

**Town of Annapolis Royal  
Committee of the Whole  
Approved Minutes  
July 3, 2013**

**Present:** Mayor Tompkins, Deputy Mayor Power, Councillor Hudson, Councillor Mersereau, Councillor Paquette, CAO St-Amour, Recording Secretary Bourke, 3 members of the public

**1. Call to order:** Mayor Tompkins called the meeting to order at 6:00 pm

**2. Approval of the Committee of the Whole Minutes :** June 5, 2013

**MOTION 1**

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the Committee of the Whole minutes for the meeting of June 5, 2013 as presented. **CARRIED.**

**3. Additions to the Agenda:**

- ≡ 8. Business Arising viii. ACSBE Proposal
- ≡ 8. Business Arising ix. Vending By-law Update
- ≡ 9. New Business viii. Court House Closure
- ≡ 9. New Business ix. Process/Policy Tender Evaluation Acceptance
- ≡ 9. New Business x. Natal Days re: Cadets
- ≡ 9. New Business xi. Soccer Tournament
- ≡ 11. In Camera iii. Reason (e) Contract Negotiations
- ≡ 11. In Camera iv. Reason (c) Personnel Matter
- ≡ 11. In Camera v. Reason (g) Legal Advice Eligible for Solicitor-client Privilege

**4. Approval of Agenda:**

**MOTION 2**

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

**5. Public Hearing - None**

**6. Public Input:**

Heidi Richelis commented on the students speeding along Champlain and School Streets, around the corner and down St George Street; whenever ARRA has a function where the kids are outside the racing is even worse. There are no signs on School Street or St. George posting the speed limits and kids need to see signs; perhaps more police coverage/presence issue warnings or tickets, have police check the cars for taillights. Deputy Mayor Power noted the next meeting of the Police Commission is July 10<sup>th</sup> at 9 am and inquired if Heidi would like to put the same information forward at the Police Commission meeting. Councillor Mersereau suggested if possible, identify the offenders and report to the police with license plate numbers. Wayne Smith stated residents are not getting the service from the police department including when phoning in incidents. Brenda Keen made a suggestion that the police be asked to go to the school and speak to the entire driving population of the school when school starts.

Heidi Richelis, Brenda Keen and Wayne Smith departed the meeting at 6:38 pm.

## **7. Presentations:**

Tony Harvey Operations Supervisor, Annapolis West, NS Transportation & Infrastructure Renewal, stated he is responsible to maintain and service all routes in Annapolis west and bridges for Annapolis and Digby counties. Tony Harvey advised one reason he is in attendance tonight is the Town has been receiving a service from the province for numerous years regarding salting and/or plowing the streets through the Town. The province usually charges \$7800 per kilometre. Do not intend to change the existing arrangement, should upper management pursue this further, the town would be responsible to maintain the 2 streets; and may want to consider this down the road. He went on to mention the Town owns the Hubley well on Cape Road, which is not used by the Town but the Town has the rights to it. Would like to propose giving the province access to the well as the province is in the process of changing the salt system for the roads to liquid brine which costs 4 cents per liter to make brine; 50% savings on salting the road. Brine should be on the streets 8 hours before snow fall and for this, the need of water. Tony Harvey would like to request use of water from the Hubley well (30,000 litres every 24 hours). It is a drilled well that actually rests on the property the Department of Transportation sold to Alden Hubley and it produces 350,000 litre per day, 50 gallon per minutes. Mayor Tompkins inquired if the Town provides access to the Hubley well for water service, would that be a trade-off for the street service. Tony Harvey advised he could bring this matter to a higher level for consideration.

If the water flow is sufficient, would re-test volume of production on the well. The agreement with Alden Hubley needs to be reviewed. Tony Harvey advised the Department of Transportation is willing to pay for flow tests and pump station on the well, may need Town to apply for power to run the pumps, expect no cost to the town to access water, zero costs to the Town. Tony noted production would start in October.

