

**Town of Annapolis Royal  
Approved Minutes of Regular Council Meeting held  
June 16, 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 Bourke and Jeff Henshaw.

**2. REGRETS:** None

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

**4. ADDITIONS TO AGENDA:**

Business Arising – i. Variance 174 St. George Street

Business Arising – vi. Provision of May 31, 2014 Financial Reports to Council

New Business – v. Write Off of Utility Interest

**5. APPROVAL OF AGENDA:**

**MOTION C-2014-JUNE-16-01**

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

**4. APPROVAL OF COUNCIL MINUTES:**

i. Special Council March 15, 2014

**MOTION C-2014-JUNE-16-02**

Moved by Councillor Paquette, seconded by Councillor Hudson to approve the minutes of the Special Council meeting held March 15, 2014 as amended: Page 1, first bullet, add at the end “to reflect a 1.2% increase based on the CPI change for 2013”. **CARRIED**

ii. Special Council March 24, 2014

**MOTION C-2014-JUNE-16-03**

Moved by Councillor Paquette, seconded by Councillor Mersereau to approve the minutes of the Special Council meeting held March 24, 2014 as amended: Page 3, Item v, second sentence amend “\$5000” to “\$15,000”. **CARRIED**

iii. Special Council April 5, 2014

**MOTION C-2014-JUNE-16-04**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power to approve the minutes of the Special Council meeting held April 5, 2014 as amended: delete “Deputy Mayor Pat Powers” and insert “Deputy Mayor Pat Power”. **CARRIED**

iv. Special Council April 7, 2014

**MOTION C-2014-JUNE-16-05**

Moved by Deputy Mayor Power, seconded by Councillor Paquette to approve the minutes of the Special Council meeting held April 7, 2014 as amended: Page 1, 4<sup>th</sup> bullet from the bottom, amend to read “How often is salt bought”. **CARRIED**

v. Special Council April 22, 2014

**MOTION C-2014-JUNE-16-06**

Moved by Councillor Paquette, seconded by Councillor Hudson to approve the minutes of the Special Council meeting held April 22, 2014 as amended: Page 4, last sentence add the word “out” after the words “was phased”. **CARRIED**

vi. Regular Council May 21, 2014

**MOTION C-2014-JUNE-16-07**

Moved by Councillor Hudson, seconded by Councillor Mersereau to approve the minutes of the Regular Council meeting held May 21, 2014 as presented. **CARRIED**

**MOTION C-2014-JUNE-16-08**

Moved by Councillor Mersereau, seconded by Councillor Paquette to reconsider the motion to approve the minutes of the Regular Council meeting held May 21, 2014. **CARRIED**

**MOTION C-2014-JUNE-16-09**

Moved by Councillor Mersereau, seconded by Councillor Paquette to approve the minutes of the Regular Council meeting held May 21, 2014 as amended: Page 5, first paragraph, delete “which could include” and insert “and also could include”. **CARRIED**

**MOTION C-2014-JUNE-16-10**

Moved by Deputy Mayor Power, seconded by Councillor Paquette to approve for clarity an amendment of the minutes of the Regular Council meeting held May 21, 2014 as follows: Page 5, Valley Waste Resource Management, Motion #C-2014-MAY-21-13, delete motion and insert: Moved by Councillor Hudson, seconded by Councillor Mersereau, that:  
a) effective October 9, 2013 for a one year trial period ending October 15, 2014, that a minimum of 2 community compost bins be placed at the public works yard for public use and serviced by the Public Works Department, and  
b) effective from April 15 to October 15 each year until the policy is revised, businesses in Town may request an additional Town compost bin at their place of business, to be picked up by the Public Works Department on the alternate week to the Valley Waste pickup at a cost to the business in the amount of \$25.00 per pickup, per bin, to be billed to businesses that sign on for the additional pickup regardless of whether the bin is full and unless the Town receives notice of suspension of pickup. **CARRIED**

vii. Special Council May 31, 2014

**MOTION C-2014-JUNE-16-11**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power to approve the minutes of the Special Council meeting held May 31, 2014 as amended: Page 2, halfway down the page, the sentence that refers to line item 01-21251J delete “King’s Theatre Repair and Maintenance” and insert “Repairs and Maintenance for Town properties other than Town Hall”. **CARRIED.**

viii. Special Council June 11, 2014

**MOTION C-2014-JUNE-16-12**

Moved by Councillor Paquette, seconded by Councillor Hudson to approve the minutes of the Special Council meeting held June 11, 2014 as amended: Page 1, i. New Building Canada Fund, second paragraph delete the words "in order". **CARRIED**

