

Committee of the Whole
Approved Minutes of Meeting held
November 3, 2014 at 6:00 pm

Present: Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Byron Mersereau, Councillor Paul Paquette, CAO Carol St- Amour, Recording Secretary Dawn Bourke, Alan Melanson.

1. CALL TO ORDER: Mayor Tompkins called the meeting to order at 6:04 pm

2. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: October 8, 2014
MOTION #CoW-2014-NOV-3-01

Moved by Councillor Hudson, seconded by Deputy Mayor Power to approve the minutes of the Committee of the Whole meeting held October 8, 2014 with the following amendment: Page 3 item v. Councillor Mersereau advised that the request for support to save Canada Post is not from the union that represents the postal workers of Annapolis Royal. Mayor Tompkins noted that postal services are available at the Guardian Pharmacy. **CARRIED**

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

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

4. PUBLIC HEARING: None

5. PUBLIC INPUT: None

6. PRESENTATIONS: None

7. ROUND TABLE:

Councillor Mersereau advised he attended a Fiscal Review meeting along with the Chief Administrative Officer and the Director of Finance and it was noted that the proposals in the Fiscal Review Report are not a done deal; the report contemplates the Province will be making roughly Twenty One Million Dollars more available annually to municipalities; impacts favourably municipalities that host NSPI generating stations; feedback and submissions required by December 15, 2014; this may mean approximately \$271,000 for the Town of Annapolis Royal.

Councillor Paquette noted the Irving Garage was demolished fast and there is a large basement.

Councillor Hudson noted it was good to see the green bins back at public works as he received three comments from residents regarding this.

8. BUSINESS ARISING: Items Tabled from October 20, 2014 Council Meeting

i. Draft Policy on Water Utility Receivables Collections

Discussion was held regarding the Draft Policy; the time frames; Item #11 incorrect acronyms; and minimum balances prior to mailing statements. Councillor Mersereau advised he has a major issue with the policy and letters and in both cases it should be made clear that in common with other taxation authorities and utilities, the Town does not offer a finance plan for payment of overdue accounts, however in an effort to work with tax payers who may be experiencing financial difficulty, in cases where the account holder is unable to pay the full amount of the arrears by an early lump sum payment, the Town will consider a special arrangement providing for the following: payment of the full amount of the current period billings when due and an additional bi-weekly or monthly payments designed to permanently liquidate amounts owed on overdue bills as soon as possible.

Mayor Tompkins suggested consideration be given to email communication for arrears be included in the communication policy.

It was agreed to bring this item to the Council meeting of November 17th.

ii. Draft Policy on Tax Account Receivables Collections

Deputy Mayor Power mentioned that the letter should indicate payments will be applied to interest and penalties first, then the principal amount. Councillor Mersereau advised that in Appendix A third paragraph, the first two sentences are not correct and the tax sale provision is not mentioned as a fourth collection remedy.

It was agreed to bring this item to the Council meeting of November 17th.

iii. Trial Balance Sheet – Capital Water April 1, 2014 to September 30, 2014

It was noted that no expenditures have been made this fiscal year.

iv. Trial Balance Sheet – General Capital April 1, 2014 to September 30, 2014

Councillor Mersereau inquired with regards to the Sanitary Sewer - Lift Station; Police Equipment and Town Hall Equipment what specifically were the expenditures for.

v. Motion for Ratification re: Audited Financial Statements for the Year Ended March 31, 2014

Councillor Mersereau suggested that it would be appropriate to have the updated Financial Statements prior to approving the motion.

It was agreed to bring this item to the Council meeting of November 17th.

vi. Amendment to Human Resources Policy and Procedures Section 3.14 Statutory Holidays re: Nova Scotia Heritage Day

Councillor Mersereau suggested the proper heading for Section 3.14 in the Human Resources Policy Manual “Recognized Holidays”; and the eligibility wording should state “all full time employees of the Town”; and in the second sentence amend to include “employees shall be eligible who worked the last scheduled work day or shift prior to the holiday and the next scheduled work day or shift following the holiday”.

It was agreed to bring this item to the Council meeting of November 17th.

vii. Forcemain Realignment Cost Proposal – Hatch Mott MacDonald

CAO St-Amour advised the amount budgeted for 2014/15 is \$1,000 and the proposed work can be completed for a lump sum price of \$2,135 plus HST. Councillor Mersereau proposed that the Town go ahead and have the work done as the costs are associated with a capital project planned for within the next year. Mayor Tompkins inquired as to what were the two options discussed with Public Works Superintendent Kevin McLean.

It was agreed to bring this item to the Council meeting of November 17th.

viii. Compost Bins

Discussion was held regarding use of compost bins by the public works building. Councillor Mersereau suggested a reminder being placed in the Town Crier that addresses what the compost bins are used for and that if the service is abused it may be removed and further suggested increased signage by the bins. Mayor Tompkins suggested an annual review of the use of the compost bins at Public Works and the results to be placed in the Town Crier including concerns of heavy business use and garbage being placed in the bins and if continued on this basis the bins will be removed; and what other local Town's provide.

