

**Town of Annapolis Royal
Approved Minutes of Regular Council Meeting held
December 15, 2014, 6:00 pm**

- 1. PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Bryon Mersereau, Councillor Paul Paquette, CAO Carol St-Amour, Recording Secretary Bourke, Ted Ashdown (Chair of King's Theatre Society) and Janet Larkman (Vice Chair King's Theatre Society) Alan Melanson (resident).
- 2. REGRETS:** None
- 3. CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:05 pm.
- 4. APPROVAL OF COUNCIL MINUTES:**
 - a) Regular Council meeting November 17, 2014**
MOTION #C-2014-12-15-01
Moved by Deputy Mayor Power, seconded by Councillor Hudson, to adopt the minutes of the Regular Council meeting held November 17, 2014 as presented. **CARRIED**
 - b) Special Council meeting November 21, 2014**
MOTION #C-2015-12-14-02
Moved by Councillor Hudson, seconded by Councillor Paquette, to adopt the minutes of the Special Council meeting held November 21, 2014 as presented. **CARRIED**
- 5. APPROVAL OF AGENDA:**
MOTION #C-2014-12-15-03
Moved by Councillor Hudson, seconded by Councillor Paquette to approve the agenda as presented. **CARRIED**
- 6. PUBLIC INPUT:**

Alan Melanson extended thanks to CAO Carol St-Amour for fulfilling the position of Chief Administrative Officer for the Town of Annapolis Royal with both grace and dignity and offered thanks on behalf of Town residents.
- 7. PUBLIC HEARING:** None
- 8. PRESENTATIONS:**
 - a) Long Service Award to Councillor Hudson**
Mayor Tompkins presented Councillor Hudson with a certificate/plaque from the Union of Nova Scotia Municipalities (UNSM) for his 10 years of service to the Town of Annapolis Royal as Councillor and extended congratulations to him on behalf of Town Council.
 - b) King's Theatre**
Janet Larkman provided an update on facilities upgrades and marketing projects for the King's Theatre and the projected budget for the project. Janet Larkman reminded Council that in the spring of 2014 representatives of the King's Theatre made a presentation to Council and requested consideration of a grant in the amount of \$15,000. toward the upgrades.

Janet Larkman further advised that Atlantic Canada Opportunities Agency (ACOA) is very interested and the application is still going through the review process with the agency.

Discussion was held regarding an addition to the lobby which is currently very small, build an extension of the lobby on the waterfront side, during intermission would be used as overflow, people can come in or go out from the waterfront side, the waterfront would become a part of the King's Theatre experience. Mayor Tompkins would like details of the building repairs as the Town owns the building; it is a historical structure within the Town, it is important for Town Council to know what the building costs are.

Council requested a copy of the ACOA application as it would answer many questions.

Councillor Hudson inquired when the front doors were re-done; and asked if the Society plans to get 3 quotes prior to work being done on Town owned property noting the quote system may save money. Janet Larkman advised at this stage the Society is only getting one quote, and at the point of implementation may get more quotes, and the project it is under the aspect of King's Theatre Society.

Discussion was held regarding public washrooms, staffing of the washrooms, the security issue, and the opportunity for building design requirements for public washrooms at this time in the project timeline.

Councillor Mersereau noted that the Town renewed the lease with the intentions of having washrooms available for visitors and town stake holders; the Farmers' Market has an arrangement with King's Theatre for washroom access for a cost of \$500. per year; the washrooms were improved with grant money from a project in the Town's name; and in 2004 following that, the Town continued to provide \$3,000 a year to help with costs associated to keep these washrooms open and the washrooms access is not conforming to the lease agreement, so there is some disconnect in the communication process.

In regards to the King's Theatre funding request, Janet Larkman suggested that the Town could provide the grant within their current budget year.

Ted Ashdown and Janet Larkman departed the meeting at 7:22 pm.

