

**Committee of the Whole
Approved Minutes
November 4, 2013**

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.

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

2. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: October 9, 2013

MOTION 1

It was moved by Councillor Mersereau, seconded by Councillor Hudson to approve the Committee of the Whole minutes of the meeting held October 9, 2013 as presented. **CARRIED.**

3. ADDITIONS TO AGENDA:

Business Arising iii.: IT Upgrades

New Business iii.: Events Protocol

New Business iv: Budget

New Business v.: Water Infiltration Upstairs Back Middle Office Window

In Camera v: Reason (h) Public Security

4. APPROVAL OF AGENDA:

MOTION 2

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

5. PUBLIC HEARING:

6. PUBLIC INPUT:

7. PRESENTATIONS:

8. BUSINESS ARISING:

- i. **Memorandum of Understanding Between the Town of Annapolis Royal and the Department of Transportation**

MOTION 3

It was moved by Councillor Mersereau, seconded by Councillor Hudson, to recommend that Council accept the Report for Information regarding the Memorandum of Understanding Between the Town of Annapolis Royal and the Department of Transportation for information. **CARRIED.**

- ii. **AR13-021-HER – Request for Approval to Encroach on Town Property**

Councillor Mersereau advised the application AR13-021-HER refers to the application for a wheelchair ramp in front of the People Worx premises and suggested further investigation be done by November 18, 2013 and be brought forward to the Council meeting.

Mayor Tompkins noted it is imperative to determine the actual ownership of the area – the distance from the center line of St. George Street to the property.

MOTION 4

It was moved by Councillor Mersereau, seconded by Councillor Paquette to accept the report for information regarding the request for approval to encroach on Town property for information.

CARRIED.

iii. IT Upgrades

Mayor Tompkins advised the IT upgrades (ipads with front keyboards, server) should be completed this fiscal year as budgeted. Mayor Tompkins noted the purpose of the upgrades is to provide a depository of all documents that can be accessed when needed by members of Council; a benefit for meetings held away from the Town of Annapolis Royal. Councillor Mersereau advised he is in favour of looking at more than one option, and suggested it be compatible with Microsoft applications.

9. NEW BUSINESS:

i. Canadian Union of Postal Workers re: The Future of Canada Post

Councillor Mersereau suggested that as a Town we want to support the Post Office, in a non-partisan way. Councillor Mersereau suggested proceeding with the resolutions with a number of amendments as follows: CANADIAN POSTAL SERVICE CHARTER REVIEW SHOULD FOCUS ON REVENUE-GENERATION, NOT ADDITIONAL CUTS, the 4th WHEREAS place a period after the word review; the BE IT RESOLVED THAT by deleting the phrase “including financial services like bill payments, insurance and banking”: IMPROVE THE CANADIAN POSTAL SERVICE CHARTER, under the BE IT RESOLVED THAT, delete the first two bullets; and for the third bullet delete the words “and moratorium”.

MOTION 5

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend that Town Council support the Canadian Union of Postal Workers regarding the Future of Canada Post as requested as per the amended resolutions. **CARRIED.**

ii. Tax Bill Write-offs

MOTION 6

It was moved by Councillor Hudson, seconded by Councillor Paquette to recommend that Council write off taxes for municipal account number 04997409 in the amount of \$2,959.42 and municipal account number 00092398 in the amount of \$640.80. **CARRIED.**

iii. Events Protocol

Councillor Paquette reviewed the events protocol as follows:

Remembrance Day November 11th, 10:00 am, Mayor attends, formal wear, chain of office, attends service and laying of the wreaths, the legion provides the wreath. At 6:00 pm there is a meal at the Legion, Mayor attends, formal wear, chain of office, no speech required at meal or at ceremony.

November 9th, Annapolis Royal Volunteer Fireman's Annual Banquet, by invitation, awards ceremony, normally speech or presentation by municipal officials. Formal wear, chain of office, it is usually held the same weekend as Remembrance Day at the Firehall. 6:00 pm social, supper at 7:00 pm.

November 29th Lighting of the Christmas tree, meet at court house at 6:30 pm, then walk to Town Hall, Mayor and Council attends, speech from Mayor, visit from Santa Claus, then walk to "Carol's tree", followed by walk to market, then to the O'Dell Museum.

iv. Protective Services Budget

Line Item 01-22134Z Auxiliary Police Officers

Line Item 01-22170C Police Vehicle Fuel

Councillor Paquette noted the Police Vehicle Fuel is currently at 89% of the annual budgeted amount. Councillor Paquette inquired if the Police Chief has the authority to overspend the budget. Deputy Mayor Power explained if the departmental total is not exceeded then the expenditures are considered within the budgeted amount. Councillor Mersereau suggested the Police Vehicle Fuel should be an item on the next Board of Police Commissioners meeting. Councillor Mersereau noted the Auxiliary Police Officers Line Item is not an even month by month expense. Mayor Tompkins suggested these matters be discussed first with the Police Chief and subsequently to present a proposal to the Board of Police Commissioners regarding the over expenditure in certain areas.

Councillor Hudson inquired if the old Ford police vehicle will be put out for tender. Deputy Mayor Power advised yes.

v. Water Infiltration Upstairs Back Middle Office Window Town Hall

CAO St-Amour advised there is a leak upstairs at the Town Hall from the window of the middle office; and further carpenter ants are in the wet wood. CAO St-Amour advised she contacted Sefton Squires who indicated he would temporarily cover the back window at a cost of \$1250.00. It was noted with regards to the removal of the carpenter ants boron can be sprayed into the walls for a few hundred dollars. Discussion was held regarding scaffolding versus a genie lift to complete the repair work. It was agreed to direct CAO St-Amour to contact Sefton Squires and suggest a genie lift which may reduce the cost and further to determine if there are any others willing to do the work and their cost estimates; and to bring this to the next meeting of the Town Council.

10. CORRESPONDENCE: (For Information)

- i. Municipality of the County of Annapolis re: Grant for After School Program
- ii. Nova Scotia Health & Wellness re: 2013-14 Contribution
- iii. Thank you re: Tournament of Kings

MOTION 7

It was moved by Councillor Hudson seconded by Councillor Paquette to move in camera at 6:45 pm. **CARRIED.**

11. IN-CAMERA:

- i. Reason (f) Litigation or Potential Litigation
- ii. Reason (c) Personnel Matter
- iii. Reason (c) Personnel Matter
- iv. Reason (h) Public Security
- v. Reason (h) Public Security

MOTION 8

It was moved by Councillor Hudson seconded by Councillor Paquette to come out of in-camera at 8:12 pm. **CARRIED.**

MOTION 9

It was moved by Councillor Paquette, seconded by Councillor Mersereau to recommend to Council that the application to construct a garage on the rear of the lot at 364 St George Street, AR13-028HER, be approved, provided that all conditions of the Land Use By-Law are met. **CARRIED.**

12. ADJOURNMENT:

MOTION 10

It was moved by Deputy Mayor Power seconded by Councillor Mersereau to adjourn the meeting at 8:14 pm. **CARRIED.**

NEXT MEETING: December 4, 2013

Mayor Michael Tompkins

CAO Carol St-Amour