

**Committee of the Whole
Unapproved Minutes
September 7, 2016 at 6:00 p.m.**

1. PRESENT: Mayor Michael Tompkins, Councillor Byron Mersereau, Councillor Paul Paquette, Councillor Sherman Hudson, CAO¹ Gregory Barr, Recording Secretary Amy MacManus

2. REGRETS: Deputy Mayor Pat Power

3. CALL TO ORDER: Chair Tompkins called the meeting to order at 6:03pm.

4. ADDITIONS TO AGENDA:

- i. Under Section 10, Business Arising: Status Update on the Website Re-design
- ii. Under Section 11, New Business: Appointment of Assistant Returning Officer for the Municipal Election
- iii. Under Section 11, New Business: List of Potential Municipal Government Act Changes
- iv. Under Section 13, In-camera: Personnel
- v. Under Section 13, In-camera: Litigation or Potential Litigation

5. APPROVAL OF AGENDA:

MOTION #C2016-09-07-01

It was moved by Councillor Mersereau, seconded by Councillor Paquette to approve the agenda as amended. Motion carried.

6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:

- i. Committee of the Whole – July 6, 2016

MOTION #C2016-09-07-02

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the July 6, 2016 minutes with the following amendment: under Section 9, Presentations, that the comments be expanded to include the Annapolis Trails Coalition objective of having the section of trail Coldbrook and Annapolis Royal completed by 2017. Motion carried.

7. PUBLIC INPUT: N/A

8. ROUND TABLE:

Councillor Paquette: Noted that the day the water rate notice was mailed out there was a strong reaction but that after that he did not receive any comments from residents. Other councillors noted that they did not hear much from the public. CAO Barr relayed that he had received a few inquiries.

Councillor Mersereau: Thought the Natal Day events were excellent and thinks the committee deserves some recognition. He relayed that he has been working on the water rate study. Councillor Mersereau has put a deposit on a condo therefore he will be in conflict for some of the future condo development discussions. It was assured by those present tonight that any issues that may be a conflict of interest for Councillor Mersereau will be kept separate from non-conflict items.

¹ Chief Administrative Officer

Mayor Tompkins: Natal Days were incredible. The Mayor requested that a letter be sent to the Natal Days Committee. He relayed that he has heard that the Princess Committee will be taking a break therefore the Town should address this, especially with the Canada 150 celebrations. Mayor asked that staff investigate the feasibility of re-instating the battery drop-off at Town Hall or other options.

9. PRESENTATIONS:

i. Junior Town Criers – Commendations

Town Crier Peter Davies and Council presented Junior Town Criers, Maura Scranton and Oliver Bonnington, with tokens of dedication on behalf of the Town.

10. BUSINESS ARISING:

i. Commercial Property Assessment Increases - Bill 177 Draft By-Law

CAO Barr presented changes to the Bill 177 Draft By-law. Council discussed and made suggestions. CAO Barr will complete the edits and the edited version will be presented at the next council meeting.

ii. Lequille Reservoir-Verbal Update

The engineer's written report has been received. There is more rust than anticipated and the liner has disintegrated. The estimated repairs are approximately \$350,000. If the Town delays the work too long the entire tank will require replacement with significantly higher costs. CAO Barr is in discussions with other levels of government to see if there is any potential for funding to aid with the costs of repairs. Council discussed. Councillor Mersereau made suggested edits to the financial estimates. It was decided to pursue funding through the Clean Waste Water Fund (CWWF).

iii. Strategic Planning

CAO Barr updated council on the strategic plan. The finalized draft will not likely be completed until after the municipal election.

iv. Website Update

CAO Barr updated Council on progress on the new town website. Council viewed the mock-up of the website.

