

**Committee of the Whole  
Approved Minutes of Meeting Held  
April 9, 2014, 6:00 pm**

**PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Byron Mersereau, Councillor Paul Paquette, Derrick Hawkins, Linda Moffat and Harry Jost of the Friends of the Library, and Fire Chief Malcom Francis and Treasurer Richard Foster of the Annapolis Royal Volunteer Fire Department, CAO Carol St-Amour and Recording Secretary Dawn Bourke.

**1. CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:00 pm

**2. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: March 5, 2014  
MOTION #CoW-2014-APR-9-01**

It was moved by Deputy Mayor Power, seconded by Councillor Hudson to approve the minutes of the March 5, 2014 Committee of the Whole minutes with the following amendments: Page 1, 8 Business Arising, Item i., 2<sup>nd</sup> paragraph delete “it” and insert “the internally prepared draft” and page 3, 8 Business Arising, Item v., 1<sup>st</sup> paragraph, 4<sup>th</sup> line insert the word “members” prior to “would pick one and”. **CARRIED.**

**3. ADDITIONS TO AGENDA:**  
Business Arising ii. Unsightly Premises

**4. APPROVAL OF AGENDA:  
MOTION #CoW-2014-APR-9-02**

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

**5. PUBLIC HEARING:** None

**6. PUBLIC INPUT:** None

**7. PRESENTATIONS:**

**i. Derrick Hawkins, Linda Moffat, Harry Jost, Friends of the Library – re: Library Expansion**

Mayor Tompkins advised that the Friends of the Library were invited to the meeting as the process for the Library expansion is moving along with a concept and initial design and it is an appropriate time to meet and try to incorporate a few ideas, such as public washrooms, storage, and conference room(s) and the Town’s requirement. Derrick Hawkins advised the concept does and will include accessible washrooms and storage capabilities for the library. Derrick Hawkins mentioned that on the site plan there is some space underneath that may be available for storage for the Town. Mayor Tompkins suggested adding a second story, rather than one story that wraps around the other side of the Town Hall. Regarding the concerns about property lines, Councillor Mersereau noted that from the preliminary sketch the proposed expansion would be within roughly 26 feet of the rear line compared to the Land Use By-law standard setback in an institutional zone 10 meters or 32.80 feet; the proposed expansion would be seven feet closer to the property line noting there is a variance procedure. Councillor Mersereau noted the situation is a bit unique as Parks Canada owns the Land and the Town owns the building.

Linda Moffat advised the Friends of the Library expansion will pay up to \$1,000 towards the cost of the variance. Councillor Mersereau suggested that regardless of the signature required on the paperwork, all interested parties would have to be in agreement; and there is the preparation and assembling of the supporting documents that go with a variance application which should be attended to by the Friends of the Library.

Mayor Tompkins inquired where in the design phase is the library expansion project. Derrik Hawkins advised there is a concept drawing for a single story addition; details of inside have not been finalized; the needs assessment has been done; and an outline of the building in a three dimensional concept drawing has been completed. Harry Jost advised that adding a second story would not conceptually change anything as it is not significantly different structurally, but is important for the detailed design and planning. Councillor Paquette asked if an elevator can be incorporated into the design. Linda Moffat noted that for accessibility and loading (heavy books) for the library portion the preference is to have all the library space on one floor. Linda Moffat asked if there is confirmed interest by the Town of a second floor for office space or meeting room. Linda Moffat mentioned that the Library is designing a meeting room area that can be open for Town use also. Derrick Hawkins inquired as to the time line for the Town. Mayor Tompkins advised that Town will provide the Friends of the Library expansion with a needs assessment which may take a few months, and then a meeting could be held, to include Harry Jost as there will be a lot of options to consider. Linda Moffat advised the second issue for discussion is the Friends of the Library would like to have closer liaison with the Council, and would one member of Town Council be able to sit on the project team for the expansion; meetings are held every 4 to 6 weeks, on Tuesday 7-8:30pm in the library. Discussion was held regarding the appointment of a Council Representative to the Friends of the Library Committee. Deputy Mayor Power agreed to participate on the Committee. Linda Moffat asked if the variance application should go ahead. CAO St-Amour advised that once it is known who makes the application then it can proceed. Linda Moffat mentioned the Friends of the Library would like to focus on fund raising throughout the summer/fall; people will ask about the concept and for the library part of the building, will continue to present the one story concept. Derrick Hawkins noted with regards to the application to retain funds for capital projects as per Revenue Canada there is a set period of time for the collection of donations and further that fund raising has begun.

Councillor Mersereau mentioned the parking lot on the Petit Park side, noting the addition would be roughly 30 feet out from the side of the existing building, 44 feet back along the side of the existing parking area behind Town Hall and Petit Park, and asked what impact has been heard from residents about view planes and parking availability and will there be an impact on either of those two items. Linda Moffat advised this will open up the view planes from the library with a much better view of the basin noting the library is a public building. Councillor Hudson asked Harry Jost if it is cheaper to build upwards rather than spreading out. Harry Jost agreed that when comparing apples to apples it is usually cheaper to build upwards. Harry Jost advised there is a \$600 licensing fee per elevator per month and elevators are required to be inspected on a monthly basis. Mayor Tompkins inquired with regards to the cost of a lift and Harry Jost advised lifts are licensed only for use of people who are disabled.

