

**Town of Annapolis Royal
Regular Council Meeting
Approved Minutes of Meeting Held
July 21, 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, Town Crier Peter Davies and Junior Town Crier Maura Scranton, Mr. and Mrs. Scranton and Rhys Scranton.

2. REGRETS:

3. CALL TO ORDER: Mayor Tompkins called the meeting to order at 6:50 pm.

4. APPROVAL OF COUNCIL MINUTES: June 16, 2014

MOTION C-2014-JUL-21-01

Moved by Councillor Mersereau, seconded by Councillor Paquette to approve the minutes of the Regular Council meeting held June 16, 2014 as presented. **CARRIED**

5. ADDITIONS TO AGENDA:

In camera – Reason (h) Public Security

6. APPROVAL OF AGENDA:

MOTION C-2014-JUL-21-02

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

7. PUBLIC INPUT: None

8. PRESENTATIONS:

i. **Re: Junior Town Crier Appointment**

Town Crier Peter Davies advised that the current Junior Town Crier has decided to retire and requested an appointment of a second Junior Town Crier. Town Crier Peter Davies requested Council to officially appoint Maura Scranton as a Junior Town Crier. Mayor Tompkins read the appointment of Moira Scranton as Junior Town Crier.

9. PUBLIC HEARING:

10. BUSINESS ARISING:

i. **Ratification of Order Pursuant to Section 346(1) of the Municipal Government Act – Electronic Vote**

MOTION C-2014-JUL-21-03

Moved by Councillor Mersereau, seconded by Councillor Paquette to ratify the electronic poll of June 24, 2014: That Council hereby issues an Order pursuant to Section 346(1) of the Municipal Government Act on the property located at 378 St. George Street, Annapolis Royal as follows:

As a result of failure to remedy the matters set out in the order dated April 16, 2012 and sent to the property owner via registered mail and ordinary mail on April 17, 2012, Town Council hereby Orders the property owner to correct and remedy the following items – within 28 days of receipt of an Order letter:

1. The exterior of the building as well as the fence on the property are in need of scraping and painting;
2. The grounds require maintenance including raking of leaves, cutting the grass, whipper snipping and pruning of bushes;
3. The roof shingles on the house are in need of replacement.

The property owner is hereby ordered to correct and remedy the items identified in points 1, 2 and 3, above within 30 days of receipt of this letter, in accordance with Section 346 of the Municipal Government Act.

Failure to comply with the requirements of this Order within the time specified will result in entry on the property without warrant or other legal process to carry out the work specified above and the property owner will be billed for the work and it shall constitute a first lien on the property.

Further, failure by the property owner to comply with this Order may result in a prosecution under Section 348(4) of the Municipal Government Act and, if found guilty, the imposition of a fine between \$100 and \$5,000 for each day the Order is not complied with, and in default of payment, to imprisonment for not more than three months. **CARRIED**

11. NEW BUSINESS:

i. Financials April 1, 2014 – June 30, 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

CAO St-Amour noted that some expense items are paid 100% annually at the beginning of the year.

ii. Aged Receivables

- a) Utilities and Taxes

iii. Historical Association of Annapolis Royal re: Feedback Contemporary View of Town

Councillor Mersereau suggested the Historical Association should circulate it to other attractions, noting there is nothing that makes the gardens easily identifiable.

iv. Annapolis Valley Exhibition re: Invitation to Grand Street Parade

Deputy Mayor Power noted this item should be forwarded to Ann Marie Monk of the Princess Committee.

v. PeopleWorx re: Invitation to Grand Opening

Mayor Tompkins advised he will be able to attend the Grand Opening of PeopleWorx August 1st at 11:00 am

vi. Recreation Nova Scotia 17th Annual Conference re: Invitation to Attend

Discussion was held regarding attendance of either the Active Living Coordinator and/or Council at the conference. No member of Council plans to attend.

vii. HMCS Acadia SCSTC re: Invitation to Graduation Inspection

Mayor Tompkins advised he cannot attend the August 1 Inspection.

viii. HMCS Acadia SCSTC re: Invitation to Final Graduation

Mayor Tompkins advised he may possibly be able attend. Mayor Tompkins suggested sending an official invitation to HMCS Acadia to use the wharf facilities.

ix. Chase Paymentech Solutions – re: Merchant Agreement

Mayor Tompkins requested more options including Chamber of Commerce rates and Annapolis Board of Trade rates; and rates to include the option of outright purchase of the machine.

x. Aftermath of Tropical Storm Arthur re: Update from CAO

CAO St. Amour reviewed her report on the aftermath of Tropical Storm Arthur including the Leaf and Yard Waste. It was noted Superintendent McLean recommends the leaf and yard waste site be open in the spring and fall and the rest of the time available to residents by appointment.