9. BUSINESS ARISING:

a) Draft Policy on Water Utility Receivables Collections; Appendix A and Appendix B MOTION #C-2014-12-15-04

Moved by Deputy Mayor Power, seconded by Councillor Hudson, it was agreed to adopt the Policy on Water Utility Receivables Collections 2014-4 as presented. **CARRIED**

b) Draft Policy on Tax Account Receivables Collections MOTION #C-2014-12-15-05

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, it was agreed to adopt the Policy on Tax Account Receivables Collections 2014-5 as presented. **CARRIED**

c) **Council Committees and Representation**

MOTION #C-2014-12-15-06

Moved by Councillor Paquette, seconded by Councillor Mersereau, it was agreed to re-appoint Adele MacDonald, Bill Monk and Holly Sanford and appoint Helen Able to the Marketing and Economic Development Committee; and also it was agreed to re-appoint Rion Microys and Brian Keevill to the Board of Police Commissioners; and also it was agreed to appoint Bill MacDonald and Alan Melanson to the Planning and Heritage Advisory Committee. All Council appointments to Committees would remain unchanged except that Councillor Paquette would be replaced by Mayor Tompkins or Deputy Mayor Power on the Annapolis Pool Committee. **CARRIED**

d) **Municipal Electoral Boundary Review**

MOTION #C-2014-12-15-07

Moved by Councillor Mersereau, seconded by Councillor Hudson that Council direct Administration to prepare and submit the application to the Nova Scotia Utility and Review Board to retain one electoral district for the Town of Annapolis Royal and retain a five member council with a mayor and four councillors, and that the application be forwarded to the NSURB prior to the December 31, 2014 deadline. **CARRIED**

e) **Fiscal Review – Draft for Approval**

CAO reviewed the draft Fiscal Review advising the deadline has been extended until tomorrow for the Town due to the Council meeting being held tonight. Councillor Mersereau noted his main additional comment is reflected in the final closing overall comment; and that essentially if you look at the numbers, if all the recommendations that came forward from the Provincial-Municipal review Committee were adopted, the Town would have full taxation instead of partial taxation on the tidal power plant at its reduced assessment value and that would give the Town an extra \$260,000 a year according to the draft calculations; and the recommendation on contribution to the provincial cost of upkeep for the provincial roads that run through towns would provide \$28,000 more in revenue for a total of \$288,000, and there are two other quantifiable money matters; eliminate the proposal to eliminate the HST offset would be a loss of \$8,800 for the Town of Annapolis Royal according to the draft calculations; and the switch around from the current system of the province collecting transfers to the province - that is transfers for the school board, seniors housing and corrections which for the last year ended was \$130,000, if there is a switch to provincial tax and shown separately on the tax bill, the draft calculations indicate the Town would have to send an extra \$8,400. to the province per year. In the analysis, the recommendations about going to equivalent to full taxation on NSPI really benefits about 25% of the municipalities because 25% of them have most of the power plants collectively, and so the province would need to agree it is fair for those 25% of the municipalities to get the benefit of that change as opposed to all 52 municipalities. The roads have to be worked out with the Department of Transportation. If the recommendations were adopted in part the town would lose about \$17,000 to \$18,000 per year, which doesn't sound too bad, every one cent on the tax rate that is for both commercial and residential is \$4467. Based on this year's budget, it would be four cents per. Recommendation R19, the NSPI grant should be calculated accordingly based on rate times assessment for host municipalities would be most beneficial for the Town of Annapolis Royal; essentially it provides for restoration of 39% of the revenue loss between 2010 to 2012 due to the change in the assessment on the tidal power generating station. The Town has had to severely pare back its budget to adjust to this significant loss in grants in lieu and this reduction will also create considerable challenge to ensuring town infrastructure remains up to date. If the recommendations were adopted in part or on a phased in basis, Annapolis Royal could suffer further revenue loss in addition to the loss of \$649,000 from 2010 to 2012; for example based on pro forma computations

Annapolis Royal's revenue would be cut by \$17,200. If only the recommendation to eliminate the HST offset and change the current method of collecting transfers to the province to a provincial tax system were adopted, in Annapolis Royal where each one cent on the tax rate equates to \$4,467; \$17,000 is material and Council believes there could be further hardship on the Town. The Town would rather see a way to do the separation without costing the ratepayers of this town an extra \$8,500. per year.

MOTION #C-2014-12-15-08

Moved by Councillor Hudson, seconded by Councillor Mersereau, it was agreed to approve the Provincial-Municipal Fiscal Review Draft as amended. **CARRIED**

Mayor Tompkins requested clarification on how the province will do the separation of the amounts to indicate the provincial breakdown for schools, corrections and senior housing on the tax notices as the Town will be collecting it submit it to the Province; and who would be responsible for fielding the phone calls. CAO St-Amour advised most people would likely call the Town Hall first. Councillor Mersereau suggested in reality it is best done on a group basis, if AMA designed a new tax bill similar to Halifax that had breakdowns on it that the Town could send out instead of our current one, it would accomplish the same thing. Councillor Mersereau noted it would make the tax rate breakdown more transparent. If the school board felt they had to put their budget up by 15% some year, and the Town still needed the same component outside of the school board money to finance the Town's business, then the overall rate could change, and the reverse could happen too, the provincial tax component could be higher/lower and it would be more transparent on the tax notice.