**7. PUBLIC INPUT:** None

**8. PRESENTATIONS:** None

**9. PUBLIC HEARING:** None

**10. IN CAMERA**

**MOTION C-2014-JUNE-16-13**

Moved by Councillor Hudson, seconded by Councillor Paquette to move in camera at 6:20 pm. **CARRIED**

- i. Reason (h) Public Security
- ii. Reason (c) Personnel Matter
- iii. Reason (a) Acquisition, sale, lease and security of municipal property
- iv. Reason (g) Legal advice eligible for solicitor-client privilege
- v. Reason (g) Legal advice eligible for solicitor-client privilege
- vi. Reason (f) Litigation or potential litigation
- vii. Reason (f) Litigation or potential litigation

**MOTION C-2014-JUNE-16-14**

Moved by Councillor Hudson seconded by Councillor Paquette to come out of in camera at 9:00 pm. **CARRIED**

**MOTION C-2014-JUNE-16-15**

Moved by Councillor Mersereau, seconded by Councillor Hudson to extend the Regular Council meeting to 9:30 pm. **CARRIED**

**11. BUSINESS ARISING:**

**i. Variance 174 St. George Street**

Councillor Paquette requested clarification regarding the request for a variance at 174 St. George Street. CAO St-Amour advised that there is no opportunity for Council to allow a variance, according to the MGA Section 235 and 235.2.

**ii. Financial Reports**

Councillor Mersereau requested the May 31, 2014 financial reports and aged receivables by July 9, 2014.

**12. NEW BUSINESS:**

**i. New Building Canada Fund, Motion of Council Confirmation of Three Projects**

**MOTION C-2014-JUNE-16-16**

Moved by Councillor Paquette seconded by Councillor Hudson, that with regards to the New Building Canada Fund the priorities in order are #1, Disaster Mitigation Infrastructure and

Drinking Water, #2 Drinking Water with Wastewater and #3 Connectivity and Broadband with Innovation. **CARRIED**

**ii. Accounts Receivable Write-off Interest**

**MOTION C-2014-JUNE-16-17**

Moved by Councillor Hudson, seconded by Councillor Paquette that \$11.09 interest charged in error June 5, 2014 for account number FMDEV001 be written off. **CARRIED**

**13. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

**i. Traffic Flow Advisory Committee meeting of June 2, 2014**

**MOTION C-2014-JUNE-16-18**

Moved by Councillor Paquette, seconded by Councillor Hudson that Council invite Legion representatives to a meeting of Council for the purpose of discussing the Legion Parking Lot area. **CARRIED**

**MOTION C-2014-JUNE-16-19**

Moved by Councillor Hudson, seconded by Councillor Mersereau that Council approve the purchase a 36 inch Exterior Convex Mirror in the amount of \$337.35 plus HST to replace the existing mirror on St. George Street. **CARRIED**

**MOTION C-2014-JUNE-16-20**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power that Council approve the purchase an additional 3 brackets to be used for the purpose of mounting the portable speed sign. **CARRIED**

**MOTION C-2014-JUNE-16-21**

Moved by Deputy Mayor Power, seconded by Councillor Paquette that Council approve Administration to invite Parks Canada to negotiate for diagonal parking in front of Fort Anne by the cemetery. **CARRIED**

**ii. Committee of the Whole meeting of June 4, 2014**

**MOTION C-2014-JUNE-16-22**

Moved by Councillor Paquette, seconded by Councillor Hudson, that Council transfer \$190,000.00 from the General Operating Fund to the General Capital Fund 2013/14 on the understanding the funds are to be used to liquidate the balance of the 2011 advance to the General Capital Fund. All Nay Votes. **MOTION DEFEATED.**

Discussion was held and Councillor Mersereau suggested an amendment to the motion regarding the transfer of \$190,000 and the transfer of \$700,000 and distributed copies of a proposed motion.