CAO St-Amour requested a recommendation who to contact for signage on Hwy 101 and/or Hwy 8. Tony Harvey advised there is a policy that within 1000 meters of centre line no private signage. Brian Story controls all highway signage. For signage on Hwy 8 a permit is required, call Tony Harvey and if no visible safety issue; and after speaking with adjacent property owners and no forthcoming issues can move forward; and with respect to Hwy 1 no permit is required, contact Tony Harvey. Before Natal Days, the Department of Transportation cuts/mows grass along the causeway and tries to have old signs removed.

Tony Harvey departed the meeting at 6:48 pm.

Mayor Tompkins noted the water flow needs to be determined and suggested Superintendent of Public Works McLean and Tony Harvey can do this. Councillor Mersereau also noted the necessity to confirm full rights to well.

## **11. In-Camera**

- i) Reason (e) Contract Negotiations
- ii) Reason (h) Public Security

It was agreed by the Committee of the Whole to move the in-camera items and discuss in-camera items at this point in the meeting.

## **MOTION 3**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to move in camera at 7:45 pm. **CARRIED.**

## **MOTION 4**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to come out of in-camera at 9:10 pm. **CARRIED.**

## **8. Business Arising**

### **i) Building Permit AWEC**

CAO St-Amour advised representatives from AWEC will be asked to attend the September meeting of the Committee of the Whole.

### **ii) Events Protocol Update**

Councillor Paquette updated the Events Protocol document as follows:

June 2- Freemasons Celebration, Mayor attended parade, business attire, chain of office;  
July 1 - Canada Day, business attire, chain of office and speech at opening ceremonies/flag raising, usually cuts cake at Fort Anne; gave greetings at fireworks in Bridgetown, chain of office, and business attire;  
June - AWEC Graduation—chain of office, no speech, formal attire, hands out an award, last Wednesday in June;  
August - Natal Days Parade, Mayor leads parade, first Monday in August, mayor speaks at sunset ceremonies (greetings from Town).

Mayor Tompkins advised that Natal Days Sunset Ceremonies are being run by Scotia Bank and further suggested inviting Natal Day Committee representatives to attend the next meeting of the Marketing and Economic Development Committee for the Town.

Discussion was held regarding the cancellation of the soccer tournament. It was agreed to bring the soccer tournament issue to the next meeting of the Marketing and Economic Development Committee. CAO St-Amour suggested that for next year the Town MPAL Recreation Coordinator could assist. Mayor Tompkins also noted there is \$1,000 earmarked for the tournament.

### **iii) Police Tour**

It was noted the tour of the Annapolis Royal Police Department facilities is set for July 16<sup>th</sup> at noon. Discussion was held regarding the locked exhibit room.

### **iv) ARRA Update**

Councillor Mersereau advised the next meeting of the ARRA is scheduled to be held July 11<sup>th</sup> at 6 pm.

Mayor Tompkins asked about the progress of the Town brochures and suggested statistics including water, police force, health centre, internet, infrastructure, etc. needs to be included. It was agreed to place this item on the agenda for the next MEDC meeting.

### **v) Unsightly Property**

CAO St-Amour advised with respect to 209-213 St. Anthony Street, the owners started to cut back shrubbery, mowed the lawn; do not have a time frame for completion of other repairs yet.

380 St George – At the request of the CAO, the owner has provided a list of repairs along with timelines for commencing and completing projects. The CAO is in weekly contact with the tenant who is doing the work. The tenant is encouraged to get the front door finished; some boards need to be replaced prior to painting the house. Owner is requesting consideration of architectural shingles rather than asphalt shingles.

Not heard from Irving Station property owners.

