

**TOWN OF ANNAPOLIS ROYAL  
REGULAR COUNCIL  
APPROVED MINUTES  
March 18, 2013 at 6:00 pm**

**1. PRESENT:** Mayor Tompkins, Deputy Mayor Power, Councillor Hudson, Councillor Mersereau, Councillor Paquette, CAO St-Amour, and Sandi Millett-Campbell as Recording Secretary. Also in attendance were Ross Maybee, Brian VanRooyen, Ken Redden, Fire Chief Malcom Francis, Richard Foster, Adrian Nette, Danny McClair, Wayne Smith.

**2. REGRETS:** none

**3. CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:01pm.

**4. APPROVAL OF REGULAR COUNCIL MINUTES:** February 18, 2013  
**MOTION #1**

It was moved by Councillor Hudson, seconded by Councillor Paquette "That the Regular Council Minutes of February 18, 2013, be approved, as amended."

Page 4 item 10 last sentence delete Mersereau and insert Paquette. **CARRIED.**

**APPROVAL OF SPECIAL COUNCIL MINUTES:** March 1, 2013

**MOTION #2**

It was moved by Councillor Mersereau, seconded by Councillor Paquette "That the Special Council Minutes of March 1, 2013, be approved, as amended."

Page 2 first paragraph last sentence insert "as proposed" prior to "the Chief, 2 constables, and a corporal.

Page 7 Motion #6 delete "from the" and insert "provided by the" prior to the words Town Solicitor.

**CARRIED.**

**5. ADDITIONS TO AGENDA:**

Business Arising 1– Data on traffic

Business Arising 2 - Grant to upgrade the boardwalk

Business Arising 3 - Fire inspection informal with county

Business Arising 4 - Water leak update.

Business Arising 5 - Budget meeting process / date next budget

**6. APPROVAL OF AGENDA:**

**MOTION #3**

It was moved by Councillor Paquette, seconded by Councillor Hudson "That the Agenda for the Regular Council Meeting of March 18, 2013, be approved, as amended with the additions." **CARRIED.**

**7. PUBLIC INPUT: None**

**8. PRESENTATIONS:**

- i. **Ross Maybee, Brian VanRooyen and Ken Redden, Valley Waste Resource Management**  
Ross Maybee thanked Council for their interest in becoming a partner with Valley Waste Resource Management team. Valley Waste has been in business for 15 years and is a successful model and they are interested in the Town coming on board.

To become a full partner the formula would be calculated with the population, uniform assessment to give approximately .86% for the municipal agreement, plus the buy into the capital assets. This would be approximately \$37000 for the buy in and \$55000 for the annual operating costs. This would include the full package of services, such as green carts, educational information, spring/fall clean up, leaf collection, advertisements, collection every two weeks. Ross Maybee invited Council to a tour of the plant, and Valley Waste is having an orientation session the third Wednesday in May. Mayor Tompkins thanked Ross, Ken and Brian for attending and hopefully will have a response by the end of the month.

**ii. Fire Chief Malcolm Francis and Richard Foster, Fire Department Budget**

Fire Chief Malcom Francis handed out the Fire Fighter's Code of Ethics and 2011 and 2012 annual budgets to Council members. Fire Chief Francis noted that there would not be any capital purchases for the next 3 years. Fire trucks usually last for about 20 years, and the Town truck would be the next that will need to be replaced. Fire Chief Francis is requesting that money be put aside annually for the purchase of the new truck in approximate 13 years. The Annapolis Royal Fire Department is in good financial shape and is requesting the same funding for the 2013/2014 budget. Mayor Tompkins stated the need to install a water meter in the fire hall to meter the usage of the water that is used to fill the pumpers. This will help monitor the Town's total water consumption from the County. Fire Chief Francis invited Council to attend a Wednesday night training session to see the equipment and what the water system is capable of. Fire Chief Francis mentioned that the fire calls have typically been down over the years, but this January the fire department used 2200 man hours in January, which is 1/3 of the hours used for the year 2012.

**12. ii(2) RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

**Planning & Heritage Advisory Committee Recommendations from meeting of March 4, 2013**

**MOTION #4**

It was moved by Councillor Paquette, seconded by Councillor Mersereau that the application to install replacement doors and windows at 314 St. George Street not be approved as this is a substantial alteration which would negatively affect the character defining elements of this registered heritage property. All members voted Nay. **DEFEATED.**

**MOTION #5**

It was moved by Councillor Paquette, seconded by Councillor Mersereau that the application to replace doors and windows at 314 St. George Street, be given heritage approval with the condition that the replacement windows be the same size, shape and configuration as existing, and the replacement door facing St. George Street matches the existing except for the window size within the door. **CARRIED.**

**MOTION #6**

It was moved by Councillor Paquette, seconded by Councillor Mersereau to have a recess at 7:26pm. **CARRIED.**

Mayor Tompkins called the meeting back to order at 7:40 pm.

