

**Town of Annapolis Royal
Approved Minutes of the Regular Council Meeting held
April 23, 2014, 6:00 pm**

1. 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 Wayne Smith.

2. REGRETS:

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

4. APPROVAL OF COUNCIL MINUTES:

i. Regular Council March 17, 2014

MOTION C-2014-APR-23-01

It was moved by Deputy Mayor Power, seconded by Councillor Hudson to approve the minutes of the Regular Council meeting held March 17, 2014 as presented. **CARRIED.**

5. ADDITIONS TO AGENDA:

6. APPROVAL OF AGENDA:

MOTION C-2014-APR-23-02

It was moved by Councillor Mersereau, seconded by Councillor Paquette to approve the agenda as presented. **CARRIED.**

7. PUBLIC INPUT:

Wayne Smith addressed Council and advised that he sent in letters and has appeared before Council and inquired what is going to be done with regards to the unsightly premises at 380 St. George. Wayne Smith noted that there is a lot of garbage on the property which blows onto his property; the property is an eyesore and is now worse than ever. Wayne Smith inquired where do things stand right now with regards to the property and what is the Town going to do. CAO St-Amour advised there is no update at moment; and further that a conversation was held last year with the owner and tenant and some of the agreed upon measures never came to fruition. CAO St-Amour advised that the matter is being pursued. Councillor Paquette asked if there has been any response from the Town Solicitor. Councillor Mersereau suggested it would be helpful do investigate a lien against the property in the event the Town takes care of the unsightly property. By the end of May 2014, there should be an answer from the Town Solicitor. Wayne Smith noted that there are several committees working hard to present Annapolis Royal in good light and it would be nice to see something done with the unsightly property as it is a major intersection in Town.

8. PRESENTATIONS: None

9. PUBLIC HEARING: None

10. BUSINESS ARISING:

i. Letter from the Honourable Mark Furey, Minister of Service Nova Scotia and Municipal Relations re: Infrastructure funding

CAO St-Amour advised the Town received an extra \$17,500.00 with regards to funding for the Town of Annapolis Royal's pumping station upgrade project. The line item will be reflected in Reserves.

ii. Open Letter to Residents re: Draft for Town Crier

Considerable discussion was held regarding the draft letter for the Town Crier with regards to the Town of Annapolis Royal position on amalgamation. It was agreed members of Council would email the CAO with any amendments or changes for the article.

11. NEW BUSINESS:

i. Tourism Development Funding Program, First Impressions: Resolution from Council

CAO St-Amour advised that along with Active Living Coordinator Scanlan and Planning Heritage and Marketing Coordinator Millett-Campbell a funding request is being prepared for the Tourism Development Funding Program for "First Impressions" which targets projects for downtown areas. It was noted the deadline for the application is May 15th.

Discussion was held regarding potential eligible project costs with attention being given to Tourism infrastructure costs which could include: gateway signage and features, wayfinding for traffic (vehicles, cyclists) and pedestrians (in and around downtown,), kiosks, public washrooms, enhancement to public parking areas (landscape and beautification, not paving), creation of/or enhancements to public gathering spaces on or adjacent to main street/downtown. It was noted that Roger Brooks did a study in 2009, and it would be appropriate to pull some items from the report for consideration of funding. Other items mentioned for consideration were access to Wi-Fi, murals, signage, charging station for electric cars, gateway signage, trees, green space and landscaping. Councillor Mersereau noted that he did not see the dollar parameters for funding applications. Councillor Mersereau suggested some recommendations from Angelica Waldow about particular projects how to improve first impressions with plantings, etc., and those ideas could also tie into this grant.

MOTION C-2014-APR-23-03

It was moved by Deputy Mayor Power, seconded by Councillor Hudson, that Council support the application for the Tourism Development Funding Program, First Impressions and the continued ongoing maintenance for the project. **CARRIED.**

ii. Janitorial Tender

MOTION C-2014-APR-23-04

It was moved by Councillor Paquette, seconded by Councillor Hudson that Council authorize the Chief Administrative Officer to accept the Janitorial Services Tender from Cathy George as submitted by Tender process for a twelve month period commencing April 28, 2014 with the option for renewal by mutual written agreement for a further period of one year, conditional on receiving satisfactory references. **CARRIED.**