MOTION #CoW-2014-NOV-3-03

Moved by Councillor Mersereau, seconded by Councillor Paquette to recommend to Council that Council approve continuation of the current arrangement for compost drop off, to be operated at the Public Works Facility and that the service be reviewed on an annual basis including usage and compliance. **CARRIED**

ix. Logo Redesign

Council approved two logo samples: Revised Sample A, second logo, add Nova Scotia; and Revised Sample E, second logo, delete wave and add Nova Scotia; and review the changes at the upcoming November Council meeting. It was agreed to advertise the logo samples to the public for public input; advertise the logo samples on the Town website for ratepayer preference.

9. NEW BUSINESS:

i. Financials April 1, 2014 – September 30, 2014

a) Variance Report

CAO St-Amour reviewed the variance report; Recreation Coordinator grant was received in the amount of \$20,000 with the other \$5,000 expected in January 2015; funds in the budgeted amount of \$1,000 from Active Kids Healthy Kids will not be received but funds in the amount of \$1,100 will be received from Thrive; Provincial grants has to do with the amount of monies given to the After School Programs which will be discussed at upcoming budget meetings; \$5,000 will be coming from MPAL towards Grant Potter Park.

b) **Town Operating Income Statement**

Discussion was held regarding lines items that run over budget; the budget for the section; and acceptable practices for expenditures when line items run over budget. Mayor Tompkins suggested that in respect to line items that run over budget, approval from the CAO should be required prior to further purchases being made. Councillor Mersereau suggested this matter be discussed with the Department Heads at the Management Team meetings.

- c) Town Operating Balance Sheet
- d) Water Utility Income Statement
- e) Water Utility Balance Sheet
- f) Water Capital Balance Sheet
- g) General Capital Balance Sheet
- h) Reserve Capital Balance Sheet
- i) Operating Reserve Balance Sheet

ii. **Aged Receivables**

- a) Taxes
- b) Utilities
- c) Interest on Taxes Receivable

It was agreed to accept this report for information.

- d) Estate Uncollectables Over 10 Years

It was agreed to have administration determine the cost of a tax sale. Councillor Mersereau suggested the uncollectables be transferred to an account “doubtful accounts under \$1,000”.

iii. **Payment Options Credit Cards and Debit**

Discussion was held regarding the on-line credit card payment method PlastiQ.

It was agreed to have administration bring forward more information regarding PlastiQ and PayPal to the Council meeting of November 17th.

iv. **Christmas re: Hours of Operation**

MOTION #CoW-2014-NOV-3-04

Moved by Deputy Mayor Power, seconded by Councillor Paquette that Committee of the Whole recommend that Council approve Town Hall be closed on December 24, 2014 to January 1, 2015 inclusive, to reopen for business January 2, 2015 and further, that Town Hall staff use vacation time, unpaid leave or time in lieu in the equivalent amount of 3 days, of use the option to work part or all of the three days that are not holiday days during the period. **CARRIED**

v. **Electoral Boundaries**

Discussion was held regarding the electoral boundaries review.

It was agreed by the Committee of the Whole to direct Administration to proceed with the municipal electoral review process as described in the attached document, with the options being status quo or to add one more member of Council and the dates for the two public input sessions to be held on November 17, 2014 and December 3, 2014 at 6pm.

vi. **Low Income – Request for Exemption from Payment of Taxes**

Councillor Mersereau suggested a review of the Low Income Tax Exemption Policy with regards to “income is less than \$15,000.00”; when the limit of \$15,000. was established and cost of living indexing.

It was agreed to authorize the CAO to complete the requests for exemption without bringing these forward to Council.

vii. **Water Utility Wholesale Rate Changes – Flow Through Rates –W-G-14, Nova Scotia Utility and Review Board**

Councillor Mersereau noted that it remains unclear as to the impact of the Water Utility Wholesale Rate Changes as the water utility is jointly owned with another municipality.

It was agreed to tentatively schedule the Town to be included as interested in participating in a meeting to consider a process for the application of flow through rates when wholesale rates change, unless it becomes clear that the matters to be considered will have no impact on the Town’s jointly owned water supply.

viii. **Annapolis Royal Regional Academy (ARRA) Hand-over Status**

Discussion was held regarding the Annapolis Royal Regional Academy hand-over.

It was agreed to hold a meeting, with the participants to include Mayor Tompkins, Harry Jost, CAO St-Amour, Public Works Superintendent Kevin McLean and David Floyd (Director of Operations ARRA) for the purpose of the hand-over of the Annapolis Royal Regional Academy.

ix. **Gas Tax – Authorization for Mayor & CAO to Sign Agreement**

Discussion was held and it was agreed to have administration determine if the agreement allows for changes in scope of work or does signing the agreement commit us to predetermined work for the next ten years.