Considerable discussion was held regarding the leaf and yard waste site including contractors not working for the Town or County residents who dump at the site; the need to address a fee for contractors; fee schedule for contractors who use the Town site instead of Lawrencetown; need a process to control and manage what comes in; separate piles for grass and/or leaves and tree branches; and how is the Town going to get rid the debris. It was noted a chipper can cost between \$5,000 and \$10,000; provides mulch; should investigate costs including a tow behind the truck chipper and buy versus contract out.

MOTION C-2014-JUL-21-04

Moved by Deputy Mayor Power, seconded by Councillor Mersereau to install a new lock at the Town's Leaf and Yard Waste Site, new keys be cut and made available at Town Hall for a fee of \$5.00 to Town residents only, the site be open 24-7 to Town residents or contractors working for residents. **CARRIED**

MOTION C-2014-JUL-21-05

Moved by Councillor Hudson, seconded by Deputy Mayor Power to direct administration to prepare a policy for Contractors Working for Residents Use of the Leaf and Yard Waste Site, including the fee base. **CARRIED**

CAO St-Amour reviewed an assessment of trees following Tropical Storm Arthur.

Mayor Tompkins inquired if the Town owns land in Lequille on Old Trunk Road 8, a sand pit.

MOTION C-2014-JUL-21-06

Moved by Councillor Hudson, seconded by Councillor Paquette to give authority to the Chief Administrative Officer to pay the expenses as required for the cleanup after Tropical Storm Arthur. **CARRIED**

xi. Public Access to First Lake

MOTION C-2014-JUL-21-07

Moved by Deputy Mayor Power, seconded by Councillor Hudson that Council endorse public access to First Lake and that the current signage at the entrance to the Lake be replaced with appropriate signage. **CARRIED**

xii. Arts Unleashed re: Not for Profit Signage

MOTION C-2014-JUL-21-08

Moved by Councillor Mersereau, seconded by Councillor Hudson that Council approve the request to install a projecting wall sign at 324 St. George Street on a temporary basis for the period of July 23, 2014 to August 24, 2014 and waive the fee. **CARRIED**

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Planning and Heritage Advisory Committee meeting of July 16, 2014

That Council give the applicant at 21 Church Street heritage approval to repair and replace the emergency fire escape as detailed in application AR14-021-HER, providing all conditions of the Land Use By-law are met.

Discussion was held regarding the existing staircase, noting if moved to the back of the building it would protrude less on the narrow lane way.

MOTION C-2014-JUL-21-09

Moved by Deputy Mayor Power, seconded by Councillor Paquette to table the vote on application AR14-021-HER until the applicant responds to a request to consider the option of moving the emergency fire exit/staircase so the back of the property so that the staircase does not protrude as much, and subsequently an email poll vote be conducted. **CARRIED**

ii. Committee of the Whole Meeting held July 9, 2014

MOTION C-2014-JUL-21-10

Moved by Councillor Paquette, seconded by Councillor Hudson that Council approve the Chief Administrative Officer to enter into an agreement with Nova Scotia Tourism Agency for funding under the Tourism Development Investment: Rejuvenating First Impressions Program for 2014/2015 March 31. **CARRIED**