It was agreed to take a 5 minutes break.

10. NEW BUSINESS:

a) Financials

Council reviewed the financials as follows:

i. Town Operating Income Statement

Mayor Tompkins requested a detailed report on what the Provincial Civil Constable actually collected on behalf of the Town.

ii. Town Operating Balance Sheet

iii. Water Utility Income Statement

iv. Water Utility Balance Sheet

v. Water Capital Balance Sheet

vi. General Capital Balance Sheet (Tab 14) DOF

vii. General Capital Trial Balance

viii. Reserve Capital Balance Sheet

ix. Operating Reserve Balance Sheet

x. Year End Forecast to March 31, 2015

Council queried various line items.

Mayor Tompkins suggested the Traffic Advisory Committee should meet early in spring and discuss asphaltting of the streets. Councillor Mersereau noted work was completed by the engineers and virtually all the streets were reviewed including identifying priorities.

Mayor Tompkins suggested estimated financials be updated monthly and discussed at every Committee of the Whole meeting until year end.

b) Aged Receivables

- i. Taxes Receivable – Received for Information
- ii. Utilities Receivable – Received for Information

c) Routine Access Policy

Mayor Tompkins suggested the associated costs for copying, labour and miscellaneous for FOIPOP application requests in the Routine Access Policy be easily identifiable. Councillor Mersereau noted that the associated costs for a FOIPOP application in the interest of serving stakeholders needs to be easily accessible on the Town website.

Council requested that the draft policy with additional information be brought forward.

d) A Proposal on Deed Transfer Taxes – Received for Information

e) Gas Tax Funding Formula Review – Town Caucus

It was noted the date has been extended to February or March 2015

f) Electric Vehicle Charging Station

Mayor Tompkins suggested the electric vehicle charging station is worth pursuing. CAO St-Amour advised there was some money allocated in the Marketing budget for electric vehicle charging station. Discussion was held regarding the location of the charging station and Council generally felt that the Farmers' Market location would be appropriate.

MOTION #C-2014-12-15-09

Moved by Councillor Paquette, seconded by Councillor Hudson, that Administration move forward with pursuing the possibility of an electric charging station for the Town of Annapolis Royal.

CARRIED

g) 2 Requests for Low Income Tax Exemption

MOTION #C-2014-12-15-10

Moved by Deputy Mayor Power, seconded by Councillor Paquette, it was agreed to approve the Low Income Tax Exemption in the amount of \$300.00 for Property Roll #01026321 and Property

Roll #02471612. **CARRIED**

MOTION #C-2014-12-15-11

Moved by Councillor Mersereau, seconded by Councillor Hudson, that in the future to have the Chief Administrative Officer approve low income tax exemptions within the required parameters for which they may be granted, subject to confirmation to meet all criteria of the policy and that individual applications for low income tax exemption not be brought forward for Council approval. **CARRIED**

h) King's Theatre Society Lease

CAO St-Amour reported on meeting with Chair Ted Ashdown and Geoff Keymer regarding the King's Theatre Society lease which expires in January 31, 2015. It is timely to start conversations about the lease; one of the points that should be addressed is the washrooms, Schedule B to the lease. Councillor Mersereau suggested clarification in terms of responsibility for repairs and the Town retaining certain responsibility to keep the structure in good repair.

CAO St- Amour noted a new lease requires definitions for major repairs and further noted that under Section 19 of the current lease, upon written request from the King's Theatre Society the current lease, without amendment, can be renewed for a period of two years.

i) Tax & Water Utility Bill Payments

CAO St-Amour will provide an update regarding tax and water utility bill payments for residents who want to pay Town bills with one cheque.

