

**Committee of the Whole
Approved Minutes of Meeting Held
October 8, 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 and Gregory Heming Councillor for the County of Annapolis.

1. CALL TO ORDER: Mayor Tompkins called the meeting to order at 6:05 pm

2. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: September 3, 2014
MOTION #CoW-2014-OCT-08-01

Moved by Deputy Mayor Power, seconded by Councillor Hudson to approve the minutes of the Committee of the Whole meeting held September 3, 2014 as presented. One NAY by Councillor Paquette.
CARRIED

3. APPROVAL OF AGENDA:

Addition under New Business Item x. Petite Park - Parks Canada
Addition under New Business Item xi. Round Table

MOTION #CoW-2014-OCT-08-02

Moved by Councillor Hudson, seconded by Councillor Paquette to approve the agenda with the amendment of the additions. **CARRIED**

4. PUBLIC HEARING: None

5. PUBLIC INPUT: None

6. PRESENTATIONS: None

7. BUSINESS ARISING:

i. Fall Special Clean Up

Discussion was held regarding the Fall Special Clean Up, and it was agreed to advertise Option 4 in the Town Crier and to add paint disposal. Deputy Mayor Power suggested a one day Community Swap with items that are usable/recyclable; the leftover items are taken back inside by the owners within 24 hours; first Saturday in the month of November.

MOTION #CoW-2014-OCT-08-03

Moved by Councillor Paquette seconded by Councillor Hudson to recommend to Council that based on the approved 2014/2015 Annual Budget, no funds were allocated for a special fall clean up and that residents and businesses be encouraged to take advantage of Option 4, available to the public- free to bring one appliance per day to the Management Centre examples: stoves/ovens including wood stoves, dishwashers, clothes washer & dryers, humidifiers & de-humidifiers, water heaters, microwaves, furnaces, refrigerators/freezers/air conditioners/water coolers, expansion tanks, cold water tanks (there is a \$20 charge for the safe removal of gases from units containing CFC's or other gases); textiles may be dropped off in donation and charity bins; recycling available at Enviro-depot and includes electronics and paint cans; up to 4 tires can be taken to any service centre or gas station that a sells tires; hazardous waste can be taken to Valley Waste at no cost; and to determine if there is interest in a Community Swap by advertising the idea in the Town Crier and requesting a for or against poll as well as advertising Option 4.
CARRIED

ii. **ARRA – re: New Economics for Rural Canada Symposium – Request for Support**

Councillor Greg Heming, County of Annapolis, provided an update on the conference Local Prosperity: New Economics for Rural Canada; copies of the first article written in Rural Delivery September 2014 were distributed; it is the first of seven articles; will continue to highlight speakers in the articles; have 25 different panellists to serve on panels; people appreciate the idea of turning a town into a conference centre and it is generating tremendous interest; receiving interest for trade show tables; an electric bus would be great for transportation; Atlantic Newspaper will provide full publicity and have about 70 newspapers. Mayor Tompkins advised that a Marketing and Economic Development luncheon is scheduled for tomorrow and intends to discuss the conference as it is important for the Town to be open and ready for this event.

MOTION #CoW-2014-OCT-08-04

Moved by Councillor Mersereau, seconded by Deputy Mayor Power to recommend to Council that the Town make the following financial contribution to the proposed Local Prosperity Conference to be held in Annapolis Royal/Cornwallis from April 9 to 12, 2015:

1. Provision of the ARRA building for the main conference activities on April 9-April 12, 2015 with an estimated in-kind value of \$3,750 to \$4,500.
2. On a best efforts basis endeavor to provide in-kind assistance with set-up – operational activities etc. encompassing 50 or more hours around the time of and during the actual conference.
3. The Town provide a total cash contribution of \$5,000. to the Association that is putting on the conference.

PROVIDED THAT the following conditions will be fulfilled prior to disbursement of above contributions:

1. The Town's review of the conference budget, a copy of which is to be provided, is satisfactory.
2. Logistical arrangements for the operation of the event are sufficiently advanced to enable the Conference Organizers to confirm the ARRA building can be used for the main agenda presentations and workshops on April 9-12, 2015.
3. A minimum number of 225 conference bookings have been achieved.
4. Conference participants shall be encouraged to utilize available accommodation, food service and other goods, services and attractions available within the Town of Annapolis Royal.

CARRIED

Councillor Mersereau pointed out that by providing a cash contribution of \$5,000 to one project will limit the town's financial capacity of other opportunities that may come up this fiscal year.

Councillor Gregory Heming departed the meeting at 7 pm.

iii. **Not for Profit Organization's Tax Rebate/reduction**

MOTION #CoW-2014-OCT-08-05

Moved by Councillor Paquette, seconded by Councillor Mersereau, to recommend to Council to rescind motion #C-2014-SEP-15-11 in its entirety; and that Council approve the rebate/reduction for the following properties:

Roll 00479993 in the amount of \$2,311.50 Roll

02355256 in the amount of \$1,948.50 Roll
00092428 in the amount of \$768.00 Roll
06445721 in the amount of \$1,912.50 Roll
02045486 in the amount of \$142.50 Roll
02045494 in the amount of \$1,728.00 Roll
03611957 in the amount of \$990.00
Roll 1033240 in the amount of \$678.00 (Daycare)
Roll 04997409 in the amount of \$5,462.10 (Town owned)
Roll 00092398 in the amount of \$1,321.65 (Town owned). **CARRIED**

iv. Reports in Progress for October 20, 2014 Council Meeting Agenda

CAO St-Amour advised that work is also being done with regards to the Annapolis Royal Regional Academy handover; and drafting policies for collections of arrears and another for work orders.