MOTION #CoW-2014-NOV-3-05

Moved by Councillor Paquette, seconded by Councillor Mersereau, it was agreed to extend the meeting by ½ hour until 9:30 pm. **CARRIED**

x. **Canada Post**

Councillor Paquette noted before the Guardian Pharmacy offered postal services, the seniors who live at the senior’s complex received parcels at the building because they have a rural route (RR) address, subsequently they were under the impression that they had to pick up their parcels at the pharmacy.

The matter has now been resolved and they can pick up their parcels at Canada Post. Councillor Paquette would like information to determine what Canada Post does and what the Guardian does with regards to postal services.

10. Reports from Committees, Boards and Commissions: Tabled from October 20, 2014 Council Meeting

- i. Mayor's Report – Mayor Tompkins advised the meeting held at the Town Hall included Minister Aglukkaq (Minister Responsible for Parks Canada), Premier Stephen McNeil and Member of Parliament Greg Kerr, as well as others; there was a very good tour of the Town and Fort Anne; Minister Aglukkaq is very pleased with everything she saw; a dinner was held at the Hillsdale House which included Mi'kmaq drumming and artifacts. The Town Hall was mentioned; the Annapolis Royal Regional Academy was mentioned; this will have a ripple effect with regards to funding; looking at federal land; negotiations will be forthcoming. Mayor Tompkins noted Premier McNeil's link is with the charter; connects the province to the project; where it stands now is getting the project up and running and getting it presented in the next little bit; looking at bringing other Ministers to the Town. It was noted the Minister of Heritage has the funds for the budget for the Legacy 2017 project; a Request for Proposals has been issued and the government hired a company out of Halifax to determine the plan for the 2017 Legacy Project.

Mayor Tompkins noted there was a good turnout for Premier Stephen McNeil's announcement of funding for the Grant Potter Park.
- ii. Marketing and Economic Development Committee – Councillor Mersereau noted the work with respect to the Town Logo; and further mentioned the call out for appointments for members to the Committee.
- iii. Board of Police Commissioners– Deputy Mayor Power advised there was no meeting in November as there was no quorum.
- iv. Friends of the Annapolis Royal Library – Deputy Mayor Power advised the last meeting was held September 30, 2014; and the next meeting is scheduled for November 4, 2014. Discussion was held regarding the library expansion at the rear of the Town Hall.
- v. ARRA – Councillor Mersereau advised the last meeting was held October 20, 2014. Councillor Mersereau inquired with regards to the Project Manager Term contract position. CAO St-Amour noted the information will be available at the November 17, Council meeting.
- vi. Planning Services re: Report September 2014 – accepted for information
- vii. REMO – Councillor Hudson advised the next meeting is scheduled to be held November 19, 2014. Previous discussion was held regarding the purchase of a generator between the four municipalities.
- viii. Valley Waste Resource Management - Councillor Hudson advised a meeting was held last month; reviewed the financial statements; discussed wind power; Kings County will be holding a curbside exchange November 19 and 20th. CAO St-Amour advised a notice went out regarding a curbside exchange within Town and it was noted 3 people contacted the Town Office in favour of the curbside exchange. It was agreed it was too late in the year to hold a curbside exchange; there will be the spring pick up by Valley Waste.
- ix. Traffic Flow Advisory Committee – Mayor Tompkins
- x. Events Protocol Update – Councillor Paquette noted the Remembrance Day at the Legion at 10:30am; the Christmas Tree Lighting November 28th at 7:00pm.
- xi. Friends of the Pool Society – Councillor Hudson advised the pool had a good summer, the staff were excellent; and some new programs were initiated.
- xii. CAO's Report

xiii. Water Report – within required parameters

11. CORRESPONDENCE: (For Information)

- i. Draft Minutes of Town's Caucus Meeting held September 17, 2014
- ii. D.J. Lowe (1980) Ltd.
- iii. Communities in Bloom September 2014 Edition (available from CAO's Office)
- iv. Sustainable Building & Design Magazine (available from CAO's Office)
- v. Curb Magazine (available from CAO's Office)
- vi. Remembrance Day – Invitation to Mayor
- vii. Nova Scotia Health Research Foundation's 2013-2014 Annual Report

Alan Melanson extended thanks to Superintendent of Public Works Kevin McLean for fixing the street in front of his property as there was quite a drop to the street.

MOTION #CoW-2014-NOV-3-06

Moved by Councillor Paquette, seconded by Councillor Hudson, it was agreed to move in camera at 9:20 pm. **CARRIED**

12. IN-CAMERA:

- i. Reason (e) Contract Negotiations

MOTION #CoW-2014-NOV-3-07

Moved by Councillor Paquette, seconded by Councillor Hudson, it was agreed to come out of camera at 10:08pm. **CARRIED**

13. ADJOURNMENT:

MOTION #CoW-2014-NOV-3-08

Moved by Councillor Paquette, seconded by Councillor Hudson the meeting adjourned at 10:10 pm. **CARRIED**

Mayor Michael Tompkins

CAO Carol St-Amour