

**Town of Annapolis Royal
Approved Minutes of the Regular Council Meeting held
May 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 and Recording Secretary Dawn Bourke.

2. REGRETS: None

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

4. APPROVAL OF COUNCIL MINUTES: Regular Council April 23, 2014

MOTION #C-2014-MAY-21-01

Moved by Councillor Hudson, seconded by Councillor Paquette to approve the minutes of the Regular Council meeting held April 23, 2014 with the following amendment: Page 2, Business Arising, i. delete "\$1,750.00" and insert "\$17,500.00". **CARRIED**

5. ADDITIONS TO AGENDA:

New Business, iv. Legacy Project

Correspondence, i. Nova Scotia Office of Immigration re: Seeking Input

Business Arising, iv. Royan Students

Business Arising, v Set Date for Special Council Budget Meeting

6. APPROVAL OF AGENDA: Paul Sherman carried,

MOTION #C-2014-MAY-21-02

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

7. PUBLIC INPUT: None

8. PRESENTATIONS: None

9. PUBLIC HEARING: None

10. BUSINESS ARISING:

i. Recommendation to Transfer Accumulated Operating Surplus to Reserves

Councillor Mersereau distributed copies of a document he prepared and the subject is the redistribution of Accumulated Surplus in the General Operating Fund and Clean-up of Balance as of 2011 advance from the General Capital Fund. It was agreed to include this item at the Special Council Budget Meeting.

It was agreed to direct the CAO to contact the Department of Municipal Affairs to seek approval if required, regarding the transfer of accumulated operating surplus to reserves as of March 31, 2014.

Councillor Mersereau mentioned he was drafting a document for an Investment Policy for Council's consideration. It will include a statement regarding a municipality's reserve fund loaning money to the capital funds to carry out capital improvements as per the Municipal Government Act.

ii. Set Date For Traffic Flow Advisory Committee Meeting

It was agreed the next meeting of the Traffic Flow Advisory Committee will be held June 2 at 12:00 pm.

Set Date for Special Council Budget Meeting

It was agreed that a Special Council Budget Meeting will be held May 31st from 10am-2pm.

iii. IT Assessment

Mayor Tompkins requested clarification as to where the funds would be posted, operational or capital, considering the IT assessment is part of a larger project.

MOTION #C-2014-MAY-21-03

Moved by Deputy Mayor Power, seconded by Councillor Hudson that Council pre-approve an expenditure of \$800 plus HST plus travel cost for one visit to Annapolis Royal for the purpose of completing an urgent IT assessment with an appropriate go-forward plan by Custom Page Media & Consulting Inc. **CARRIED**

Twinning Sub-committee

CAO St- Amour advised there has been some discussion between the current Chair of the Twinning Committee and Council regarding holding an event with the Royan students while they are here. CAO St-Amour advised the Twinning Sub-Committee is requesting funds in the amount of Three Hundred Ten Dollars (\$310.00) and approximately One Hundred Fifty Dollars (\$150.00) will be spent towards an event.

It was agreed to invite Council, the Twinning Sub-Committee, the Town Crier and Escort, the Royan students and the Spectator to attend a coffee and dessert affair on June 12th at 7 pm in the Council Chambers. Councillor Mersereau noted that something to acknowledge their participation in the life of Annapolis Royal would be an appropriate gift to the students.

11. NEW BUSINESS:

i. Aged Receivables

a) Utilities

Councillor Mersereau noted Town Staff have made very good progress with collection of outstanding accounts.

ii. Sign Approval

Discussion was held regarding all the signage in Town directing people out of Town.

Mayor Tompkins suggested the signage in Town is something the Traffic Flow Advisory Committee could look at and provide options.

iii. Valley Community Learning Association re: Request for Support

Mayor Tompkins suggested the appropriate response to requests for funding would be to write a letter advising of the Marketing and Economic Development Committee process for funding and further they may want to apply for next year.

iv. Canadian Red Cross re: Request for Support

The appropriate response to the request for funding would be to write a letter advising of the Marketing and Economic Development Committee process for funding and further they may want to apply for next year.

v. King's Theatre re: Request for Pre-approval

Council agreed that it is time for a discussion with representatives from the King's Theatre Society regarding the public washrooms at King's Theatre, including the hours open to the public, and actual costs of making the washroom available. Mayor Tompkins suggested requesting financials for the public washroom use.

vi. Legacy Project

Councillor Paquette distributed copies of a draft proposal for consideration regarding the Legacy Project. Considerable discussion was held including linking current assets to make a whole unit, trails, waterfront, boardwalk, bandstand, self-guided interpretative trails, marina, landscaping of Petite Park. Mayor Tompkins suggested public consultation should be sought early in the process once the project has a concept and design.