**9. PUBLIC HEARING: None**

**10. BUSINESS ARISING FROM MINUTES:**

- i. **Data on traffic**
- ii. **Grant to Upgrade the Boardwalk**  
CAO St-Amour spoke with Mike Trinacty from the Province, and noted the deadline for the grant application this year has passed, but can apply next fiscal year.
- iii. **Fire Inspection**  
The County does not have the manpower to perform fire inspections in the Town.
- iv. **Water Leak Update**  
CAO St-Amour reported that Public Works discovered the leak and the County has the leak repaired and capped. The Town is back to normal water consumption. Discussion was held regarding water usage, the terms of the rate by URB, the formula to change the consumption to supply and treatment.
- v. **Budget meeting process / date next budget**  
Mayor Tompkins would like to set the date of March 25 from 5-7:00 pm to continue with the budget process. The Director of Finance, Melony Robinson, will be in attendance. This meeting will be to review the compiled information following Council's last budget deliberation held on March 1, 2013. Police budget will also reflect the proposed changes.

**11. NEW BUSINESS:**

- i. **Request from Annapolis Region Community Arts Council re: Groundworks 2013**

**MOTION #7**

It was moved by Deputy Mayor Power, seconded by Councillor Hudson to approve Annapolis Region Community Arts Council (ARCAC) Groundworks 2013 project from June 1 to 2, 2013 and ARCAC will be responsible to remove/dismantle parts that will interfere with the trail in a timely matter. **CARRIED.**

- ii. **Economic and Rural Development and Tourism re: Session March 26, 2013**

**MOTION #8**

It was moved by Councillor Hudson, seconded by Councillor Paquette that Councillor Mersereau and CAO St-Amour attend the session in Halifax, March 26, 2013, on behalf of Council. **CARRIED.**

- iii. **Municipality of the County of Annapolis re: Granville Ferry Source Water Protection Advisory Committee**

It was agreed the appointee will be Councillor Hudson, and to advertise in the April Town Crier for a citizen representative nomination. The Town will commit to a term of one year on the Committee and evaluate the membership at that time.

- iv. **Regional Municipal Caucus re: Meeting**

Council discussed the items to submit for the meeting which will be fire inspections services, expired shared services agreements, and shared recreation programming services. All Council will attend the first meeting, with regrets from Councillor Paquette.

**v. Queen Annapolis Royal Float re: Theme**

CAO St-Amour will let the Apple Blossom Committee know they have permission to use the Timeless Annapolis Royal logo, and will request they also use the National Historic District logo on their float.

**vi. Mayor/Warden and Elected Officials Workshop re: Course**

All members of Council stated their intention to attend the Emergency Management Course on April 17 at 7 pm in Bridgetown.

**vii. Administrative Request to Stop Quarterly Billing for Water re: 9199 Hwy 8 Lequille**

**MOTION #9**

It was moved by Councillor Hudson, seconded by Councillor Paquette, that the quarterly billing for 9199 Highway 8 in Lequille, be stopped as of March 31, 2013 due to fire, until a new house or a meter is requested from the land owner. **CARRIED.**

**viii. Salary Increase Non-unionized Employees**

**MOTION #10**

It was moved by Councillor Paquette, seconded by Councillor Hudson that the Human Resource Policy 3.05 be changed to state the cost of living adjustment will be based on the average Consumer Price Index of Nova Scotia statistics for the preceding year. **CARRIED.**

**MOTION #11**

It was moved by Councillor Paquette, seconded by Councillor Mersereau that all non-unionized employees with satisfactory written performance evaluations receive a cost of living increase of 2% as of April 1, 2013. **CARRIED.**

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

**1. Planning & Heritage Advisory Committee Recommendations from meeting of March 4, 2013**

**MOTION #12**

It was moved by Councillor Paquette, seconded by Councillor Hudson that Council give heritage approval to the applicant to install new signage at 310 St. George Street as detailed in the application, providing the requirements of the Land use By-law are met. **CARRIED.**

**MOTION #13**

It was moved by Councillor Hudson, seconded by Councillor Mersereau that Town Council send a letter of congratulations to the Sinclair Inn Museum on their recent award from Heritage Nova Scotia. **CARRIED.**

## **2. Marketing and Economic Development Committee Recommendations from meeting of February 19, 2013**

### **MOTION #14**

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power to table the recommendation to Council's budget meeting, to consider approving \$5,000 and up to \$10,000 for a marketing video made by Dr. Chris Cooper to promote the Town of Annapolis Royal. **CARRIED.**

### **MOTION #15**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette that Councillor Mersereau be appointed to represent the Marketing and Economic Development Committee at the discussions with the County of Annapolis regarding the ARRA.

