

**Committee of the Whole
Approved Minutes of Meeting Held
September 3, 2014 at 6:00 pm**

PRESENT: Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Paul Paquette, Councillor Byron Mersereau, CAO Carol St-Amour, Recording Secretary Dawn Bourke, Fire Department Members Chief Malcolm Francis, Wesley Hearn, Alex Cranton, Bronson Clayton, Andrew Cranton, David Wright, Andrew Fairn, Brian Oliver, Adam Wright, Terry Hamilton, Allen Cress, John Albright, Dwayne Barteaux, members of the public Andrea Boulding, Susan Knutson, Christine Igot, Jane Nicholson and Gregory Heming (Councillor County of Annapolis).

1. **CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:04pm
2. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** June 4, 2014; July 9, 2014

MOTION #CoW-2014-SEP-03-01

Moved by Councillor Mersereau, seconded by Councillor Hudson to approve the minutes of the June 4, 2014 Committee of the Whole meeting as presented. **CARRIED**

MOTION #CoW-2014-SEP-03-02

Moved by Councillor Mersereau, seconded by Councillor Hudson to approve the July 9, 2014 Committee of the Whole minutes as presented. **CARRIED**

3. **APPROVAL OF AGENDA:**

MOTION #CoW-2014-SEP-03-03

Moved by Councillor Paquette, seconded by Councillor Hudson to approve the agenda as amended. **CARRIED**

It was noted that in the future, additions to the agenda will be for emergency or urgent items; or otherwise by motion of notice to discuss an item at the next meeting, according to the Meeting, Procedure and Presentation Policy of the Town.

Councillor Mersereau noted three items for additions to the agenda; one being time sensitive - the Federal MP left us with the impression there is some preparation work to do before the September visit by the Minister of Heritage Canada.

Councillor Paquette inquired about business arising as it comes from the minutes of the previous meeting. Councillor Paquette suggested additions for the agenda including the question of land ownership; an update on the unsightly premise at the intersection by the lights; an update on the outstanding tree bill, Valley Waste problem and update of new IT hardware.

Councillor Mersereau had follow up from the Premier visits including additions to the agenda under new business - Tracking the Town's post Tropical Storm Arthur Clean-up cost; information on the Transfer of Fundy Broadband to Eastlink. Mayor Tompkins also suggested an addition under new business - Increase of Parking Fees at Hospitals.

Councillor Mersereau requested clarification on the meeting procedures with respect to how much notice is required to place an item on the agenda. CAO St-Amour suggested 3-4 days prior to the agenda package being distributed.

4. PUBLIC HEARING: None

5. PUBLIC INPUT: None

6. PRESENTATIONS: None

MOTION #CoW-2014-SEP-03-04

Moved by Councillor Hudson, seconded by Councillor Paquette, it was agreed to move items New Business i. Fire Department Siren and New Business Item ii ARRA re: New Economics for Rural Canada Symposium ahead of Business Arising. **CARRIED**

8. NEW BUSINESS

i. Fire Department Siren

Mayor Tompkins advised Council received a letter from Andrea Boulding, Innkeeper of At the Turrett Bed and Breakfast, noting that senior guests from Europe who lived through air raids are fearful when awoken by the fire department siren in the middle of the night; some other tourists thought it might be a signal of flooding.

Andrea Boulding addressed the room suggesting a compromise may be reached whereby the sirens are not used overnight.

Josh Albright a representative from Dunromin campground addressed the room, firstly extending appreciation to the Volunteer Fire Department Members; and further noting that tourists have left the campground when hearing sirens at night; if the sirens are absolutely necessary then it serves a valid purpose.

Christine Igot noted that as a private resident she has never been bothered by the sirens, the sirens make residents aware of expected vehicle traffic, and she is appreciative of the fact that the Town does have a volunteer fire department.

Fire Chief Malcom Francis addressed the room. He suggested a simple solution is to verbally explain to the tourists coming in that sirens may go off which provide notification to the Fire Department of a call-out; or give each tourist a letter or note explaining the requirement for sirens. Fire Chief Francis noted that there have been times when the mobiles did not work, the phones did not work, the towers were down and the siren was the only alert available. Councillor Mersereau noted that with regards to the field of risk management if professionals are convinced that sirens are important for managing the risk, then we must listen to them.

Councillor Hudson noted electronics do fail, and supports keeping the fire department siren.