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

1. Planning and Heritage Advisory Committee meeting of May 5, 2014

Planning & Heritage Advisory Committee Meeting Dates

MOTION #C-2014-MAY-21-04

Moved by Councillor Paquette, seconded by Councillor Hudson that Council approve the Planning & Heritage Advisory Committee meetings be held the first Mondays of June, July and September, 2014 at 6:30 pm and for the period of October 2014 to May 2015 the meetings be held the first Mondays of the month at 9:30 am. **CARRIED**

Application AR14-011-HER

MOTION #C-2014-MAY-21-05

Moved by Councillor Hudson, seconded by Councillor Mersereau that the application to install a metal roof and remove two chimneys to the roofline at 91 Prince Albert Road as detailed in the application AR14-011-HER be approved, providing all conditions of the Land Use By-law are met. Councillor Paquette abstained from voting. **CARRIED**

Application AR14-012-HER

MOTION #C-2014-MAY-21-06

Moved by Councillor Mersereau, seconded by Deputy Mayor Power that Council give heritage approval to the applicant to install signage at 2 Bohaker Street as detailed in the application AR14-012-HER providing the requirements of the Land Use By-law are met. **CARRIED**

Application AR14-013-HER

MOTION #C-2014-MAY-21-07

Moved by Deputy Mayor Power, seconded by Councillor Paquette that the applicant at 108 Victoria Street be given heritage approval for the recently built storage shed, as detailed in application AR14-013-HER, conditional on the shed being painted the same color as the house, providing all conditions of the Land Use By-law are met. **CARRIED**

ii. Committee of the Whole meeting of May 7, 2014

Sidewalk Lease Agreement

MOTION #C-2014-MAY-21-08

Moved by Councillor Paquette, seconded by Councillor Hudson that Council approves the proposed agreement with Amanda Engle carrying on business as Café Compose for the purpose of utilizing a portion of "the sidewalk area" in front of Café Compose at 285 St. George Street for Café use, subject to the conditions of the agreement as amended: sub section (a) that the Town of Annapolis Royal shall lease the section measuring 3 feet adjacent to the front of the building by 12 feet, at 285 St. George Street for the Sum of Two Dollars (\$2.00) per square foot for the year 2014/2015. **CARRIED**

Write Off Interest

MOTION #C-2014-MAY-21-09

Moved by Councillor Hudson, seconded by Councillor Mersereau that Council approve the write off of \$74.97 of interest for utility account number 383. **CARRIED**

Write Off Taxes

MOTION #C-2014-MAY-21-10

Moved by Councillor Mersereau, seconded by Deputy Mayor Power that Council write-off the taxes on Town owned property Account #04997409 in the amount of \$2,731.05 and Town owned property Account #00092398 in the amount of \$660.83. **CARRIED**

Pre-approval Vacuums

MOTION #C-2014-MAY-21-11

Moved by Deputy Mayor Power, seconded by Councillor Paquette that Council pre-approves the purchase of 3 vacuums up to a maximum expenditure of \$1,000.00. **CARRIED**

August Council Meeting

MOTION #C-2014-MAY-21-12

Moved by Councillor Paquette, seconded by Councillor Hudson that one Council meeting be held in August on the 18th at 6 pm, with a time limit of a maximum time of 2 hours, and the agenda will be restricted to specific emergency issues and also could include the audited financial statements. **CARRIED**

Valley Waste Resource Management

MOTION #C-2014-MAY-21-13

Moved by Councillor Hudson, seconded by Councillor Mersereau, that:

- a) effective October 9, 2013 for a one year 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.**

Gardening Services

MOTION #C-2014-MAY-21-14

Moved by Councillor Mersereau, seconded by Deputy Mayor Power that Council ratify the expenditure of \$100.00 for gardening services provided by Nikian Enterprises for work in the Town gardens to be completed prior to May 11, 2014. **CARRIED**

Low Income Tax Exemption

MOTION #C-2014-MAY-21-15

Moved by Deputy Mayor Power, seconded by Councillor Paquette that Council give authority to the CAO to approve the request for tax exemption for property roll number 04572319 in the amount of \$300.00 as per the Town Policy on Low Income Tax Exemptions. **CARRIED**