iii. Financials April 1, 2013 – March 31, 2014 – Incomplete

- 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

Councillor Mersereau advised that with regards to the Town Operating Balance Sheet, and with regards to the column with the Year to Date Total Income of \$1,605,299.70, it would be appropriate to transfer informal reserves to formal reserves, and further advised he will be recommending that Council consider that out of the Surplus, which the audited statement as of March 2013 reflects \$1,180,000.; there is \$190,000. that is basically a number and it needs to be cleaned up as of March 31, it is due from another fund. It is a book entry and proposing it should be done as at March 31, 2013/14 then the \$190,000 will be gone and therefore the \$1,180,000 will decrease by \$190,000 so it will become \$990,000. Councillor Mersereau further advised that out of the remaining \$990,000 proposing \$700,000 go into the General Capital Reserve and \$150,000. go into Operating Reserve and that will reduce the position in the day to day operating account. Councillor Mersereau commented when this year's anticipated surplus is added on, somewhere in the \$250,000-300,000 range and according to his review of the month end cash balances, there will still remain adequate funds to cover normal month to month season to season cash flow up and downs, without dipping into the bank credit line, although it is there and set up. Mayor Tompkins suggested having a discussion with regards to investments. Councillor Mersereau advised he is drafting an investment policy that would look at investing within certain risk parameters, invest in fixed instruments as opposed to equities, if it is a hybrid type investment would want the principal guaranteed, tiny bit of interest, then indexed to a basket of 10 stocks, and if the stocks do well can make 15 % instead of .5%. Councillor Mersereau suggested requesting proposals from three institutions that have certifications and credentials. Councillor Mersereau suggested this should be done prior to the date the auditors arrive.

iv. Aged Receivables

a) Utilities and Taxes

CAO St- Amour advised that the aged receivables are being collected. Councillor Mersereau asked that the utility aged receivables be shown as 0-30 days; 31-60 days and 61-90 days not by fiscal year.

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Planning and Heritage Advisory Committee Meeting of April 7, 2014

**Re: AR14-008-HER – 41 Church St - Request for Changes to Property Adjacent to Heritage Building
MOTION C-2014-APR-23-05**

It was moved by Councillor Paquette, seconded by Councillor Hudson that Council approve the application to put an addition on the main house and renovate the exterior of 41 Church Street as detailed in the application AR14-008-HER be approved, providing all conditions of the Land Use By-Law are met. **CARRIED.**

**Re: AR14-009-HER – 262 St. George Street – Approve new signage
MOTION C-2014-APR-23-06**

It was moved by Councillor Hudson, seconded by Councillor Mersereau that Council give heritage approval to the applicant to install signage at 262 St. George Street as detailed in the application AR14-009-HER, providing the requirements of the Land Use By-law are met. **CARRIED.**

MOTION

That Council approve that the Planning and Heritage Advisory Committee meetings be held the 1st Monday of each month at 6:30 pm.

MOTION C-2014-APR-23-07

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power to table the motion regarding the change to the Planning and Heritage Advisory Committee meetings. **CARRIED.**

It was agreed to have Councillor Paquette discuss with the Planning and Heritage Advisory Committee the options of meeting at 8:00 am or 8:30 am., or meetings scheduled on a seasonal basis with times scheduled for 9:30 am and 6:30 pm. respectively. Mayor Tompkins also suggested that consideration be given to noon time meetings.

MOTION

It was moved by Deputy Mayor Power that Council spend a maximum of \$5,000 for surveillance camera repair or replacement. No seconder.

Mayor Tompkins suggested a third party that is in the business of video surveillance review the system and make recommendations.

MOTION C-2014-APR-23-08

It was moved by Deputy Power, seconded by Councillor Hudson to approve the expenditure of \$2,721.00 plus installation cost for a surveillance camera to replace the broken camera; up to a maximum expenditure of \$5,000.00 which also includes an advisory review for the purpose of potential additional cameras and ensuring current cameras are in good working order. **CARRIED.**

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

1. Mayor's Report – Mayor Tompkins advised he attended the Volunteer Award Night, the Easter Eggstravaganza and the Marketing and Economic Development Committee Luncheon which was well attended with a lot of information being shared. Mayor Tompkins also was invited by the Vice President of the Digby Board of Trade to their meeting (which he attended) and Bay Ferries was discussed. Mayor Tompkins noted they are an aggressive group with great ideas and there are numerous free opportunities re: Bay Ferries. Mayor Tompkins also advised he attended a meeting in Bridgetown which was the anniversary of the Annapolis Partnership Steering Committee which was well attended by all municipal units and the Protocol was signed

2. Marketing and Economic Development Committee – Mayor Tompkins advised there have been numerous meetings over the last few months; initiated a process where all those requesting funds from the Town have to ask in a formatted formula; very constructive process; 3 members of the Committee are on the Annapolis Board of Trade which provides for good communications.

CAO St-Amour advised that she received a formal request from Ann Marie Monk with regards to the 2014 Apple Blossom Festival and the pulling of the Float.

CAO St-Amour noted Mrs. Monk asked if there has been any discussion about the Apple Blossom Committee of Annapolis Royal using the public works truck and a public works employee to pull the float noting it is a full day event, or if that option is not agreeable maybe they could use the public works truck and have someone else (volunteer) drive it or have a different Town employee drive the truck. CAO St-Amour advised that Planning Heritage and Marketing Coordinator Sandi Millett-Campbell volunteered.

Councillor Mersereau advised that he would be in favour of Planning Heritage and Marketing Coordinator Millett-Campbell working it out with Superintendent McLean to use the truck as long as there are no insurance restrictions. CAO St-Amour advised the insurance company indicated Town employees are covered by the Town's insurance policy.