Council discussed this motion and noted that the mandate of the Marketing and Economic Development Committee allows the committee to appoint members to various sub committees. Therefore motion #15 was withdrawn from the agenda.

## **Marketing and Economic Development Committee Recommendations from meeting of March 5, 2013**

### **MOTION #16**

It was moved by Councillor Paquette, seconded by Councillor Hudson that a subcommittee of the Marketing and Economic Development Committee be established for the purpose of a continued future for the ARRA and to encourage efforts to attract someone who wants to take over the building and put it to productive use; to have draft scope of terms of reference for the sub-committee drawn up, and representation will be made up of 2 members of MEDC, 1-2 members from the Annapolis County Economic Development Committee, and two members from the public.

Council discussed this motion and noted that the mandate of the Marketing and Economic Development Committee allows the committee to appoint members to various sub committees. Therefore motion #16 was withdrawn from the agenda.

### **MOTION #17**

It was moved by Councillor Paquette, seconded by Councillor Hudson that a letter be sent to the Board of Trade strongly recommending the location of the Kiosk/Locator Maps be placed at the Farmer's Market or the Historic Gardens or the slip area of the wharf, as opposed to Petit Park, due to higher visibility, higher traffic flow and higher visitor count. **CARRIED.**

## **3. Board of Police Commissioners Recommendations from meeting of March 13, 2013**

### **MOTION #18**

It was moved by Councillor Hudson, seconded by Councillor Mersereau to table the discussion to the Special Council Budget Meeting regarding the potential approval of the attendance of Constable Morrell at the Tim Horton's Camp at an approximate cost of \$500.00. **CARRIED.**

#### **4. Traffic Flow Advisory Committee Recommendations from meeting of March 11, 2013**

##### **MOTION #19**

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power that once the mandate of the Traffic Flow Advisory Committee has been fulfilled, future traffic considerations will become issues for the Traffic Authority and Planning and Heritage Advisory Committee. **CARRIED.**

##### **MOTION #20**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette, that Champlain Drive from the school entrance to St. Patrick's Lane become two way traffic with a no parking zone, except for special days, such as graduation, and Annual Christmas market. Other special events may request a temporary permit from the local Traffic Authority.

Council discussed the motion and decided to request public input, Motion #20 was tabled.

##### **MOTION #21**

It was moved by Councillor Paquette, seconded by Councillor Mersereau to table the request to the Special Council Budget meeting to discuss the budgeting \$2,800.00 for a portable speed monitor from the public works budget; and to contact other municipalities to determine effectiveness. **CARRIED.**

##### **MOTION #22**

It was moved by Councillor Mersereau seconded by Councillor Paquette that the Town issue a letter to the residents of Chapel Street to ask that the cat signs be removed from the utility poles, and the Town has no objection to the signs being placed on their own property. Also to advise the property owners of NSPI's restrictions regarding attaching signs to power poles. **CARRIED.**

#### **5. Special Council Meeting Recommendations from meeting of March 1, 2013**

##### **Recommendation 1**

It was moved by Councillor Paquette, seconded by Councillor Mersereau to advertise for a full time public works employee with certification preferred.

Council had approved this motion at the Special Council meeting on March 1, 2013 so no further action is required.

##### **Recommendation 2**

It was moved by Councillor Mersereau seconded by Councillor Hudson that Council direct the CAO to submit an application to intervene with the NSUARB regarding M05495 along with a covering letter from the Town Solicitor prior to the March 8, 2013 deadline.

Council had approved this motion at the Special Council meeting on March 1, 2013 so no further action is required.

#### **13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

##### **i. Board of Police Commissioners**

Deputy Mayor Power discussed the total number of calls from the police department, the Chief's Report to the Board of Police Commissioners meeting and the draft minutes of March 13, 2013.

**ii. Mayor's Report**

Mayor Tompkins reported that he attended a meeting with Regional Economic Network 3. The Town of Annapolis Royal hosted the Mayors and Wardens meeting, with Mayor Eddy, of Middleton chairing the meeting. The Marketing and Economic Development committee held their brainstorming session and the was pleased with the turnout of residents, business owners, and members of the surrounding areas.

**iii. ADEDA – Councillor Mersereau**

Councillor Mersereau reported that he attended the finance meeting for the wind down of ADEDA. It is projected to be finished by June 30 2013. Councillor Mersereau has requested a list of the equipment and the distribution of the equipment/inventory to date. Two other meetings have been cancelled due to lack of quorum. Councillor Mersereau also inquired about what will happen to the data that they have collected and where it will be stored.