#### **vi- Valley Waste**

Councillor Hudson advised he attended the Valley Region Solid Waste-Resource Management Authority meeting of June 26, 2013. Discussion was held regarding the 2013-2014 Operating and Capital Budgets, the surplus for 2012/13 of \$140,592 which will go back to the municipalities involved. The Town of Annapolis Royal was accepted as a member of the Authority by a motion. Styrofoam is a separate item from recyclables; there is a bit of an issue with plastics and the stipend may have to be adjusted. CAO St-Amour handed out a letter from the Chair of the Authority confirming the motion to accept the Town of Annapolis Royal as a member as follows "On motion of Reginald Ritchie and seconded by John Himmelman that the Valley Region Solid Waste-Resource Management Authority approve in principle that the Town of Annapolis Royal join the authority as a municipal partner under the intermunicipal services agreement,... Councillor Mersereau suggested consideration be given to appointing a representative to the Board. The proposed date of the next Valley Waste meeting is September 11, 2013.

#### **vii) NSPI Building**

CAO St-Amour advised that the little shed on the NSPI property is going to be torn down and an application has been submitted and a permit for the work will be issued soon.

#### **viii) ACSBE Proposal**

Councillor Mersereau raised the question as where the Town is in the process to move forward with the strategic plan and the funding thereof. No funding information available yet.

#### **ix) Vending By-law Update**

Discussion was held regarding the vending by-law including the draft by-law, mobile canteens, vending within Town limits including associated fees and specific vending areas.

Discussion was also held regarding the Farmers Market and it was agreed to maintain good relations with the Farmers Market Committee and to request a meeting with representatives from their Committee.

It was noted that outdoor dining areas on Town sidewalks requires a lease agreement with the Town.

### **9. New business**

#### **i) Kings Transit Agreement Update**

CAO St-Amour distributed copies of the Kings Transit Agreement for Council to review prior to the next regular Council meeting.

#### **9iv) Natal Day Banners**

CAO St-Amour advised a meeting was held with Superintendent of Public Works McLean, Director of Finance Robinson, representatives from Pixie Dust to consider potential projects for 2013/14 from Pixie Dust Funds. One suggested project is the purchase of Natal Day Banners. This year the banner would show a spray of fireworks and the next couple of years the banners would show heritage images of historically important people.

#### **9vii) Pixie Dust Update**

CAO St-Amour provided the update of the Pixie Dust Funds for 2013/14 as follows: 3 permanent benches on the area by the wet lands, the Legion is in need of painting, some volunteers are willing to paint it, Rob Laurie has offered to provide paint and the Pixie Dust

Funds will provide the staging, also the funds will provide \$3,500 toward a mural on the side of the NSPI building if agreeable to Nova Scotia Power and if Nova Scotia Power will consider a matching donation. The vision for the mural is to show the 17 wharfs that used to be located along the shores of Annapolis Basin at Annapolis Royal.

CAO St-Amour departed the meeting at the meeting at 9:35 pm

### **9ii) School Review**

Councillor Mersereau suggested the School Review be referred to the ARRA Subcommittee. There are 4 focus areas, Challenges Identified by Communities and School Boards, School Use Options, Allowance for Tear Down and Alternate Uses of Schools. Councillor Mersereau noted feedback is requested by July 31<sup>st</sup> and he indicated he would like to see something formalized with school boards and the province as to what is to be done when schools are declared surplus in consultation with municipalities; a protocol for cooperation. It is difficult to use as a foreign school, hard to continue use for education purposes. It was agreed to forward the School Review to the ARRA Subcommittee.

### **9iii) Regional Municipal Caucus Steering Committee**

The Protocol for Regional Cooperation and the Shared Service Review Criteria for the Regional Municipal Caucus Steering Committee were reviewed. Councillor Mersereau suggested the following changes to the draft chart headed "Shared Service Review Criteria" [ Part of Tab 3]:

- ≡ Item 2: COST SAVINGS - Will it save money? Change the rating factor rankings so that "Reduce Future cost" is categorized as medium, and "Zero Sum" is categorized as low.
- ≡ Item 3: SERVICE LEVEL - How will it impact service delivery? Change the rating factor rankings so that "NEW FUNCTION" is rated as high, and "Maintain Level" is categorized as low.
- ≡ Item 12: PUBLIC AWARENESS - Is the public a factor for implementation? If this criterion is intended to address "Ease of Implementation" or "Complexity" the heading and descriptors should be changed accordingly.
- ≡ Item 12 simply be deleted, as "Public Support" has already been addressed under item 10, and as I question why the fact that a service could be invisible to the Public (if an invisible service is in fact a service) should be rated highly.
- ≡ Item 13: AFFORDABILITY - How critical is this service? Change "How critical is this service?" to "Is funding available?"

