

**Town of Annapolis Royal
Approved Council Minutes
June 17, 2013**

1. PRESENT: Mayor Tompkins, Deputy Mayor Power, Councillor Hudson, Councillor Mersereau, Councillor Paquette, CAO St-Amour, Recording Secretary Bourke, Phil Roberts

2. REGRETS:

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

4. APPROVAL OF COUNCIL MINUTES:

i. Regular Council Meeting of May 22, 2013

MOTION 1

It was moved by Deputy Mayor Power, seconded by Councillor Hudson to approve the minutes of the Regular Council Meeting of May 22, 2013 as amended:

Page 3 Item iv. Valley Waste Tour and Update, last sentence delete “BFR” and insert “EFR” and add at the end of the last sentence “and has also been in contact with the current service provider.”; under the heading Next Traffic Flow Advisory Committee Meeting Date, paragraph two, insert “regular” before the words “meetings of the Town Council”; and after the words “August 2013” insert “and if necessary a special meeting will be called to deal with an urgent matter”. **CARRIED.**

ii. Special Council Meeting of June 8, 2013

MOTION 2

It was moved by Councillor Hudson, seconded by Deputy Mayor Power to approve the minutes of the Special Council Meeting of June 8, 2013 as amended: Page 1, Item 5 Delete the first paragraph and insert “The Annapolis Royal Regional Academy sub-committee established an August 31, 2013 deadline for development of an information package for use in soliciting expressions of interest in the redevelopment of the ARRA property.”; and Page 3, Item 14, before ”Motion 5” add “The current annual remuneration rates for members of Council have not changed during the past six years and are as follows; Mayor \$8,500.; Deputy Mayor \$5,500.; Councillors \$4,000. Councillor Mersereau stated that as the Mayor’s position as well the Councillor positions were contested during the October, 2012 election, the current low rate of remuneration did not appear to be an impediment to attracting candidates to serve on Council. He further stated that he did not believe any increase in remuneration, other than a CPI based cost of living increase was warranted, at least until early 2015 in order to allow sufficient passage of time for the results of the efforts of the current Council to be more effectively measured. He also proposed that stakeholder input be invited prior to increasing Council remuneration beyond a CPI based cost of living increase, and that in any event the aggregate for the annual remuneration for all Council Members be capped at 2.0% of General Operating Revenues for the preceding fiscal year. It was subsequently discussed that the cap based on a percentage of General Operating Revenues might more appropriately be set at 2.5%. **CARRIED.**

5. ADDITIONS TO AGENDA:

17. In Camera v. Reason (a) – Acquisition, sale, lease and security of municipal property

6. APPROVAL OF AGENDA:

MOTION 3

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the agenda as amended.
CARRIED.

7. PUBLIC INPUT:

Phil Roberts advised he was attending the Council meeting regarding the recommendation from the Planning and Heritage Advisory Committee respecting heritage approval to construct an addition to 144 St. George Street.

It was agreed by Council to move this agenda item forward from Recommendations from Boards, Committees and Commissions and discuss it now while Phil Roberts is present.

MOTION 4

It was moved by Councillor Hudson, seconded by Councillor Paquette to give heritage approval to the applicant to construct an addition to 144 St. George Street as detailed in the application, with the condition that the exterior trim and siding detail match the existing and that the appropriate building code requirements of the Land Use By-law are met. **CARRIED.**

8. PRESENTATIONS: None

9. PUBLIC HEARING: None

10. 2013-2014 Budget Package

i. Letter from County of Annapolis re: Community Program Officer Funding

Discussion was held regarding the Community Program Officer for the County of Annapolis and the request for funding. It was agreed to direct CAO St-Amour to write a letter on behalf of Town Council, thanking the County for the initiative and the offer to participate noting the Town would be very interested if the Town did not have their own police force that is mandated to provide similar services; and further to offer the cooperation of the Town Police force.

ii. Valley Waste Proposal

Discussion was held regarding waste collection and disposal. A spreadsheet was provided listing the various options and associated costs. Councillor Mersereau stated he understood the Valley Waste Board would submit to the Town a hard formal proposal for waste collection and disposal; once the proposal was received the Town would vote on it; in the meantime we felt there was enough traction to move towards that route and allow for it in the budget, and when we received the hard proposal determine if it was in line with what we expect it to be. CAO St-Amour noted Valley Waste provided the chart that was presented at the Special Council meeting which included the listing of all the services they would provide and overall pricing. Councillor Mersereau stated he understood the list of services provided and cost was prepared by Valley Waste staff and the staff would make a recommendation to the Valley Waste Board; it has yet to go to Valley Waste Board for their vote. The Valley Waste Board meeting is scheduled for June 26, 2013.