**MOTION C-2014-JUNE-16-23**

Moved by Councillor Paquette, seconded by Councillor Hudson that Council transfer \$700,000.00 to the Operating Reserve fund as of March 31, 2013/14. All Nay Votes. **MOTION DEFEATED.**

**MOTION C-2014-JUNE-16-24**

Moved by Councillor Mersereau, seconded by Councillor Paquette that

- a) the \$190,000 be transferred from the General Operating Fund to the General Capital Fund as of March 31, 2014 on the understanding the funds are to be used to liquidate the balance of the 2011 advance from the General Operating Fund to the General Capital Fund;
- b) that \$700,000 be transferred from the General Operating Fund to the General Capital Reserve Fund as of March 31, 2014;
- c) that \$150,000 be transferred from the General Operating Fund to a General Operating Reserve Fund as of March 31, 2014; and
- d) that \$1,040,000 be transferred from Prior Years' Operating Surpluses to Operating Income for the 2013/14 fiscal year, as of March 31, 2014. **CARRIED**

**MOTION C-2014-JUNE-16-25**

Moved by Councillor Hudson, seconded by Councillor Mersereau that Council approve a rose bush or small flower bush like the Snow Day Surprise be purchased and planted as soon as possible near the corner of the stairs and the ramp going into Town Hall and that the plant be dedicated in memory of Daurene Lewis. **CARRIED**

**MOTION C-2014-JUNE-16-26**

Moved by Deputy Mayor Power, seconded by Councillor Paquette that Council give approval to the applicant to replace the current two Parks Canada directional signs on Prince Albert Road, providing all the requirements of the Land Use By-Law are met. **CARRIED**

**MOTION C-2014-JUNE-16-27**

Moved by Councillor Paquette, seconded by Councillor Hudson that Council approve the letter to the Province regarding the Annapolis Royal Regional Academy be prepared for Mayor Tompkins signature. **CARRIED**

**MOTION C-2014-JUNE-16-28**

Moved by Councillor Hudson, seconded by Councillor Mersereau that Council direct Administration to write a letter to the property owner of 98 Victoria Street advising that any renewal of the development permit would be dependent on visible progress towards completion which must be shown this year of the current development permit. **CARRIED**

**iii. Planning and Heritage Advisory Committee meeting of June 9, 2014**

**AR14-014-HER – 430 St George Street - Request for Changes to a Heritage Property**

**MOTION C-2014-JUNE-16-29**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power that the applicant at 430 St. George Street be given heritage approval to repair and replace the windows to match the size and shape of the existing windows, repair the side verandah, remove the rear porch, rotate and move the garage, and other repairs as detailed in application AR14-014-HER, providing all conditions of the Land Use By-law are met. **CARRIED**

**AR14-015-HER – 396 St George Street - Request for Changes to a Heritage Property**

**MOTION C-2014-JUNE-16-30**

Moved by Deputy Mayor Power, seconded by Councillor Paquette that the applicant at 396 St. George Street be given heritage approval to add a staircase at the back of the building and install a wooden sign on the front lawn by the garden, as detailed in application AR14-015-HER, providing all conditions of the Land Use By-law are met. **CARRIED**

**AR14-017-HER – 712 St George Street – Request for Changes to a Heritage Property**

**MOTION C-2014-JUNE-16-31**

Moved by Councillor Paquette, seconded by Councillor Hudson that the applicant at 712 St. George Street be given heritage approval to install a fence at the rear of property as detailed in application AR14-017-HER, providing all conditions of the Land Use By-law are met. Mayor Tompkins voted Nay. **CARRIED**

**AR14-018-HER – 62 Chapel Street – Request for Changes to a Heritage Property**

**MOTION C-2014-JUNE-16-32**

Moved by Councillor Hudson, seconded by Councillor Mersereau that the applicant at 62 Chapel Street be given heritage approval to replace the windows in the porch with double hung wooden windows as detailed in application AR14-018-HER, providing all conditions of the Land Use By-law are met and to stipulate that the windows be of similar size as the existing ones. **CARRIED**

**iv. Marketing & Economic Development Committee meeting of June 10, 2014**

**MOTION C-2014-JUNE-16-33**

Moved by Deputy Mayor Power, seconded by Councillor Paquette that a onetime \$500.00 honorarium be given to Caitlin Bridson-Pateman, to assist in the additional expenses that will occur for her new role as Queen Annapolis 82nd. **CARRIED**

**14. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

- 1. Mayor's Report** – Mayor Tompkins advised he attended the ARRA Community Consultant meeting, the Apple Blossom in Kentville, the photo opportunity in the Historic Gardens and the Fish Derby held at First Pond.
- 2. Marketing and Economic Development Committee** – Mayor Tompkins noted the Committee is starting to get back to regular meetings. Natal Days is now a sub-committee of the Marketing and Economic Development Committee.
- 3. Board of Police Commissioners** – Deputy Mayor Power advised the police survey that a has been discussed will be put off until after negotiations have been completed and the Police Chief meeting was with a representative on the 12<sup>th</sup> to discuss the surveillance cameras.
- 4. ARRA** – Councillor Mersereau advised of the following meetings he attended: ARRA Community Consultation meeting, June 10 Mayor presented to the County regarding the ARRA, met with Atlantic Canada Opportunities Agency, and the CAO met with David Floyd regarding Annapolis Royal Regional Academy handover.
- 5. Planning Services** – May 2014
- 6. REMO** – Councillor Hudson advised there has been no meeting.