A further suggestion is that on the lead page of the "Protocol" Agreement the Parties be listed as noted below. The County, Annapolis Royal, Bridgetown and Middleton are not just entering into an agreement with Lawrencetown - Rather the five municipal units are all entering into an agreement with each other.

I.E. change the current draft to read:

BETWEEN:

THE MUNICIPALITY of the COUNTY of ANNAPOLIS

-AND-

THE TOWN OF ANNAPOLIS ROYAL

-AND-

THE TOWN OF BRIDGETOWN

-AND-

THE TOWN OF MIDDLETON

-AND-

It was agreed to send out the suggested changes to the other CAO's for their consideration.

#### **9v. Receipt of Donations**

##### **MOTION 5**

It was moved by Deputy Mayor Power seconded by Councillor Hudson that the Committee of the Whole recommend that Council approve the Town of Annapolis Royal administration to accept donations for two projects: the Annapolis Royal Wharf Association Wharf Project and the Annapolis Royal Promotional Documentary. **CARRIED.**

#### **9vi) Water Utility Budget**

Councillor Mersereau noted the budget seems a little high and discussed the water utility budget, a future water rate study, reserve/surplus. Councillor Mersereau requested a copy of the balance sheet for year ending March 31, 2013. A meeting is scheduled to be held with the CAO, Director of Finance, Councillor Mersereau and the Town Auditors, and discussion will be held regarding the water utility budget based on the infrastructure.

It was agreed to table this item to the next meeting of the Town Council.

#### **9 viii) Courthouse Closure**

Deputy Mayor Power advised there was an article in the newspaper that the Town may be losing the courthouse and suggested sending a letter on behalf of Council in support of keeping the court house open. Discussion was held regarding the Court House. It was agreed to write a letter of support to keep the Court House in Annapolis Royal open as it is the only court house in Annapolis County and further to request consideration of renovating the holding cells.

#### **9ix) Process Policy for Tender Evaluation Acceptance**

Considerable discussion was held regarding the tender process and the recent order that has been placed to acquire a police vehicle. Councillor Mersereau referred to the Procurement Policy specifically the policy statement that refers to Authority. It was agreed to review the process for tender evaluation and acceptance.

#### **9x) Natal Days – Cadets**

Deputy Mayor Power advised that she received information that the Cadets may not be involved with the Ceremony of Flags or taking part in the parade during Natal Days. It was agreed Mayor

Tompkins will contact the Cadets for clarification and information. Mayor Tompkins suggested an invitation letter be written to the Mayor of Bridgetown and guest to attend the Natal Days sunset ceremonies and fireworks.

#### **9xi) Soccer Tournament**

Mayor Tompkins advised that the soccer tournament usually held during Natal Days has been cancelled for this year as the grant funding has been returned by the Soccer Association because of an inability to find a student to fill the position. The tournament used to generate \$3,000-\$4,000. Council budgeted \$1,000 in the 2013/14 budget for the Soccer organization; based on a 3-day tournament being held. Council discussed that they felt that it is a huge economic loss for the Town.

Councillor Mersereau suggested the Town keep in touch with the organizers of the soccer tournament with regards to a soccer tournament next year. It was agreed to refer this item to the Marketing and Economic Development Committee for their consideration.

#### **10. General Correspondence – None**

#### **12. Adjournment**

##### **MOTION 6**

It was moved by Councillor Hudson, seconded by Councillor Paquette to adjourn the meeting at 10:50 pm. **CARRIED.**

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