Councillor Mersereau read a draft motion as follows: that Council approve Valley Waste as the service provider for solid waste, composting, recycling, and spring and fall clean-ups commencing October 1, 2013 and that a letter of thanks be written to C.N. Orde for the excellent solid waste service they have provided for the past few years.

Discussion was held regarding the capital budget item of \$34,000 as the buy in cost of a one-time membership fee, which is a calculated percentage as of the most recent year end of Valley Waste. It was noted the Town invited other quotes for waste collection and disposal.

MOTION 5

It was moved by Councillor Hudson, seconded by Councillor Paquette that Council approve Valley Waste as the service provider for solid waste, composting, recycling, and spring and fall clean-ups commencing October 1, 2013 for a maximum of \$25,108.00 for a six month period commencing October 1, 2013 and capital costs in the amount of \$33,864; as per the terms outlined in the Valley Waste proposal dated April 10, 2013; and that a letter of thanks be written to C.N. Orde for the excellent solid waste service that they have provided for the past few years and also note the Town was not required to tender the service. **CARRIED.**

Councillor Mersereau suggested that a by-law is going to be required with regards to composting bins. Councillor Paquette noted that Valley Waste has an education proponent for the composting bins. Mayor Tompkins suggested that the excess bins be allocated to public works.

iii. Operating Budget

Discussion was held regarding the operating budget and the following change was made: Page 3 Tax Appeals Line Item 01-21150 increase to \$7,500.

MOTION 6

It was moved by Councillor Mersereau, seconded by Councillor Paquette to move in camera at 6:46 pm. **CARRIED.**

MOTION 7

It was moved by Councillor Mersereau, seconded by Councillor Paquette to come out of in camera at 8:05 pm. **CARRIED.**

A brief recess was held and Mayor Tompkins called the meeting back to order at 8:12 pm

MOTION 8

It was moved by Councillor Mersereau, seconded by Councillor Hudson that CAO St-Amour and Mayor Tompkins be authorized to complete the updated documentation for the sale of the land adjacent to 20 Chapel Street on the understanding that the net proceeds from the sale are no less than previously agreed to and the cost borne by the Town in connection with the sale are no greater than previously agreed to. **CARRIED.**

Discussion continued on the operating budget for 2013-2014 and the following change was made: Line Item 01-21210 Admin – Salaries be decreased by \$5,000.

MOTION 9

It was moved by Councillor Hudson, seconded by Councillor Paquette to amend the Policy on Meeting and Procedures and Presentation to provide that Council approve Administrative Meeting Pay at a cost of \$25. per evening meeting for administrative assistance for hourly wage employee(s). **CARRIED.**

Discussion continued on the operating budget for 2013-2014 and the following changes were made:

- Line Item 01-15900 Misc. Revenue increase by \$750.
- Line Item 01-21150 Tax Appeals increase by \$2,500;
- Line Item 01-21210 Admin Salaries decrease by \$5,000;
- Line Item 01-22120 Police Salaries decrease to \$164,063.;
- Line Item 01-27842 TCTS increase to \$500.;
- Line Item 01-28410 Marketing General increase to \$10,750.;
- Line Item 01-28235 Capital Reserve increase to \$55,000.

MOTION 10

It was moved by Councillor Paquette, seconded by Councillor Hudson that the operating budget for 2013/2014 of \$1,629,821. be passed with tax rates of \$1.65 for residential and \$3.15 for commercial. **CARRIED.**

i. Capital Budget

The capital budget items were briefly discussed. CAO St- Amour advised with respect to Ipad's for Council, the server hardware 2011 is the most recent, 7 hours support per month would include travel time, majority of support handled remotely. Councillor Mersereau noted 4 Ipads are for council and 2 Ipads are for staff, hardware, software and server.

Councillor Mersereau advised that the Capital out of Revenue allowance is to be used to finance primarily the police car, the ipads (\$13,000) and the traffic lights; and any leftover would reduce the amount to borrow from ourselves for the 2 bigger expenditures.