**7. Valley Waste Resource Management** – Councillor Hudson advised a meeting is scheduled for June 18, 2014.

**8. Planning and Heritage Advisory Committee** – Councillor Mersereau mentioned the Building Inspector report that refers to a follow up letter of deficiencies at King's Theatre and noted there may be budget implications.

**9. Traffic Flow Advisory Committee** – Mayor Tompkins advised the Committee met and the recommendation was to install a larger mirror rather than a stop sign at the intersection of St. George and St. Anthony.

**10. CAO's Report-** CAO St-Amour advised she will distribute copies of the Active Living Coordinators report and the Planning Heritage and Marketing Coordinators report. CAO St-Amour advised in addition to the Special Council budget meetings, attended a REMO planning meeting, met with Jeff Hanshaw regarding IT Services, met with Jane Nicholson, met with Harry Jost as he will be putting together the tender documents for the Town Hall roof, had a couple of meeting with David Floyd from the Annapolis Valley Regional School Board, attended the ARRA Community Consultation meeting, met with the Mayor and Jane Nicholson and Donnie Brown and attended the Royan function.

Deputy Mayor Power advised she attended the First Friday event June 6, 2014.

Discussion was held regarding yacht traffic in the basin, and it was noted the Wharf Association is charging \$20. over-night to tie up to the guest moorings. Mayor Tompkins will discuss this with a representative from the Wharf Society.

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

**15. OTHER BUSINESS:**

**16. CORRESPONDENCE:**

- i. Friends of the Pool Society

**MOTION C-2014-JUNE-16-34**

Moved by Councillor Paquette, seconded by Councillor Hudson to extend the meeting until 10 pm. **CARRIED**

**17. 2014/15 OPERATING BUDGET**

**General Operating Budget 2014/15 Finalization**

Line item 01-21251F – reduce from 30,000. to 20,000. and allocate the remaining 10,000. to water;

Line item 01-21291 – increase from 5400. to 6500.;

Line item 01-21209K – increase from 4,443. to 5,200.;

Line item 01-28235 – increase from 84,000. to 88,000.;

Line item Allowance for Contingencies – increase by 2,000.;

Line item 01-23110 – increase to \$49,590.26 and other related lines adjusted accordingly;

Line item 01-24210 – increase to \$50,861.80 and other related lines adjusted accordingly.

CAO St-Amour discussed the 70 trees at Fortier Mills, the future responsibility of the Town for tree care, and an estimate of \$1,200 provided by Angelika Waldow to care for the additional trees. No additional funds for tree maintenance are available.

**MOTION C-2014-JUNE-16-35**

Moved by Councillor Mersereau, seconded by Councillor Paquette, that the operating budget for 2014/15 of \$1,657,690.59 be passed with tax rates of \$1.65 for residential and \$3.15 for commercial. **CARRIED**

**2014/15 Capital Budget Finalization**

Discussion was held and it was agreed to decrease the proposed capital expenditure for IT Hardware and Software and Installation and Training to \$25,000.

Councillor Mersereau advised the Boardwalk Repairs in the amount of \$200,000. was to be placed in the 2014/15 fiscal year subject to grant funding, rather than forecasting the expenditure in 2015/16.

Councillor Mersereau advised he will not vote in favour of the tablets unless there is an offset of expenditures in other areas such as use of paper.

**MOTION C-2014-JUNE-16-36**

Moved by Councillor Mersereau, seconded by Councillor Paquette that the 2014/15 capital budget of \$273,400.00 be approved with an understanding that with the purchase of tablets there will be no paper produced for anything that can be distributed electronically.

**CARRIED**

It was agreed to direct the CAO to proceed with the IT upgrades. Discussion was held regarding a contract, term of 3 years, review period every 12 months, proof of insurance, not requiring bonding, and a 3 month cancellation provision.

**18. ADJOURNMENT**

**MOTION C-2014-JUNE-16-37**

Moved by Councillor Hudson, seconded by Councillor Paquette to adjourn the meeting at 10:13 pm. **CARRIED**

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Mayor Michael Tompkins

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CAO Carol St-Amour