

**Town of Annapolis Royal  
Approved Minutes of Regular Council Meeting held  
November 17, 2014, 6:00 pm**

**1. PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, CAO Carol St-Amour, Recording Secretary Dawn Bourke, Christine Igot (President, Friends of the Annapolis Pool Society), Duncan Draper (resident) and Alan Melanson (the Explorer).

**2. REGRETS:** Councillor Sherman Hudson

**3. CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:04 pm.

**4. APPROVAL OF COUNCIL MINUTES:** October 20, 2014

**MOTION #C-2014-NOV-17-01**

Moved by Deputy Mayor Power, seconded by Councillor Paquette to approve the minutes of the October 20, 2014 with the following amendment: Page 2, 9 New Business, a) i) Request for Expressions of Interest, first sentence, delete the word “tract” and insert “track”. **CARRIED**

**5. APPROVAL OF AGENDA:**

**MOTION #C-2014-NOV-17-02**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power to approve the agenda with the following amendment addition to 10. New Business – g) Organization of the Information on the Ipads. **CARRIED**

**6. PUBLIC INPUT:**

Duncan Draper addressed Council with regards to a rock maple tree that was removed on the corner of the property close to 558 St. George Street and the lack of communication thereof. Mr. Draper would like the evidence that was used to determine why the tree was removed and further mentioned the implications about rights of people who assume they have private property and being taxed for the property, but it belongs to the Town. Mayor Tompkins advised that he will receive a response to his letter, by letter. Duncan Draper departed the meeting at 6:15pm.

**a) Municipal Electoral Boundary Review**

Alan Melanson suggested he is in favour of the current municipal electoral boundaries, unless Council feels there is a need for something different.

**b) Size of the Council**

Alan Melanson advised that he is in favour of keeping the Council the same size, unless Council requires another member for distribution of the workload. Discussion was held among the Councillors and it was the consensus to keep the size of the Council the same pending further input from stakeholders.

**7. PUBLIC HEARING:** None

## **8. PRESENTATIONS:**

### **a) Christine Igot, President, Friends of the Annapolis Pool**

Christine Igot (President, Friends of the Annapolis Pool Society) is requesting Council to enter into a dialogue with the adjacent property owner to the pool property to see if it possible to come to an agreement regarding trimming of the overhanging tree branches that affect the pool. Branches grow and continue to grow, may pose some safety issues for those using that side of the pool, also the number of leaves that come into the pool and into the filtration system. Mayor Tompkins asked for the Pool budget for the 2015/16 year and suggested it be submitted relatively soon.

Christine Igot departed the meeting at 6:57pm.

## **9. BUSINESS ARISING:**

### **a) Draft Policy on Water Utility Receivables Collections; Appendix A and Appendix B**

Councillor Mersereau suggested that account holders be two bills in arrears before the water is disconnected; there should be a minimum charge that is large enough to cover off some of the Town's expenses for delinquent account holders; and at the next utility rate review suggest an increase to the minimum charge. Discussion was held regarding Page 1 of the Policy on Water Utility Receivable Collections under the Definitions to include "61-70 days: past due statement second notice is sent"; increase "60 days sent issued" to "90 days since issued" regarding letter to past due accounts regarding water shut-off and increase "90 days since issued" to "120 days since issued" regarding turning off the water. It was noted that approximately 19 accounts are in arrears; need to notify all account holders of policy for the December billing; policy initiated as at December 31<sup>st</sup>, 2014.

### **b) Draft Policy on Tax Account Receivables Collections**

Councillor Mersereau will email administration suggested amendments to the draft Policy on Tax Account Receivables Collection to bring forward to Committee of the Whole.