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

1. **Mayor's Report** — Mayor Tompkins attended the Battle of the Atlantic, the ARCAC official opening, the Visitor's Information Centre open house. Mayor Tompkins also attended a meeting with representatives from the Atlantic Canada Opportunities Agency, and a meeting with the Annapolis Royal Regional Academy sub-committee and looked at possible funding arrangements and what arrangements are necessary to form a society.
2. **Marketing and Economic Development Committee** — Mayor Tompkins advised the Committee is at the final stage of the whole process for budgeting, it was a very eye opening experience with regards to the presentation process, 3 extra meetings were dedicated to the presentations for funding requests, Council will see where the money is spent and what the results are.
3. **Twinning Sub-Committee**
Mayor Tompkins advised that Phil Roberts is resigning as Chair of the Twinning Sub-Committee. It was agreed the Twinning Sub-Committee should select their own Chair from their members
4. **Commercial Tax Rate Increase**

CAO St- Amour read an email from Jane Nicholson regarding a rumour concerning a commercial tax rate increase. Councillor Mersereau advised in conjunction with the phase out of the business occupancy tax the commercial properties received a reduction in their taxes.

5. Board of Police Commissioners

Deputy Mayor Power advised there was no meeting last Thursday as there was no quorum, and there will be no meeting in August. Deputy Mayor Power advised the inaugural issue of the Police Newsletter went out in the May Town Crier and this will be done on monthly basis, Chief McNeil has met with Parks Canada regarding the Memorandum of Understanding (MOU), the lock up in Bridgetown is almost complete, pleased with the results of the portable speed sign.

Mayor Tompkins advised that the Village of Lawrencetown was asking for consideration of the Town of Annapolis Royal Police Department providing By-law enforcement. Councillor Paquette suggested the Police Department should be providing by-law enforcement for the Town of Annapolis Royal.

6. Annapolis Royal Regional Academy (ARRA)

Councillor Mersereau advised a Community Consultation meeting is scheduled to be held May 29th at the ARRA, anticipating good community response, focus input on potential uses and ideas. Councillor Mersereau advised there was discussion regarding a one page hand out, pins and a banner.

Councillor Mersereau advised the quote for the initial work on the promotional brochure was \$4.00 per copy subject to confirmation of the printers and that price has increased to \$6.75, 250 buttons cost estimate of \$300.00, and the cost estimate of the banner is \$60.00.

MOTION #C-2014-MAY-21-16

Moved by Councillor Hudson, seconded by Councillor Paquette to extend the meeting a half hour to 9:30 pm. **CARRIED**

7. Planning Services — April 2014 report accepted for information.

8. REMO — Councillor Hudson advised the meeting was cancelled.

9. Valley Waste Resource Management

Councillor Hudson advised he attended a Valley Waste Resource Management meeting today. Councillor Hudson distributed copies of the adjustments made to the Valley Waste Resource Management budget and further the proposed 19.94% budget increase was decreased to an 11.26% increase to the budget.

CAO St-Amour advised the Town's portion would be \$53,003.00.

Councillor Hudson advised that one of the budget cuts was the fall clean-up; there will be no fall clean-up this year. Councillor Mersereau suggested placing an article in the Town Crier regarding no fall clean-up

10. Planning and Heritage Advisory Committee — This item was discussed earlier.

11. Traffic Flow Advisory Committee — Mayor Tompkins advised a meeting will be scheduled soon.

12. CAO's Report — attached with the agenda

13. Water Report — meets required parameters

14. OTHER BUSINESS: None

15. CORRESPONDENCE:

i. Seeking your input: Nova Scotia Immigration
Accepted for information.

Recording Secretary Bourke departed the meeting at 9:20 pm.

MOTION #C-2014-MAY-21-17

Moved by Councillor Paquette, seconded by Councillor Hudson to move in-camera at 9:20 pm **CARRIED**

16. IN CAMERA:

- i. Reason (f) Litigation or Potential Litigation
- ii. Reason (a) Acquisition, Sale, Lease and Security of Municipal Property
- iii. Reason (a) Acquisition, Sale, Lease and Security of Municipal Property
- iv. Reason (a) Acquisition, Sale, Lease and Security of Municipal Property
- v. Reason(c) Personnel Matter

MOTION #C-2014-MAY-21-18

Moved by Councillor Paquette, seconded by Councillor Hudson to come out of in-camera at 10:14 pm. **CARRIED**

17. ADJOURNMENT

MOTION #C-2014-MAY-21-19

Moved by Councillor Paquette, seconded by Councillor Mersereau to adjourn the meeting at 10:15 pm. **CARRIED**

Mayor Michael Tompkins

CAO Carol St-Amour