Town of Annapolis Royal Human Resources policy be amended to reflect the mileage rate be set at the current provincial rate on an annual basis.

CARRIED.

v. Planting in Town Right-of-Way

MOTION 6

It was moved by Councillor Paquette, seconded by Councillor Hudson that the Committee of the Whole recommend to Council approval that the owner of 178 St. George Street be allowed to plant perennials, only around the sign in the Town right-of-way between the sidewalk and Lower St. George Street, that she not be allowed to make claims of ownership of the public right-of-way; that the Town requires the property to be reinstated, at the property owner's expense if the landscape is in disrepair and/or not maintained; and that the Town will not be responsible for reinstating the "landscaping" if for whatever reason it has to be removed for public purposes. Councillor Mersereau voted nay. **CARRIED.**

vi. 275th Masonic Lodge Anniversary

CAO St-Amour reviewed the report regarding the 275th Masonic Lodge Anniversary celebrations. It was agreed to receive the report for information. Mayor Tompkins asked about both the Town of Annapolis Royal Flag and the Nova Scotia Flag being displayed during the parade.

vii. Vending By-law

Discussion was held regarding the Vending By-law and it was agreed to consider the following items when re-drafting the by-law: determine numbers of mobile canteens and mobile stands allowed, mobile vending fees, \$75.00 per event, \$300.00 per season, season includes May 1 to Oct 31, fee for electrical hook-ups.

Discussion was also held regarding the Farmer's Market Lease.

It was agreed to direct CAO St-Amour to proceed with re-drafting the Town of Annapolis Vending By-law, and to bring the draft to a future Committee of the Whole meeting.

viii. Set Dates for a) Traffic Flow Advisory Committee Meeting

It was agreed the members of the Traffic Flow Advisory Committee will schedule their next meeting.

b) Next Budget Meeting

It was agreed to change the Strategic Planning Meeting scheduled for May 11, 2013 to a Special Council Budget Meeting; and it was further agreed that the next Strategic Planning Meeting will be scheduled for June 8, 2013 from 10 am to 2 pm.

ix. Recommendation to Write Off Taxes

- a) 197 St. George Street 04997409
- b) Prince Albert Road 00092398

MOTION 7

It was moved by Councillor Mersereau, seconded by Councillor Paquette that the Committee of the Whole recommend that Council approve that the taxes be written off (forgiven) for the following roll numbers and accounts:

Roll number 04997409 in the amount of \$2,959.43; and

Roll number 00092398 in the amount of \$680.85. **CARRIED.**

10. GENERAL CORRESPONDENCE: (FOR INFORMATION ONLY)

- i. Nova Scotia Transportation and Infrastructure Renewal – Proposed License Agreement, Annapolis River Causeway
- ii. TD Green Streets
- iii. County of Annapolis – REN 3
- iv. UNSM Workshop
- v. Dalhousie University, Dalhousie Municipal Finance Workshop
- vi. Annapolis Valley Regional Library

MOTION 8

It was moved by Councillor Mersereau, seconded by Councillor Paquette to move in camera at 7:46 pm. **CARRIED.**

11. IN CAMERA:

- i. Reason (c) Personnel Matter
- ii. Reason (g) Legal Advice

MOTION 9

It was moved by Councillor Mersereau, seconded by Councillor Paquette to come out of camera at 7:59 pm **CARRIED.**

12. ADJOURNMENT:

MOTION 10

It was moved by Councillor Mersereau, seconded by Councillor Paquette to adjourn at 8:00 pm. **CARRIED.**

NEXT MEETING: June 5, 2013

| <i>Action</i> | <i>Date</i> | <i>Signature</i> |
|-----------------------------|--------------------|-------------------------|
| Reviewed by CAO | | |
| Changes made by Admin | | |
| Approved for website by CAO | | |
| Sent to webmaster | | |