MOTION C-2014-APR-23-09

It was moved by Deputy Mayor Power, seconded by Councillor Paquette, to grant the usage of the Town of Annapolis Royal Truck to be driven by Town employees in addition to Public Works employees. **CARRIED.**

CAO St-Amour advised that Saltscapes is being held at the end of this month and Planning Heritage and Marketing Coordinator4 Millett-Campbell will be attending Sunday April the 26th, Planning Heritage and Marketing Coordinator Millett-Campbell has been in contact with the Annapolis Valley Chamber of Commerce, will be taking a supply of the new Explorers, has put together packages on behalf of the Town, usual day trip and the Town will pay for lunch.

2. Board of Police Commissioners – Deputy Mayor Power advised the meeting was held this morning, conducted the Swearing in of new Board member Rion Microys, provided an update on Council activities, copies of the Chief's Report are included in the agenda package, discussed surveillance cameras, Councillor Mersereau, Brian Keevill and the Police Chief met and worked on updated initiatives for the Department. It was agreed to have the Police Chief update the Chair of the Commission regarding who the auxiliary officers are.

3. Annapolis Royal Regional Academy – Councillor Mersereau advised that by end of this week hoping to go to final print for the ARRA document and discussed printing 100 copies. Councillor Mersereau noted that Harry Jost is going to give some guidance and calculations for the maintenance of the building including an option to isolate specific areas. Councillor Mersereau advised there was discussion about generating community engagement and picked a tentative date of May 22 for a community type presentation, contingent on the brochures being done. The sub committee would like to proceed with setting up and incorporating a society which will be charged with finding tenants for the building space, not to the exclusion of a Request for Proposals, part of the motivation behind the society is some of the committee members feel it may be easier for a committee to receive grant funding than a municipality; also the assumption about tax receipts. Councillor Mersereau offered some direction regarding tax receipts advising that it would be appropriate to give a tax receipt for the repurposing and/or preserving of the ARRA without applying specifics restrictions to the way the donation could be spent. Councillor Mersereau noted that one of the community tasks is to come up with a proposed name for the society. Also in connection with the formation of a society the mission statements requires more work. Discussion was held regarding the progression of events, and it was suggested that after the press release to the community, followed by a community engagement meeting tentatively scheduled for May 22, 2014, Town Council could present to the County Council a synopsis of the current situation regarding the ARRA. It was noted the 1st Tuesday of the month is the County of Annapolis Committee of the Whole meeting which is June 3rd, and the 3rd Tuesday of the month which is June 17th is the Council meeting of the County of Annapolis. Attending the County Council meeting of June 17th would provide time for the opportunity to talk to Atlantic Canada Opportunities Agency (ACOA) prior to meeting with the County.

4. Planning Services – March 2014 CAO St-Amour advised the titles have been changed on Page 4 and further that building value has doubled since last year.

5. REMO – Councillor Hudson advised that no meeting was held.

6. Valley Waste Resource Management – Councillor Hudson noted he attended a Valley Waste Resource Management meeting today. The budget was discussed line item by line item; and as a result the 19.94% increase was decreased to 12.45%. Councillor Hudson mentioned that the County of Chester gave them a cheque for \$75,000 because the County takes their debris to Valley Waste. Councillor Hudson advised the budget is not finalized yet. Councillor Hudson noted that Valley Waste Resource Management is providing free compost to the resident on May 10th 9am at the public works yard. Councillor Hudson further noted that the Fall Clean-ups will be discontinued starting next year.

7. Planning and Heritage Advisory Committee – This item was discussed under 12 Recommendations.

8. Traffic Flow Advisory Committee – Mayor Tompkins advised that Superintendent McLean met with the Provincial Traffic Officer, and further written recommendations will be forthcoming. Mayor Tompkins suggested a Traffic Flow Advisory Committee meeting should be held in May.

9. CAO's Report – CAO St-Amour advised a copy of her report is attached with the agenda package.

10. Water Report – Parameters meet requirements.

14. OTHER BUSINESS:

i. Preliminary Municipal Enrollment Distribution – Annapolis County
Discussion was held regarding the preliminary municipal enrollment distribution.

15. CORRESPONDENCE:

- i. National Health & Fitness Day
- ii. Annapolis Valley Regional Library
- iii. RCMP Invitation June 11th at 11 am Dartmouth

Recording Secretary Bourke departed the meeting at 8:25 pm.

MOTION C-2014-APR-23-10

It was moved by Councillor Paquette, seconded by Councillor Hudson to move in camera at 8:26 pm.
CARRIED.

16. IN CAMERA:

- i. Reason (c) Personnel Matter
- ii. Reason (h) Public Security
- iii. Reason (g) Legal Advice
- iv. Reason (f) Litigation or Potential Litigation
- v. Reason (e) Contract Negotiations

MOTION C-2014-APR-23-11

It was moved by Councillor Paquette, seconded by Councillor Hudson to come out of in camera at 9:56 pm.
CARRIED.

17. ADJOURNMENT

MOTION C-2014-APR-23-12

It was moved by Councillor Paquette, seconded by Councillor Hudson to adjourn the meeting at 9:58 pm.
CARRIED.

Mayor Michael Tompkins

CAO Carol St-Amour