MOTION 11

It was moved by Councillor Hudson, seconded by Councillor Paquette, that the 2013/2014 capital budget of \$114,800 be approved and further that the new police car , ipads for 4 Councillors and 2 Staff Members, hardware, software, server, traffic digital light be funded by capital out of revenue and the remainder be internally financed by a loan from accumulated surplus. **CARRIED.**

11. BUSINESS ARISING:

i. The Acadia Centre for Social & Business Entrepreneurship – Update

There is no update available at this time. Councillor Mersereau suggested contacting Paul Stackhouse to determine if this project would be eligible for funding with the Southwest Nova Tourism Task Team.

ii. Annapolis West Education Centre

There is no update available at this time.

iii. Traffic Flow Advisory Committee

It was agreed the date of the Traffic Flow Advisory Committee will be Tuesday July 9th at noon.

12. NEW BUSINESS:

i. Fire Inspections

MOTION 12

It was moved by Councillor Mersereau, seconded by Councillor Hudson, that Hank Sawchuk be appointed as Fire Inspector for the Town of Annapolis Royal on a fee-for-service basis for a period of six months commencing July 1, 2013. **CARRIED.**

Discussion was held regarding fire inspections noting the town pays for all fire inspections including non-public buildings; billing non-public buildings, and the fire inspection mandate. CAO St-Amour was directed to determine if the Town could invoice owners of non-public buildings for fire inspection services.

**ii. Letter from Annapolis Basin Community BANDFEST 2013 re: Financial Support
MOTION 13**

It was moved by Deputy Mayor Power, seconded by Councillor Mersereau that a \$500 donation be made to BANDFEST 2013 in support of their workshop weekend; and further to request an operating budget be provided with future request for funding. **CARRIED.**

**iii. Letter from Nova Scotia Communities, Culture & Heritage re: Heritage Home Incentive
MOTION 14**

It was moved by Councillor Paquette, seconded by Councillor Hudson that the letter and attachments from Nova Scotia Communities, Culture and Heritage which provides an overview of incentives currently offered by the Province to eligible owners of properties registered under the Heritage Property Act be provided on the Town website, referenced in the July Town Crier Newsletter, the information be made available at Town Hall and that copies be prominently showcased in Town Hall. **CARRIED.**

iv. Request from UNSM re: Caucus Structure Review

It was agreed that Deputy Mayor Power provide a response to the Union of Nova Scotia Municipalities regarding the UNSM Caucus Structure Review.

v. Website Audit AnnapolisRoyal.com – Prepared by Adele MacDonald

CAO St-Amour advised the report was shared with the Marketing and Economic Development Committee and MEDC directed CAO St-Amour to send a thank you letter. Adele MacDonald volunteered her time and expertise and no cost was associated with the report.

Discussion was held regarding the Town Website Audit; the Immediate Recommendations and Short Term Recommendations should be dealt with as soon as reasonably possible; invite Adele MacDonald to place her business on the Town's business directory; give permission to allow her to post the report on her website BlissfulInternet Productions and make it available to clients; direct CAO St-Amour to write a thank you letter on behalf of the Town Council for the report including a link to BlissfulInternet Productions and post the letter on the Town website. CAO St-Amour will meet with Adele MacDonald regarding the recommendations in the report. It was noted the Town webmaster is working cooperatively with regards to the website audit.

**vi. Smoke Free Vehicle Policy
MOTION 15**

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the Policy for Smoke Free Vehicles as amended: # 2. The reason for the Smoke Free Vehicles Policy is to prohibit smoking in Town Vehicles; and #4a) smoking shall not be permitted within a town vehicle. **CARRIED.**

vii. Agreement Between Town of Annapolis Royal and Gayle Mosher

Discussion was held regarding event coverage insurance which covers damage to property and third party liability; the Town should be added on as an additional insurer for liability insurance and a copy to be provided to the Town as proof of insurance coverage; people holding events on Town owned property should be required to have event insurance coverage. It was agreed to direct CAO St-Amour to contact the Town's Insurance Broker regarding event insurance and further to bring a draft policy forward for Council's consideration.

MOTION 16

It was moved by Councillor Hudson, seconded by Councillor Paquette that the Mayor and CAO be authorized to sign the agreement between the Town of Annapolis Royal and Gayle Mosher for the purpose of utilizing a portion of Town lands next and adjacent to King's Theatre on July 13, 2013 on the condition that only non-alcoholic beverages are served. **CARRIED.**

13. RECOMMENDATIONS FROM BOARDS, COMMITTEES AND COMMISSIONS:

Date for Annapolis Pool Committee First Meeting

It was agreed the date for the first meeting of the Annapolis Pool Committee will be July 9th, 2013 at 1:00 pm. Subject to other members being available to attend.