8. NEW BUSINESS:

i. Tracking post Tropical Storm Arthur Clean-up Cost

CAO St-Amour advised the Town has yet to be invoiced for the tree work in the amount of \$6,800.00; the invoice for pumping arrived in the amount of \$1,495.00 including HST; staff overtime costs \$1,702.65 ; Town leaf/debris work adjacent to the Public Works Yard \$3,680.00; tree damage assessment \$287.50; pumping lift stations \$1,569.75; for a total of all \$15,534.90. CAO St-Amour further noted that she would be writing a letter to the Provincial Emergency Measures Organization and Premier McNeil for assistance with costs associated with Tropical Storm Arthur.

It was agreed to place a notice in the next Town Crier regarding the cost of Tropical Storm Arthur.

ii. Change of date of November Committee of the Whole meeting

MOTION #CoW-2014-OCT-08-06

Moved by Councillor Mersereau, seconded by Councillor Hudson, it was agreed to recommend to Council that the next regular meeting of the Committee of the Whole be held Monday, November 3rd, 2014 at 6:00pm. **CARRIED**

iii. Committee Members – Appointments

Discussion was held regarding the process for appointments to Town Committees/Boards; staggered terms and quorums for meetings. It was agreed that with regards to appointments to Committees/Boards to thank the current member who's term is expiring, advise that the position for member of the Committee/Board is going to be advertised and suggest they re-submit their name if interested in continuing serving on the Committee/Board.

Deputy Mayor Power advised that she will be unavailable for the Council meeting on October 20th.

Discussion was held regarding the appointment of Deputy Mayor and it was agreed to formally extend the current Deputy Mayor term until the regular Council meeting of November 2014.

iv. Efficiency Nova Scotia Corporation re: 2014 LED Holiday Light Exchange

It was agreed to hold the 2014 LED Holiday Light Exchange again this year in association with the Christmas Tree Lighting scheduled for November 28, 2014.

v. Canadian Union of Postal Workers re: Request for Support to Save Canada Post

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.

vi. Town Owned Land Old Trunk Road 8

It was noted the Town of Annapolis Royal owns a piece of land on Old Trunk Road 8 approximately one acre in size. Mayor Tompkins suggested consideration be given to selling the land.

Break 8:00pm to 8:15 pm

vii. Financials April 1, 2014 – August 31, 2014

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

Councillor Mersereau advised some expenditures were allocated annually instead of monthly.

Councillor Mersereau inquired with regards to Town Hall Renovations and Repairs and requested a report that monitors budgeted capital expenditures and actual capital expenditures on a monthly or quarterly basis. CAO St- Amour advised that the floor at the entrance of the Town Hall will be repaired in November; and the roof repairs to the Town Hall may be carried over.

viii. Aged Receivables

a) Taxes and Utilities

Discussion was held regarding the collection of aged receivables by a collection agency; and to have the Director of Finance prepare a recommendation for a procedure regarding the collection or write off of outstanding arrears, and the timeframe thereof.

ix. Draft Capital Investment Plan

It was agreed to have the Director of Finance attend the next regular Council meeting to discuss the draft Capital Investment Plan.

x. Petite Park

Councillor Paquette advised that according to a Parks Canada document, Parks Canada is pleased to work with the Town regarding renovations to Petite Park with regards to Legacy 2017. Mayor Tompkins suggested Parks Canada could hold historical re-enactments at an amphitheatre and further suggested an interactive park rather than a static park.

xi. Round Table

Deputy Mayor Power suggested consideration be given to a Round Table item that would be placed on the regular agenda for Committee of the Whole meetings to allow members of Council open discussion.

It was agreed to insert into the next regular Committee of the Whole agenda an item called Round Table (after the item Presentation) as a timed item where each Council member has a maximum of 3 minutes to report on non-Committee activities.

It was requested that calendar items be added to every agenda

MOTION #CoW-2014-OCT-08-07

Moved by Deputy Mayor Power, seconded by Councillor Hudson to extend the meeting for half an hour.

CARRIED

It was noted the Marketing Economic Development Committee Luncheon is scheduled for Thursday October 9th at 11:00 am.

9. CORRESPONDENCE: (For Information)

- a) Nova Scotia Environment re: Changes to Activities Designation Regulations
- b) Nova Scotia Department of Municipal Affairs re: Municipal Climate Change Action Plan

MOTION #CoW-2014-OCT-08-08

Moved by Councillor Hudson, seconded by Deputy Mayor Power to move in-camera at 9:07 pm.

CARRIED

10. IN-CAMERA:

- a) Reason (e) Contract Negotiations
- b) Reason (c) Personnel Matter

MOTION #CoW-2014-OCT-08-09

Moved by Councillor Hudson, seconded by Deputy Mayor Power to come out of in-camera at 10:19 pm.

CARRIED

11. ADJOURNMENT:

MOTION #CoW-2014-OCT-08-10

Moved by Councillor Hudson, seconded by Deputy Mayor Power to adjourn the meeting at 10:20 pm.

CARRIED

Mayor Michael Tompkins

CAO Carol St-Amour