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole meeting held December 3, 2014

MOTION #C-2014-12-15-12

Moved by Councillor Paquette, seconded by Councillor Hudson, Council supports the Chief Administrative Officer submitting an application for potential funding through the TD Green Streets program for the purpose of obtaining funds in 2015, that the application be submitted prior to the December 12, 2014 deadline, and that the final application as submitted, be provided to Council for formal approval at its Regular Council meeting December 15, 2014. **CARRIED**

MOTION #C-2014-12-15-13

Moved by Councillor Mersereau, seconded by Councillor Hudson, to extend the meeting by 30 minutes. **CARRIED**

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- a) **Mayor's Report** – Mayor Tompkins advised he attended the Tree Lighting Ceremony, huge number of people turned out, Phil Roberts stepped in as Town Crier, hoping to do a review with the Board of Trade and Artfelt people regarding what worked and what did not, Lions Club handed out candy canes at courthouse. Mayor Tompkins mentioned the ARRA public input meeting at the fire hall, 80 people were at the public meeting, comments were very positive in the Town taking a look at repurposing the ARRA and the Town Hall moving into it, very very good meeting. Mayor Tompkins noted he met with MLA Greg Kerr last week regarding the ARRA and he is in discussion with the County to consider moving into the ARRA. Mayor Tompkins mentioned he attended the "Honouring the ARRA A Journey Through Time" celebration at the ARRA, approximately 300 people attended, really exceptional afternoon, music by local bands, numerous people talking, tears were shed, MLA Greg Kerr was there in his high school sweater. Mayor Tompkins advised that he has been invited to a luncheon on the 17th at school and he will be attending.
- b) **Marketing and Economic Development Committee** – Mayor Tompkins advised the meeting was re-scheduled to December 16, 2014 therefor no report.
- c) **Board of Police Commissioners**– Deputy Mayor Power noted the Board met last week; advised the Board that Council approved the Project Lifesaver Policy, discussed Taser use; mentioned to the Chief of Police that there was no police presence at tree lighting and in the future large public events need police presence; will be holding meeting with the Chief and Councillor Mersereau on Wednesday, December 17th.
- d) **Friends of the Annapolis Royal Library** – Deputy Mayor Power advised that the first time the Friends of the Annapolis Royal Library members heard of a possible discussion for the Town Hall to move to the academy was at the public meeting and they were surprised as they had been meeting with Council regarding a library expansion to the Town Hall building. Deputy Mayor Power noted the lease with Parks Canada expires in 2030 and further that any change in purpose of occupancy must be approved.

Mayor Tompkins advised that a letter to the Minister of Environment to make a change for occupancy would be required. Deputy Mayor Power mentioned the Annual General Meeting is January 13th 2015.

- e) **ARRA** – Councillor Mersereau advised the subcommittee has not had a meeting since last report.
- f) **Planning Services Report** October 2014 and November 2014 – Received for information
- g) **REMO** –A meeting was held. The Mayor and Councillor Hudson were unable to attend.
- h) **Valley Waste Resource Management** - Councillor Hudson advised a meeting is scheduled for December 17th and next year's budget is being discussed. Councillor Hudson mentioned the new recycling plant for Styrofoam.
- i) **Traffic Flow Advisory Committee** – Mayor Tompkins noted there will be no meeting until Spring 2015.
- j) **Protocol** – Councillor Paquette advised of the January 1st New Year's Levee at the Legion, Mayor formal wear and chain of office.
- k) **CAO's Report** – CAO Amour noted the report is being emailed to Council on a regular basis and advised the Active Living Coordinator report for December is attached.
- l) **Water Report** – meets required parameters

13. OTHER BUSINESS:

14. CORRESPONDENCE:

- a) **TD Green Streets 2015**

MOTION #C-2014-12-15-14

Moved by Councillor Paquette, seconded by Deputy Mayor Power, that Council formally approve the final application to TD Green Streets for potential funding in 2015. **CARRIED**

15. IN CAMERA:

- a) Reason (c) Personnel
- b) Reason (e) Contract negotiations

MOTION #C-2014-12-15-15

Moved by Councillor Hudson, seconded by Councillor Paquette, it was agreed to move in-camera at 9:23 pm **CARRIED**

MOTION #C-2014-12-15-16

Moved by Councillor Hudson, seconded by Councillor Paquette, it was agreed to come out of in-camera at 10:15pm. **CARRIED**

16. ADJOURNMENT

MOTION #C-2014-12-15-17

Moved by Councillor Hudson, seconded by Councillor Paquette, to adjourn the meeting at 10:17pm. **CARRIED**

Mayor Michael Tompkins

CAO Carol St-Amour