Linda Moffat, Derrick Hawkins and Harry Jost departed the meeting at 6:30 pm.

ii. **Malcolm Francis, Fire Chief and Richard Foster, Treasurer – Annapolis Royal Volunteer Fire Department – re: 2014/15 Budget Request**

Richard Foster reviewed the Annapolis Royal Volunteer Fire Department Balance Sheet of Assets and Liabilities noting the depreciation is done by the accountant and also the current year does not have the adjustments made yet. Fire Chief Francis noted a bulk of money came through an inheritance and with restrictions. Fire Chief Francis advised the paint is fading on the outside of the Fire Hall and it was approximately 15 years since it was painted with an estimated cost of painting at \$10,000 and would like to know if the Town is willing to share the cost or knows of available funding. Fire Chief Francis noted the Department will have to upgrade bunker gear as there is a need for another 7 or 8 sets at \$1,500 each. Councillor Mersereau asked is the 2014/15 budget similar to the current year? Richard Foster advised renovations are going on to upgrade the bar and the Department received a donation from the auxiliary that should cover most of the cost, noting the kitchen was upgraded about 10 years ago for approximately Eight Thousand Dollars. In terms of the fleet, a Committee was struck and probably in about two years the Department will be ready to purchase a vehicle. Mayor Tompkins inquired if the Fire Department had any concerns with security. Fire Chief Francis noted there may be more fuel gone than what was used by the Department. Mayor Tomkins advised the Town will be conducting a needs assessment for surveillance cameras. Fire Chief Francis noted there are quite a few Fire Department books available for sale. Councillor Hudson suggested the Fire Department books be advertised in the Town Crier and at the Town Hall. Fire Chief Francis and Treasurer Foster departed the meeting at 6:55 pm.

**8. BUSINESS ARISING:**

i. **Events Protocol**

Councillor Paquette noted in April there was the Volunteer Appreciation Ceremony and the Easter Eggstravaganza.

Councillor Paquette noted in May there will be the Battle of the Atlantic Ceremony on the first Sunday (May 4, 2014), formal dress for Mayor and laying of a wreath; end of May is the Cadet Review; May 25 Defeat Depression Walk/Run/Cycle Canadian Mental Health Association; on the Friday of Apple Blossom Weekend the Mayor attends in Wolfville; Monday June 2<sup>nd</sup> Royal Party at the Historic Gardens. Apple Blossom Festival is May 28 to June 2, 2014, theme is Discover the Valleys Blossoms

Councillor Paquette also noted the date for next Annapolis Partnership Steering Committee is April 24 at 7 in Middleton.

ii. **Unsightly Premises**

CAO St-Amour advised there is no update available at this time.

**9. NEW BUSINESS:**

i. **County of Annapolis Public Meetings, Economic Development Strategy, May 6, 2014 6:30 pm at the Royal Canadian Legion**

The County of Annapolis will be discussing their economic development strategy and is seeking public input. Mayor Tompkins advised that he has been asked to introduce the County staff and say a few words at the beginning of the meeting. All members of Council are invited to attend.

ii. **Letter from Dorothy A. McDonald, Branch Manager, Annapolis Royal Library - re: Request for Funding**

Discussion was held regarding the request for funds to be used towards paint for the interior of the library. It was noted the 2013/14 budget was \$8,000. with the proposed 2014/15 budget of \$9,000. and the increase would support the request received from Annapolis Royal Branch Manager Dorothy McDonald.

Councillor Mersereau suggested that the increase in the 2014/15 budget would provide the extra funds for painting the interior of the library; and further it is up to the Library Board and their volunteers for the moving of any heavy furniture or boxes.

Mayor Tompkins noted that while on subject of the Library there should be a discussion regarding the viability of the relocation of the Annapolis Valley Regional Library Office to Annapolis Royal.

iii. **Letter from Cynthia Gilbert – re: Water Bill**

Considerable discussion was held regarding the letter from Cynthia Gilbert and the utility bill. It was noted that any water that goes through the meter is the responsibility of the user.