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

1. **Mayor's Report** – Mayor Tompkins advised he attended the Graduation Ceremonies at Annapolis West Education Centre, the Town's Canada Day Celebrations, the Town of Bridgetown Canada Day Celebration Fireworks, and a Ribbon Cutting at the wharf for the new floating dock.
2. **Marketing and Economic Development Committee** – none
3. **Board of Police Commissioners** – Deputy Mayor Power advised a meeting was held July 9th and topics of discussion were the status of surveillance cameras, the antenna needs to be adjusted at Town Hall, 2 summer auxiliary officers working until after Natal Days, bike patrols have started and there is no meeting in August. Councillor Paquette inquired about bylaw enforcement. Councillor Mersereau suggested the list of by-laws need to be reviewed to identify the by-laws that require enforcement by the police and then to present this to the Board.
4. **Friends of the Library Expansion** – None
5. **ARRA** – Councillor Mersereau noted the task force is meeting tomorrow at 7 pm; there were viewings July 3 and today; working out some numbers including the cost to maintain the building and construction cost numbers for multi user facility.
6. **Planning Services** – Report for June 2014
7. **REMO** – None
8. **Valley Waste Resource Management** – Councillor Hudson advised there is a meeting Wednesday and will discuss plans for future storms and additional pick-ups. Council agreed to request Valley Waste to close the lids on the green compost bins once the compost has been picked up to prevent odours from escaping and to advertise this in the Town Crier.
9. **Planning and Heritage Advisory Committee** – Discussed previously.
10. **Traffic Flow Advisory Committee** – Mayor Tompkins inquired with respect to the new 36" convex traffic mirror being installed.
11. **Events Protocol Update** – Councillor Paquette advised of the July 1st Canada Day Celebrations noting the Mayor attended the Opening Ceremonies for the Town of Annapolis wearing the chain of office and also attended the Town of Bridgetown's fireworks; Natal Day Princess Dessert July 31st, Natal Day Opening Ceremonies August 1st, Natal Day Parade August 4th, Natal Day Sunset Ceremonies August 3rd, Mayor attends wearing chain of office; Cadet Graduation August 14th, Mayor attends wearing chain of office; Mayor and Council attend the dedication at 8pm Friday August 1st at Town hall in honour of Daurene Lewis. It was noted the Cadet Review is every 3 weeks during summer.
12. **CAO's Report** – CAO St-Amour advised she started a new reporting process of weekly email updates to Council. It was noted training is required for the IT and a date needs to be set.

Councillor Paquette extended kudos to public works for their efforts during Tropical Storm Arthur.

13. **Water Report** – meets required parameters

14. OTHER BUSINESS: None

15. CORRESPONDENCE:

- i. Friends of the Annapolis Pool Society re: Pool Paver
- ii. Friends of the Annapolis Pool Society re: Thank you
- iii. Nova Scotia Emergency Measures Organization re: 72 Hours
- iv. Property Valuation Services Corporation re: 2013-14 Annual Report

MOTION C-2014-JUL-21-11

Moved by Councillor Hudson, seconded by Councillor Paquette to extend the meeting.

CARRIED

MOTION C-2014-JUL-21-12

Moved by Councillor Hudson, seconded by Councillor Paquette to move in camera at 9:15 pm

CARRIED

16. IN CAMERA:

- i. Reason (a) Acquisition, sale, lease and security of municipal property
- ii. Reason (g) Legal advice eligible for solicitor-client privilege
- iii. Reason (h) Public security
- iv. Reason (h) Public security

MOTION C-2014-JUL-21-13

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

MOTION C-2014-JUL-21-14

Moved by Councillor Paquette, seconded by Councillor Hudson

“That Administration issue an Order under Section 63 of *the Municipal Government Act* and the Town of Annapolis Royal “*Tree Inspection and Removal Powers Policy 2002-1*” to the owner of 238 St. Anthony Street;

that the Order stipulate the requirement within 30 days for removal of trees growing along the side of the house located at 232 St. Anthony Street and which are located between the house located at 232 St. Anthony Street and the driveway of 238 St. Anthony Street as the trees are deemed to be hazardous to persons and property of 232 St. Anthony Street;

and that if the property owner of 238 St. Anthony Street does not comply with the Order within 30 days of service of a copy of the Order, Section 63 of the *Municipal Government Act* and Policy 2002-1 will be actioned. **CARRIED**

17. ADJOURNMENT

MOTION C-2014-JUL-21-15

Moved by Councillor Paquette, Seconded by Deputy Mayor Power to adjourn at 10:18 p.m.

CARRIED

Mayor Michael Tompkins

CAO Carol St-Amour