Councillor Paquette noted he finds the sirens comforting but has seen tourists very agitated due to the sirens. The sound is bothersome to some, comforting to others, but when dealing with life at risk situations it is important. Councillor Paquette sees the value of having the siren in place and also in the report it says the three notifications provide sufficient redundancy, depending on how the signals are sent as there are dead zones.

Fire Department member Andrew Cranton suggested minimizing the situation by education, a note or pamphlet to be either handed out or displayed advising of the sirens and the necessity thereof.

The members of the Fire Department, Andrea Boulding and Susan Knutson departed the meeting at 6:40 pm.

ii. Annapolis Royal Regional Academy (ARRA) – re: New Economics for Rural Canada Symposium

Councillor Heming County of Annapolis gave a brief discussion of his history with rural economic development. Councillor Heming advised of planning for a conference called Local Prosperity New Economics for Rural Canada, which will be held in April 2015 with approximately 300 people attending, and the conference would be held in the Town of Annapolis Royal at the Annapolis Royal Regional Academy as the academy is in the centre of the historic Town. Councillor Heming noted the conference will be also be partly held at the Annapolis Basin Conference Centre and discussed the logistics of housing, feeding and entertaining 300 people.

Councillor Heming asked for support from the Town. He asked for a commitment of \$5,000, and if successful would take the proposal to the County of Annapolis and the Atlantic Canada Opportunity Agency (ACOA) for further funding. Councillor Mersereau inquired if the contribution could be “in-kind” suggesting the Town pay for the electricity for example. Councillor Mersereau further inquired as to the cash flow and when cash is required; and also if the conference organizers generate a surplus, could the surplus funds be made available to the ARRA. Councillor Heming is requesting a commitment letter that he can take and show the County, the cash or in-kind is not required immediately; and consideration could be given to surplus funds being made available to the ARRA. Councillor Heming advised that he would like to see a conference held every year in the Town of Annapolis Royal.

Deputy Mayor Power inquired if the ARRA building is going to be available at that time. CAO St-Amour advised the move from ARRA to AWEC would take approximately 2-3 months to vacate the building and students are expected to vacate ARRA by January 1, 2015.

Councillor Heming advised that he will be making a presentation to the County of Annapolis on Tuesday, September 9, 2014. Jane Nicholson, President of the Annapolis Board of Trade noted the Board has communication skills and offered such, noting non-profit organizations can join for \$25.00 and then would have access to the Board of Trade’s website. Jane Nicholson suggested Councillor Heming could attend the next Board of Trade meeting which is scheduled for September 11, 2014.

Councillor Heming and Jane Nicholson departed the meeting at 7:45pm

7. BUSINESS ARISING:

i. Fall Special Clean-Up

CAO St-Amour advised that she contacted Valley Waste Resource Management regarding a fall special clean-up, and Valley Waste had received a legal opinion indicating that if an individual municipality wants to have a fall clean-up that used to be done as per section 25 of the Intermunicipal Agreement, they may provide the service from their own resources.

ii. Land Ownership

Councillor Paquette asked if there is a piece of land within the Town boundaries that does not have a deeded title, who owns the land? CAO St-Amour responded that all property within the boundaries of the Town have property identification numbers (PID's) and all PID's reflect ownership.

iii. Unsightly Premises

Councillor Paquette noted that the August 31st deadline has come and gone and inquired as to the progress of the unsightly premises at 380 St. George Street. CAO St-Amour advised the garage has been resingled, the owner is there and there is progress being made; and further the owner met this past Friday with the CAO for a continued progress report.

iv. Status of Outstanding Tree Bill

Councillor Paquette inquired as to the status of the outstanding tree bill that was presented at the May 7, 2014 meeting of the Committee of the Whole.

v. Valley Waste re: Electronic Communications

It was noted that a resident of Town seems to be cyberbullying regarding the garbage collection. It was suggested that an ongoing education component should be instigated, a tip of the month in the Town Crier associated with garbage collection/disposal etc. CAO St-Amour advised that she is meeting with some of the business people regarding their concerns and providing them with bag liners to try out. Councillor Paquette noted the odour issue is a civic matter between residents.

vi. Vending By-law Enforcement

Councillor Paquette suggested the Vending By-law be enforced firstly by reminder.

vii. Ministers' Visit

Mayor Tompkins noted he attended a meeting in Cornwallis regarding Legacy 2017, and further that the federal Minister of Environment Leona Aglukkaq will be coming in late September or October for a visit.