### **c) Motion for Ratification re: Audited Financial Statements for the Year Ended March 31, 2014**

#### **MOTION #C-2014-NOV-17-03**

Moved by Deputy Mayor Power, seconded by Councillor Paquette to ratify the electronic vote as follows:

That Council approve the audited financial statements for the year ended March 31, 2014 in the form of the draft statements distributed to Council on September 26, 2014, with changes to pages 1, 4 and 29 as follows:

Page 1, change Accounts Receivable from \$263,138 to \$203,132; Sub-total Financial Assets from \$1,882,666 to \$1,822,660; Payables and accruals from \$287,236 to \$227,230; Sub-total Financial Liabilities from \$507,937 to \$447,931; and

Page 4, "Decrease in accounts receivable" from \$45,180 to \$105,186; and "Increase in payables and accruals" from \$114,438 to \$54,432; and

Page 29, after Asset sub-total add line "LIABILITIES" and add another line under "LIABILITIES" to read "Due to Water Capital Fund" add \$60,006 under 2014 column and \$61,835 under 2013 column. Sub-totals to be \$60,006 under 2014 column and \$61,835 under 2013 column. Further, change Reserves totals from \$60,105 under 2014 column to \$99 and from \$61,919 under 2013 column to \$84; and Page 29, Balance beginning of year – change from \$30,991 under 2014 column to \$84 and from \$31,268 under 2013 column to \$31,239; and

Page 29, Net transfers to/from other funds change from \$29,099 under 2014 column to \$0 and from \$30,564 under 2013 column to (\$31,242); and

Page 29, Balance, end of year change from \$60,105 under 2014 column to \$99 and from \$61,919 under 2013 column to \$84. **CARRIED**

**d) Audited Financial Statements for Fiscal Year April 1, 2013 to March 31, 2014**

**MOTION #C-2014-NOV-17-04**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, it was agreed to adopt the audited Consolidated Financial Statements of the Town of Annapolis Royal for fiscal year April 1, 2013 to March 31, 2014 as presented. **CARRIED**

**e) Amendment to Human Resources Policy and Procedures Section 3.14 Statutory Holidays re: Nova Scotia Heritage Day**

**MOTION #C-2014-NOV-17-05**

Moved by Councillor Mersereau seconded by Deputy Mayor Power, it was agreed to approve Section 3.14 of the Human Resources Policy be renamed "Recognized Holidays", that Nova Scotia Heritage be added to the list of holidays; that holidays be designated under the appropriate titles of Statutory Holiday, Non-Statutory Holiday or Remembrance Day Act Holiday; eligibility wording should state "...all full time employees of the town..."; and in the second sentence amend to include "...employees shall be eligible who worked the last scheduled work day or shift prior to the holiday and the next scheduled work day or shift following the holiday." and further, that the policy be effective immediately. **CARRIED**

**f) Forcemain Realignment Cost Proposal – Hatch Mott MacDonald**

CAO St-Amour advised that the 2 options the Superintendent of Public Works discussed were: option 1 looking at going through the Home Hardware parking lot which is the Town's right of way to the manhole at the wet lands; option 2 along through the fire hall stop sign area across Prince Albert Road and down along the shoulder of the road along the east side of School Street to the manhole at the wet lands, and there is the opportunity to present other options at this time.

**MOTION #C-2014-NOV-17-06**

Moved by Deputy Mayor Power seconded by Councillor Mersereau, it was agreed to proceed as proposed in the letter from Hatch Mott MacDonald, dated October 6, 2014 regarding the Forcemain Realignment Cost Proposal in the amount of quoted of \$2,135.00 + HST; and other options for consideration may be submitted to the CAO for their consideration and recommendation. **CARRIED**

**g) Low Income – Requests for Exemption from Payment of Taxes**

**MOTION #C-2014-NOV-17-07**

Moved by Councillor Paquette, seconded by Deputy Mayor Power it was agreed to amend policy 2008-2, Section 2 to increase the income level from \$15,000.00 to \$18,000.00; and the amount be indexed annually by the CPI index amount of Nova Scotia; and this section of the policy to be reviewed every three years. **CARRIED**

**h) Gas Tax – Authorization for Mayor & CAO to Sign Agreement**

**MOTION #C-2014-NOV-17-08**

Moved by Deputy Mayor Power, seconded by Councillor Mersereau, it was agreed to authorize the signing of the Municipal Funding Agreement for the Transfer of Federal Gas Tax Funds, as presented.