MOTION 17

It was moved by Councillor Paquette, seconded by Councillor Hudson that Mr. John H. Armstrong be advised that Council is willing to accept property #'s 05347904, 05347939 and 05347912 on condition that the owner of the property cover all costs associated with the land conveyance from the owner to the Town of Annapolis Royal. **CARRIED.**

Discussion was held regarding enforcement of Town By-laws; and it was noted by the CAO that a policy will be drafted regarding the enforcement of Town By-laws and to relay this information to the Planning and Heritage Advisory Committee.

14. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Mayor's Report – Mayor Tompkins provided his report as follows: May 30th Friends of the Pool Society; May 31st Apple Blossom Coronation; June 2 Masonic Ceremonies; June 8th Special Council; June 10th meeting with Developers/builders and PHAC representatives; June 12th RCMP/Annapolis Police meeting.

ii. Board of Police Commissioners

Deputy Mayor Power advised a meeting was held June 12, 2013, discussion was held regarding the Police Chief's Report; tracking mileage on the second police vehicle; 2 female cadets will be working with Police from July 2nd until after Natal Days; tender for police car has been sent out; CAO St-Amour to get clarification for overtime; discussed police department tour; and the no smoking in town owned vehicles policy.

It was agreed to hold the Council/Police Department Tour July 16th, 2013.

iii. Planning Services

The Planning Services Report for April 2013 was accepted.

iv. REMO – no report

v. Planning and Heritage Advisory Committee

Mayor Tompkins advised that he will be meeting with Ian Lawrence to discuss planning and heritage matters. Councillor Paquette is drafting brochures for educational purposes for the Planning and Heritage Advisory Committee.

vi. Marketing and Economic Development Committee

Councillor Paquette advised MEDC reviewed Paul Stackhouse's Subcommittee Report and the Town Website Audit prepared by Adele MacDonald.

vii. Traffic Flow Advisory Committee – Date set for next meeting July 9, 2013 at noon.

viii. CAO's Report

CAO St-Amour reviewed her report; and further added that on June 22, 2013 the Annapolis Basin Community Band will be playing at the Farmer's Market; the tour of the Historic Gardens was held June 12, 2013 and an upcoming meeting has been scheduled to discuss Pixie Dust Funds.

ix. Water Report

Water tests have been viewed and are within the required parameters.

15. OTHER BUSINESS:

Mayor Tompkins extended thanks to all of council and staff for their hard work with respect to the 2013/2014 budget. Councillor Mersereau stated the Council will have to be very diligent as Council did not build any contingencies into the budget. Councillor Mersereau stated that in conjunction with the audit; to clean up the balance sheet with regards to due from capital to operating balance.

Councillor Mersereau noted that with regards to the Town financials he would like to know the amount of interest being paid on Town accounts, as this would be useful when preparing proposals for use of in-house borrowing, involves updating or preparing investment policy by addition of a clause regarding loaning money to yourself; investments and surplus funds and how much should be invested; suggest auditors can give advice on self-funding or the best place to invest the Town's money.

Mayor Tompkins advised the President of the Board of Trade stepped down and Beth Fearon will continue in the position for the next few months.

ADEDA has invited Council to attend a meeting.

16. CORRESPONDENCE: None

17. IN CAMERA:

The in camera items were discussed as per Motion 6.

- i. Reason (a) – Acquisition, sale, lease and security of municipal property
- ii. Reason (g) – Legal Advice Eligible for Solicitor-client Privilege
- iii. Reason (d) – Labour Relations
- iv. Reason (c) – Personnel Matter
- v. Reason (a) – Acquisition, sale, lease and security of municipal property.

18. ADJOURNMENT:

MOTION 18

It was moved by Councillor Hudson, seconded by Councillor Paquette to adjourn the meeting at 10: 23 pm

CARRIED.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by CAO		
Changes made by Admin		
Approved for website by CAO		
Sent to webmaster		

MEETINGS:

July 2, 9:30 am	Planning & Heritage Advisory Committee
July 2, 3:00 pm	Opening Tenders for Police Vehicle
July 3, 6:00 pm	Committee of the Whole
July 9, 6:00 pm	Marketing & Economic Development Committee
July 10, 9:00 am	Board of Police Commissioners
July 11, 6:00 pm	MEDC Sub-Committee ARRA
July 15, 6:00 pm	Council