It was agreed to direct the CAO to have a conversation with Cynthia Gilbert to make payment arrangements for the water that passed through the meter, contingent on paying the current utility billings.

iv. **Email from Faye Fancy – re: Proposed Traffic Changes**

It was suggested that a letter be written to Faye Fancy, thanking her for her letter and advising that the Town Council is not going to proceed with the stop sign at St. George and St. Anthony until the Town has received written advice and recommendations from the Provincial expert who is coming to Town to conduct a review of the area

v. **Email from Peter Davies- re: Town's Position on Municipal Status**

Discussion was held regarding the Town Council's position on the Town's municipal status. Mayor Tompkins asked each member of Council for their input. Councillor Paquette advised that amalgamation should lead towards something positive such as decreased cost and better services; the Town of Annapolis Royal is in a good position; if the Town were to amalgamate could possibly lose the Police Department and be serviced by the RCMP at a greater cost; amalgamation reduces the number of decision makers which in turn reduces the impact on the geographic area; the Town is in good financial shape and there is no need to amalgamate at the present time. Councillor Hudson agrees and as the Town is in good financial it would be unwise to amalgamate at this time and as long as the Town has financial stability the Town should remain the same. Deputy Mayor Power advised she is not in favour of amalgamation; the Town is in good financial shape; not the direction for the Town at this time; there has been an increase of municipal cooperation between the Town's and looking at shared services. Councillor Mersereau advised that when running for Council he felt the most important part was to build on the Town's strengths and as an elected official to make a contribution to govern the town and was not running on a ticket to change the structure of the Town.

Councillor Mersereau noted that basically about 9 years ago there was one former resident who started discussions about de-towning and the feedback from the Town's ratepayers at that time was negative and to stay a Town. Councillor Mersereau mentioned there has been consideration of the occasional discussion of looking at community of interest, sharing of services, extending borders to include the built up areas around the Town; to some extent the Town is sharing water and sewer now and the people who live around us are a part of the Town's fabric. Councillor Mersereau advised that looking at amalgamation to date, it has been motivated by financial challenges, the Town of Annapolis Royal is in a solid financial position. If writing an information piece for residents, it should be included that in terms of debt load it is less than one percent of the net value of fixed assets, the Town has budget surpluses every year since March 31, 2005, and those surpluses have allowed for the accumulation of operating surplus of slightly more than One Million Dollars, and when carrying the extent of fixed assets that need to be maintained it is not excessive; the Town is in a strong financial position; the Town has reserves; the Town has been able to adjust to the loss of revenue from the Tidal Power Plant although the Tidal Power Plant still provide more than 10% of the Town's revenue. Councillor Mersereau advised there is no financial compulsion to move forward with amalgamation at this time. The Annapolis County Partnership Steering Committee has a couple of initiatives and are looking at resolutions and strategies to explore service sharing wherever it makes sense; there are certain services that should lend themselves to sharing on a regional basis. Councillor Mersereau suggested spending some time to review the results of the findings from past governance studies that have been done for others municipalities as to whether or not there is a reason for the Annapolis group to go forward. Councillor Mersereau suggested he is open to a totally objective analysis of the options including status quo to service sharing to some degree of annexation or to a total merger or get rid of all municipalities in Nova Scotia; noting once again it would have to be a totally unbiased analysis, no room for any political ideology.

Mayor Tompkins advised that with the sustainability of the Town, the historical importance, the cultural importance and the artistic importance; with the financial stability, with the extremely good Town services; he does not see the benefit to the citizens of the Town to consider amalgamation at this time. Mayor Tompkins noted that there was decreased revenue from Nova Scotia Power Incorporated (Tidal Power Plant) and now there is increased revenue from a new residential development. Mayor Tompkins noted that he is in favour of the whole process of the Steering Committee sharing resources and being efficient makes sense. Mayor Tompkins voiced his concern regarding downloading from Province, including the issue with roads; the other item is downloads for education and health care, either the counties need to carry their share, or they will get it sooner or later because the Town's will not be able to cover their share. Mayor Tompkins suggested it would be better to look at the topic of amalgamation now rather than as a last resort. Mayor Tompkins stated he ran for Mayor on the sustainability of this Town and it never had to do with amalgamation.

Councillor Paquette suggested that amalgamation is more than the dissolution of Towns' in favour of Counties'. Councillor Paquette suggested another view point instead of the economics being the decision maker, it is the community that should be the focus. Mayor Tompkins advised it is a question that needs to be asked and it is nice to be able to ask it

without requiring it.

Councillor Mersereau suggested a short statement on where the Town Council stood should be placed in the Town Crier and on the Town website for the ratepayers and stakeholders of the Town of Annapolis Royal.

Peter Davies departed the meeting at 7:40 pm

**10. CORRESPONDENCE: (For Information)**

**i. Renewable Energy Conference 2014**

**11. IN-CAMERA:**

**MOTION #CoW-2014-APR-9-03**

It was moved by Councillor Hudson, seconded by Deputy Mayor Power to move in camera at 8:20 pm. **CARRIED.**

**MOTION #CoW-2014-APR-9-04**

It was moved by Councillor Hudson, seconded by Deputy Mayor Power to come out of in camera at 9:15pm. **CARRIED.**

**12. ADJOURNMENT:**

**MOTION #CoW-2014-APR-9-05**

It was moved by Councillor Hudson, seconded by Deputy Mayor Power to adjourn the meeting at 9:16pm. **CARRIED.**

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Mayor Michael Tompkins

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Director of Finance Melony Robinson