8. NEW BUSINESS:

iii. Cobalt Properties Limited re: Demolition

iv. Annapolis Heritage Society re: Demolition

v. Cobalt Properties Limited re: Letter from the Premier

Discussion was held regarding the demolition of the property located at 231 St. George Street and future use of the property. Discussion included an attractive green space, parking, access for snow removal, interactive devices, easements, and appropriation.

**vi. Water Utility Budget 2014-2017 re: Motion to Approve Budget
MOTION #CoW-2014-SEP-03-05**

Moved by Councillor Mersereau, seconded by Councillor Paquette to recommend that Council approve the adoption the Annapolis Royal Capital Water Budget as presented with one presentation change to the heading amend from 2013-2016 to 2014-2017; and the Water Utility Operating Budget amend the estimate for 02-25100 Admin Salaries for the budget year 2014-2015 from \$50,000 to \$56,000; and 02-25100 Admin Salaries for the year 2015-2016 amend from \$51,500 to \$57,700 and 02-25100 Admin Salaries for the year 2016-2017 from \$53,045. to \$59,500. and that Line Item 02-25310Z Legal Expense be amended from \$6,000 to \$10,000 for the year 2014/15 and also amended from \$6,000 to \$10,000 for the year 2015/16; and that the consequential changes be made to the forecast surplus amount and the estimate of transfers to water capital. **CARRIED**

MOTION #CoW-2014-SEP-03-06

Moved by Councillor Mersereau, seconded by Councillor Hudson, to extend the meeting by one half of an hour. **CARRIED**

vii. Hillsdale House – Re: Noise Extension

MOTION #CoW-2014-SEP-03-07

Moved by Councillor Hudson, seconded by Councillor Mersereau to table the request from the Hillsdale House regarding a noise extension as per Section 6 of the Orderly & Peaceful Conduct By-law, until a hearing takes place at the next regular meeting of Council. **CARRIED**

viii. Financials April 1, 2014 – July 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

It was agreed to have further information provided regarding Line Items 01-23230D Road/Lawns/Street Maintenance, Line Item 01-23230G Roads & Streets & Safety, Line Item 01-21290K Photocopier, 01-21291A Town Website Maintenance, Line Item 01-23130Z Public Works Half Ton Fuel, and IT upgrades in the amount of \$13,563.00.

ix. Aged Receivables

- a) Taxes and Utilities

Mayor Tompkins suggested that prior to a registered letter at a cost of approximately eleven dollars being mailed to residents who are in arrears, have the Director of Finance phone the resident or business first.

Councillor Mersereau noted that registered letters are sent to residents that are chronically in arrears. CAO St-Amour advised there is a process in place under the Nova Scotia Utility Review Board and the importance of having proof that invoices, statements and letters regarding arrears are delivered and received.

viii. Increase to Parking Fees at Hospitals

Mayor Tompkins advised that a letter will be forthcoming regarding an increase to parking fees at hospitals.

9. CORRESPONDENCE:

- i. Annapolis Basin Community Band
- ii. Municipality of the County of Annapolis
- iii. Annapolis Board of Trade

Councillor Paquette suggested the Town should send a letter to Nova Scotia Power Incorporated commending the work done on the Blue Building.

- iv. Nova Scotia Provincial Lotteries & Casino Corporation
- v. Nova Scotia Environment
- vi. Nova Scotia Municipal Affairs
- vii. North Hills Museum
- viii. Centre for Entrepreneurship Education and Development

10. IN-CAMERA:

- i. Legal Advice eligible for solicitor-client privilege

MOTION #CoW-2014-SEP-03-08

Moved by Deputy Mayor Power, seconded by Councillor Hudson to move in camera at 9:28 pm

CARRIED

MOTION #CoW-2014-SEP-03-09

Moved by Deputy Mayor Power, seconded by Councillor Hudson to come out of in camera at 9:30 pm. **CARRIED**

11. ADJOURNMENT:

MOTION #CoW-2014-SEP-03-10

Moved by Councillor Mersereau, seconded by Councillor Hudson to adjourn the meeting at 9:31pm **CARRIED**

Mayor Michael Tompkins

CAO Carol St-Amour