**CARRIED**

**i) Project Manager Annapolis Royal Regional Academy**

Councillor Mersereau suggested not to commit to a one year contract; minimum of 6 months; may not be a full time 40 hour per week position; may be a minimum of 30 hour per week, hours of work will vary, may include evenings and weekends; leaves enough flexibility when hiring person to determine if they can get the job done and in how many hours; prepare a RFP that is open enough for small firm or retiree.

It was agreed that Councillor Mersereau, CAO St-Amour and a representative of the ARRA come up with a work plan for this position, and as part of the submission process of the RFP and as part of their application the applicant would be preparing a couple of draft documents including an outline of their work plan to accomplish the work that needs to be done.

Funding for this position was discussed, the CAO has written to the Department of Municipal Affairs requesting information on funding; the new project manager may be applying for funding from Atlantic Canada Opportunities Agency (ACOA); or the Town pays for the position. Councillor Mersereau advised that the application deadline is December 14<sup>th</sup> for the FCS Building Canada Small Community Fund.

It was agreed that Mayor Tompkins, Councillor Mersereau and CAO St-Amour be the hiring Committee for the Project Manager (ARRA).

**j) Appointment of Deputy Mayor**

Councillor Mersereau nominated Pat Power as the Deputy Mayor for the Town of Annapolis Royal. Current Deputy Mayor Pat Power accepted the nomination.

Councillor Paul Paquette offered his name for the position as the Deputy Mayor for the Town of Annapolis Royal.

A ballot was taken by the Councillors present at the meeting. CAO St-Amour advised that Pat Power received the majority of votes.

**MOTION #C-2014-NOV-17-09**

Moved by Councillor Paquette, seconded by Councillor Mersereau, it was agreed that Pat Power be appointed as Deputy Mayor for the Town of Annapolis Royal, for a two year term, subject to the Municipal Government Act. **CARRIED**

**k) Council Committees and Representation**

Councillor Hudson would let his name stand for the Committees he is currently on.

Councillor Paquette would like to withdraw from the Pool Committee, due to other commitments.

Either the Deputy Mayor or the Mayor will attend the Pool Committee meetings.

It was noted the Twinning Committee appointments will come through Marketing and Economic Development Committee.

It was agreed to advertise for member to Council Committees in the Spectator and the Town Crier, and further to table this item to the December Council Meeting.

Council recessed at 7:55 pm to 8:05pm

#### **10. NEW BUSINESS:**

##### **a) Annapolis Digby Christmas Daddies Fund 2014**

It was agreed to direct Administration to write a letter advising Christmas Daddies that the Town recognizes the good service which Council would like to see continued, and further that Council supports the committees interest in furthering the initiative to continue broadcasts of the event; and suggest that Eastlink may be interested in providing the broadcast for the annual talent appeal.

##### **b) Fiscal Review**

Discussion was held regarding the Fiscal Review. It was agreed that Members of Council will provide feedback to the CAO by Wednesday November 26<sup>th</sup>, 2014; to be compiled for the Committee of the Whole meeting of December 3, 2014.

CAO St-Amour advised that an email was received from Tara Manual, Manager of Municipal Finance Department of Municipal Affairs asking that municipalities with outstanding questions on the Financial Information Report (FIR) contact them as soon as possible as the timeline to finalize all of the reviews is November 14, 2014. Also the workplan/timeline is as follows: November 17-28 -department finance staff will be preparing the FCI Calculations: December 1 - Draft FCI reports will be sent to Municipal Finance Officers and CAO's for validation and comments; December 2-Jan 9<sup>th</sup> – Department Finance Staff will be following up with Municipal Finance Officers/CAO's to discuss reports; January 9<sup>th</sup> – due date for municipalities to provide comments to the report and confirm the report is accurate; January 19-30 Roadshows for Elected Officials re: FCI; February 2, FCI Website Release date.

##### **c) Foam Polystyrene Recycling re: Official Launch**

It was noted that Councillor Hudson may be interested in attending the Official Launch of the foam polystyrene recycling at the Valley Waste Resource Management Centre, scheduled to be held November 19 at 2:30pm.