**iv. Planning Services Report**

The Planning Services report for February 2013 was presented.

**v. REMO**

Councillor Hudson reported that he took part in a conference call meeting on March 6, 2013. All Council members are invited to attend a training session on April 17<sup>th</sup> at 7pm at the Bridgetown Fire Hall. Mayor Tompkins and Councillor Hudson will be doing the online training for the ICS100. May 15 is the next scheduled REMO meeting.

**vi. Planning and Heritage Advisory Committee**

Councillor Paquette requested a copy of the hand out from Sefton Squires titled “What Replacement Windows Can’t Replace: The Real Cost of Removing Historic Windows” and “Window Guidelines” be emailed out to all Council for review.

**vii. Marketing and Economic Development Committee**

Councillor Paquette advised that Sally O’Grady made a presentation regarding the Annapolis Royal Regional Academy and is requesting that Council form an official committee. The next meeting will be discussing budget and the sub-committees of MEDC.

**viii. Traffic Flow Advisory Committee**

Mayor Tompkins reported they had their first meeting with the full group in attendance. The next meeting is scheduled for March 26, 2013 at noon. The committee is requesting to bring all suggested new changes to a public meeting to see what direction citizens are interested in going. The committee will then approve and implement all the changes at one time.

**ix. CAO’s Report**

CAO St-Amour reported that she is meeting with Fire Chief Francis on Monday to review the process on the gas/diesel usage. Also advised she met with Peter Townsend and Lillian Stewart regarding the 275 years of the Masonic lodge; met with the lawyers regarding legal issues and union negotiations.

**x. Water Report**

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

**14. OTHER BUSINESS:** None

**15. CORRESPONDENCE:**

- i. The Institute of Public Administration of Canada Nova Scotia Region re: The Changing Role of Municipalities
- ii. Literacy Nova Scotia re: Invitation to Adult Learner's Week
- iii. Business Tech Boot Camp re: Training Program
- iv. NSCC Annapolis Valley Campus re: Community Information Session

**MOTION #23**

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power to move in-camera at 9:52pm. **CARRIED.**

**16. IN CAMERA:**

1. Reason (a) Acquisition, Sale, Lease and Security of Municipal Property
2. Reason (f) Litigation or Potential Litigation
3. Reason (e) Contract Negotiations
4. Reason (h) Public Security
5. Reason (a) Acquisition, Sale, Lease and Security of Municipal Property

**MOTION #24**

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power to come out of in-camera at 10:49pm. **CARRIED.**

**MOTION #25**

It was moved by Councillor Paquette, seconded by Councillor Hudson that Council authorize Mayor Tompkins and CAO St-Amour to sign the Collective Agreement Between the Town of Annapolis Royal and the Canadian Union of Public Employees Local 3552 for the period April 30, 2013 to March 31, 2015. **CARRIED.**

**MOTION #26**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette that Council authorize Mayor Tompkins and CAO St-Amour to sign the Agreement Between the Town of Annapolis Royal and Mr. Brian Keevill for Carrying on Business as Ye Olde Towne Pub for the period of April 30, 2013 to November 15, 2013, as amended:

Section {b} to read: "that the hours of operation shall be up to 11:00 pm Monday to Sunday, inclusive, and";

By the addition of new Section {e} {vii} "be in accordance with all licences, including liquor licenses." **CARRIED.**

**MOTION #27**

It was moved by Councillor Paquette, seconded by Councillor Hudson that Council authorize Mayor Tompkins and CAO St-Amour to sign the Agreement of Purchase and Sale regarding Plan No. 77709



Between the Town of Annapolis Royal and Christine and Pierre Igot, dated March 18, 2013 with a closing date to be 90 days after signing the Agreement. **CARRIED.**

## 17. ADJOURNMENT

### MOTION #28

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power that the Regular Council Meeting of March 18, 2013 be adjourned at 11:00 pm. **CARRIED.**

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

### MEETINGS:

Marketing and Economic Development Committee  
Regional Caucus Meeting – Lawrencetown  
Traffic Flow Advisory Committee  
Marketing and Economic Development Committee  
Committee of the Whole  
URAB Hearing (water)  
Planning and Heritage Advisory Committee  
Board of Police Commissioners  
Strategic Planning Session  
Next Council

March 19, 2013 at 6 pm  
March 21, 2013 at 7 pm  
March 26, 2013 at 12 noon  
April 2, 2013 at 6 pm  
April 3, 2013 at 6 pm  
April 4, 2013 at 11 am  
April 9, 2013 at 9:30 am  
April 10, 2013 at 9 am  
April 13, 2013 at 10 am  
April 15, 2013 at 6 pm