11. NEW BUSINESS:

i. List of Potential Municipal Government Act Changes (MGA)

Councillor Mersereau spoke regarding potential changes to the MGA that include all by-laws having to be posted on a municipality's website. His preference is to have the by-laws in PDF form.

ii. Records Management Policy

CAO Barr summarized the proposed adoption of the AMANS record management system. Council discussed and made suggestions to the draft policy. CAO Barr will amend the draft policy and prepare an amended version for the next council meeting.

i. Water Testing Policy

CAO Barr presented the proposed updated Water Testing Policy and explained the changes to the existing policy. Council requested that the policy changes be addressed after the water dispute issue is resolved. The policy is to be put on the October or November Committee of the Whole agenda. Council directed staff to continue with current practices though they do not align with the current policy.

ii. Town Crier Newsletter Discussion –Re-design, Distribution & Items for Inclusion

CAO Barr posed to Council whether they want to consider expanding the area of distribution for the Town Crier and limits on which businesses/events are permitted to advertise. Council discussed charging a fee for businesses to advertise. Council requested that staff produce numbers on production costs and how many commercial ads and events are included in each edition.

iii. Staff Performance Appraisals

CAO Barr presented the draft templates for staff performance appraisals. Council discussed the draft forms, their thoughts on how performance appraisals should be administered, and provided feedback. CAO Barr will have the drafts updated with the suggestions and present them at the next Council meeting.

iv. Façade Improvement Program

CAO Barr summarized the drafts of the *Get Gussied Up For 2017* program document and draft application. Council discussed and provided feedback. Council directed that AIRO proceed with the final version of the program outline and application contingent on AIRO clarifying specific points and making specified edits.

MOTION #C2016-09-07-03

It was moved by Councillor Hudson, seconded by Councillor Paquette to extend the meeting from 9:04pm to 9:34pm. Motion carried.

v. Tax Rebate/Reductions & Seasonal Business Reductions for 2016:

MOTION #C2016-09-07-04

It was moved by Councillor Mersereau, seconded by Councillor Hudson that Council approve the tax rebate/reduction for the following properties for the 2016 year: Roll 00479993 in the amount of \$2,311.50; Roll 02355256 in the amount of \$2,052.00; Roll 00092428 in the amount of \$768.00; Roll 02045486 in the amount of \$142.50; Roll 02045494 in the amount of \$1,878.00; Roll 03611957 in the amount of \$1,386.00; Roll 1033204 in the amount of \$733.50; Roll 04997409 in the amount of \$2,688.53; Roll 00092398 in the amount of \$660.83; and Roll 06445721 in the amount of \$1,917.00, on the condition that the numbers are double checked. Motion carried.

MOTION #C2016-09-07-05

It was moved by Councillor Hudson, seconded by Councillor Mersereau that Council approve the following Seasonal Business Reductions for 2016: Roll 1408402 in the amount of \$841.84; Roll 2466988 in the amount of \$2,723.96; Roll 3144577 in the amount of \$1,504.91; and Roll 4542975 in the amount of \$2,427.08, on the condition that the numbers are double checked. Motion carried.

i. Financials

- a) Town Operating July 2016 - Income Statement
- b) Town Operating July 2016 – Balance Sheet
- c) Water Operating July 2016 – Income Statement
- d) Water Operating July 2016 – Balance Sheet
- e) Capital Water July 2016 - Balance Sheet
- f) General Capital July 2016 – Balance Sheet

- g) Capital Reserve July 2016 - Balance Sheet
 - h) Operating Reserve July 2016 – Balance Sheet
- iii. Aged Receivables
- a. Aged Receivables Water
 - b. Aged Receivables Taxes

The financials and aged receivables were tabled to the September Council meeting.

- iii. Appointment of Assistant Returning Officer for the Municipal Election

MOTION #C2016-09-07-06

It was moved by Councillor Mersereau, seconded by Councillor Paquette to appoint Amy MacManus as the Assistant Returning Officer for the 2016 Municipal Election for the Town of Annapolis Royal. Motion carried.

12. CORRESPONDENCE:

- i. Office of the Information and Privacy Commissioner for Nova Scotia
- ii. Friends of the Library
- iii. Letter Regarding an Injury on the Boardwalk
Council discussed.
- iv. Letter Regarding the Boardwalk
Council discussed.

MOTION #C2016-09-07-07

It was moved by Councillor Paquette, seconded by Councillor Hudson to move the meeting in-camera at 9:37pm. Motion carried.

MOTION #C2016-09-07-08

It was moved by Councillor Paquette, seconded by Councillor Hudson to move the meeting out of camera at 10:55pm. Motion carried.

13. IN-CAMERA:

- i. Contract Negotiations
- ii. Personnel
- iii. Litigation or Potential Litigation

14. ADJOURNMENT:

It was moved by Councillor Mersereau to adjourn the meeting at 11pm.

Chair Michael Tompkins

Recording Secretary Amy MacManus