##### **d) Request for Motion to Approve Capital Expenditure**

##### **MOTION #C-2014-NOV-17-10**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power to approve a maximum capital expenditure in the amount of \$6,200. for the purpose of purchasing two 500 gallon, double-walled fuel tanks, shut off valves and bollards; and further to direct the CAO to investigate the possibility of getting tanks from the fuel supplier at no charge for the tanks. **CARRIED**

##### **e) Financials**

CAO St-Amour reviewed line items noting that line item 23132 kubota fuel, the adjustment has not been made yet as all the fuel costs go to that account then get redistributed and the same goes for the ½ ton truck; line item 23140E mower, had to replace to head gaskets; line item 23230D road street maintenance, needed extra gravel; line item 23230G safety equipment, the purchase of a light for the backhoe that is used for snow removal.

CAO St-Amour noted that with regards to the repairs on the causeway the Town did the asphalt patching of the sidewalk and the causeway repairs were paid for by the Department of Transportation.

Discussion was held regarding line items that have exceeded the budgeted amount and it was agreed that this matter be discussed at the Management Meetings, advising the Departments Heads that over-expenditures of line items should be reviewed by the CAO. Councillor Mersereau requested an estimate from staff regarding projected budget surplus or deficit for the current budget year.

- i. Town Operating Income Statement
- ii. Town Operating Balance Sheet – requested details 6180
- iii. Water Utility Income Statement
- iv. Water Utility Balance Sheet
- v. Water Capital Balance Sheet
- vi. General Capital Balance Sheet
- vii. Reserve Capital Balance Sheet
- viii. Operating Reserve Balance Sheet

**f) Aged Receivables**

- i. Taxes Receivable
- ii. Utilities Receivable

**g) Organization of Information on iPads**

Councillor Paquette inquired with regards to the management of information on the iPads, would like most current information when file first opened; how to transfer from Council calendar to personal calendar; can more than one adobe document be opened at the same time.

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

**a) Annapolis Pool Committee meeting of October 21, 2014**

**MOTION #C-2014-NOV-17-11**

Moved by Councillor Mersereau, seconded by Councillor Paquette that 4 “No Trespassing” signs be purchased and installed by public works as soon as possible on the pool site. All NAY Votes, **MOTION DEFEATED** Referred to Administration Motion C-2014-NOV-17-12

**MOTION #C-2014-NOV-17-12**

Moved by Councillor Mersereau, seconded by Councillor Paquette that the three motions from the Annapolis Pool Committee be referred to Administration for action. **CARRIED**

**MOTION re: Overhanging Branches**

that Town Council authorize the cutting back of the overhanging tree branches to the perimeter of the Town owned swimming pool of the adjacent private property, as the branches create shade and leaves end up in the filtration system of the pool. Referred to Administration Motion C-2014-NOV-17-12

**MOTION re: Mowing and Trimming**

that the Public Works Department mow the pool perimeter area and the tennis court area, including the area down to the telephone pole. Referred to Administration Motion C-2014-NOV-17-12

**b) Committee of the Whole meeting of November 3, 2014**

**MOTION #C-2014-NOV-17-13**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, Council approve continuation of the current arrangement for compost drop off, to be operated at the Public Works Facility and that the service be reviewed on an annual basis including usage and compliance. **CARRIED**

**MOTION #C-2014-NOV-17-14**

Moved by Deputy Mayor Power, seconded by Councillor Paquette, Council approve Town Hall be closed on December 24, 2014 to January 1, 2015 inclusive, to reopen for business January 2, 2015 and further, that Town Hall staff use vacation time, unpaid leave or time in lieu in the equivalent amount of 3 days, or use the option to work part or all of the three days that are not holiday days during the period.

**CARRIED**

Councillor Mersereau suggested that the phone message include a way for the residents to contact Administration, Mayor or Councillors in the case of an emergency.

**MOTION #C-2014-NOV-17-15**

Moved by Councillor Mersereau, seconded by Councillor Paquette, it was agreed to extend the Council meeting by half an hour to 9:30 pm. **CARRIED**

**c) Board of Police Commissioners meeting held November 12, 2014**

**MOTION #C-2014-NOV-17-16**

Moved by Councillor Paquette, seconded by Councillor Mersereau that Council adopt Policy Number 2014-6 titled `` Project Lifesaver Procedures`` as presented. **CARRIED**

**d) Marketing & Economic Development Committee (MEDC) meeting held November 12, 2014**

It was agreed to review the Logo Project as this time.

**MOTION re: Logo Project**

That the Marketing and Economic Development Committee (MEDC) recommends that based on feedback garnered to date from the logo survey and other feedback, Council return the logo project to MEDC to revisit comments received from public input and that MEDC bring recommendations forward to Council at a later date.

**MOTION #C-2014-NOV-17-17**

Moved by Councillor Mersereau, seconded by Deputy Mayor Power it was agreed to refer the Logo Project back to the Marketing and Economic Development Committee, and further that the Marketing and Economic Committee bring forward a recommendation to Council by January 31, 2015. **CARRIED**

**MOTION #C-2014-NOV-17-18**

Moved by Deputy Mayor Power, seconded by Councillor Paquette, it was agreed that Council approve the following elements to be included on each Highway 8 sign under the First Impressions Program with Nova Scotia Tourism Agency:

- that each sign states "Town of Annapolis Royal";
- that each sign highlights one Town attraction in picture form;
- wording that states name of attraction, done in consultation with owner/operator of attraction;
- number of kilometers from sign location to Annapolis Royal;
- Town logo if a redesigned logo is agreed by Council prior to signs being printed;

and further, that if funding allows for five signs, that one sign be designed for each of the following attractions: Annapolis Royal Graveyard Tours/Explorer Guide; Fort Anne/Port Royal; Annapolis Historic Gardens; Nova Scotia Power Plant; and King's Theatre;

and further, that if budget allows for a sixth sign, that the North Hills, O'Dell and Sinclair Museums be highlighted on that sign. **CARRIED**

Alan Melanson spoke to Council advising that the Historical Association of Annapolis Royal will donate \$1,000 towards signage for the Annapolis Royal Graveyard Tours.

Considerable discussion was held regarding the placement of the signage in relation to a potential motion that subject to approval by the Department of Transportation and Infrastructure Renewal, that Council approves the following locations for the signs along Highway 8: Near the intersection of Highway 3 and Highway 8; before Highway 210 (optional if only five signs); before Highway 208; at Kejimkujik Park; just before Highway 101; and finally, along Highway 8 just after the Highway 101 turnoff on the way to Annapolis Royal.

**MOTION #C-2014-NOV-17-19**

Moved by Councillor Paquette, seconded by Councillor Mersereau, it was agreed to refer the Location of Signage back to the Marketing and Economic Development Committee for their review at the meeting December 9, 2014. **CARRIED**

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

**13. OTHER BUSINESS:**

**14. CORRESPONDENCE:**

**15. IN CAMERA:**

- a) Reason (c) Personnel Matter

**MOTION #C-2014-NOV-17-20**

Moved by Councillor Mersereau, seconded by Councillor Paquette to move in camera at 9:40 pm.  
**CARRIED**

**MOTION #C-2014-NOV-17-21**

Moved by Councillor Mersereau, seconded by Councillor Paquette to come out of in camera at 10:15pm.

**CARRIED**

**MOTION #C-2014-NOV-17-22**

Moved by Councillor Mersereau, seconded by Councillor Paquette that the resignation of the CAO, Carol St-Amour be accepted with deep regret and with the effective date to be confirmed following further discussion with Ms.St-Amour. **CARRIED**

**16. ADJOURNMENT**

**MOTION #C-2014-NOV-17-23**

Moved by Councillor Mersereau, seconded by Councillor Paquette to adjourn at 10:20 pm. **CARRIED**

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Mayor Michael Tompkins

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Chief Administrative Officer Carol St-Amour