

**TOWN OF ANNAPOLIS ROYAL  
SPECIAL COUNCIL MEETING  
MINUTES  
March 1, 2013 - 9:00 a.m.**

**CALL TO ORDER:** Mayor Tompkins called the meeting to order at 9:11 am

**PRESENT:** Mayor Tompkins, Councillor Hudson, Councillor Mersereau, Councillor Paquette, Chief of Police McNeil, Planning Technician Saunders, Superintendent of Public Works McLean, CAO St-Amour, DoF Robinson, Recording Secretary Bourke, member of public.

**REGRETS:** Deputy Mayor Power

**ADDITIONS TO AGENDA:** none

**PRELIMINARY BUDGET PRESENTATIONS:**

**Opening Remarks/Introduction to 2013/14 Preliminary Budget Discussions**

CAO St-Amour presented opening remarks and an introduction to the 2013/14 preliminary budget discussion, noting Council would prefer to at least have the tax rate remain the same as the previous year.

**Capital Investment Plan**

Discussion was held regarding water rate increases, the municipal agreement with the County and snow removal. DoF Robinson reviewed the capital projects completed this year. The Draft Capital Budget is a five year outlook that is mandated to be done every year. Items for consideration were new police car, timbers along Church Street Garden and around medians in the market parking lot, sewage pumping stations upgrades parts and new pumps Charlies' and Riverview pumping stations, snow blower attachment for new sidewalk machine, new server, water meter at fire hall and boardwalk repairs.

Councillor Mersereau noted the Town Office roof is not on the capital item list; this falls under repairs and maintenance under the operating budget advised DoF Robinson.

DoF Robinson discussed the 5 year Capital Investment Plan; items reviewed were a salt dome, holding pond, restoration of second floor of Town Office, first pond, debt charges, boardwalk, 3 phase generator, force main at Home Hardware, and the town parking area around the legion.

**Annapolis Royal Police Department**

DoF Robinson gave an overview of the Annapolis Royal Police Department budget. Chief of Police McNeil noted there are certain items that are mandatory budget items.

Councillor Mersereau discussed the Boots on the Street grant fund which is available to staff 3.5 positions for the Police Department.

Chief McNeil advised if there is a decrease in the staffing, the grant would be cancelled.

The Police Department has 4 members of staff as proposed; the Chief, 2 constables and a corporal.

#### **MOTION 1#**

It was moved by Councillor Paquette, seconded by Councillor Hudson to move in camera at 10:10 am. **CARRIED.**

Came out of camera at 10:55 am.

Discussion was held regarding the items on the budget, including vehicles, cell phones, equipment and repair, police clothing, prosecution fees, courses, training, Digby lock-up, DNA costs. Police Chief McNeil departed the meeting at 11:16 am.

Recess at 11:17 am; Out of recess at 11:20 am

#### **IN CAMERA Reason (c) Personnel Matters**

##### **MOTION #2**

It was moved by Councillor Paquette seconded by Councillor Mersereau to move in camera at 11:20 am. **CARRIED.**

Came out of camera 11:55 am.

#### **Planning and GIS**

Councillor Mersereau noted for a historic town, planning is important combined with fiscal responsibility. GIS/Planning Technician Saunders reviewed expenses, noting there is no training expense in the budget; advising last fall he took NSCC on-line courses and paid for them personally. Discussion was held regarding computer requirements, computer back-ups, servers, planning GIS Licensing, speed of internet service, mapping, rent, and HST. Planning Technician Saunders advised that the computer application LIU the planning department uses is very advanced state of the art and all the data stays in Nova Scotia.

Revenue items were discussed; Sale of Services, GIS Data Management, providing services to the Town of Digby and the potential for outside income to increase. Mayor Tompkins requested a breakdown of the \$28,000, where the increase in revenue comes from and how much time the Planning Technician uses at each town. Planning Technician Saunders advised that the breakdown for service is 45% for the Town of Annapolis Royal, 30% for the Town of Middleton and 25% for the Town of Bridgetown. CAO St-Amour will confirm the hourly rate for outside contracted services. Building permits do not generate revenue as the inspectors may have to visit a site numerous times for which billable hours are higher than the building permit fees. Planning Coordinator McAuley saves the Town money by answering calls rather than referring them to Chris Millier, which was a costly item in the past.

Discussion was held regarding the cost of the planning process and the potential to decrease the cost. Mayor Tompkins suggested having the first phone inquiries come through the town office prior to contacting the Planning Coordinator.

Planning Technician Saunders advised this may cause an increase in cost as there may be assumption of liability for misinformation that may require legal remedies.

Planning Technician departed the meeting at 1:50 pm.

Recess at 1:50 pm, reconvened at 2:08 pm.

### **Public Works**

Councillor Mersereau inquired how critical is the force main at the Home Hardware building. Superintendent of Public Works McLean advised that it is not critical, immediately, but as more homes are constructed in Fortier Mills there will be a need to make sure the lift station will handle 20 more homes; a budget item to keep in mind for the future. DoF Robinson reported sewer lift station expenditures are provided for by taxes not utilities.

Councillor Mersereau noted the telephone pole on Victoria Street is in the way of snow removal. Superintendent McLean advised the guide wires could be removed/moved by the phone company.

Superintendent McLean noted there is talk the Province will stop plowing and salting within Towns. He also noted they are looking to buy bulk water from the Town, an estimated supply of 100,000 gallons of water annually; and further the Town owns 5 wells (untreated water) adjacent to the provincial compound and the Town Council may want to consider trading water for plowing. The Province is going to start using brine trucks to spray the roads and that is the need for the water (\$200 a ton for salt, 1 truck can hold 15 ton, brine costs 7 cents a litre). Mayor Tompkins advised the Province is plowing Highway 8 which is a highway trunk road.

Superintendent McLean noted it cost approximately \$7,800/kilometer and there is 4 kilometers. Superintendent McLean advised CAO St-Amour is locating the legal documents for the area of the 5 wells.

Councillor Mersereau inquired with regards to the paving on upper St. George Street.

Superintendent McLean suggested completing a street in thirds; estimate \$200,000, noting it does not have to be done this year but patching will be done this year at an approximate cost of \$18,000.00.

Discussion was held regarding training for public works, required certification, road streets and lawn maintenance, break away shoulders, lawn repair, fill for water breaks requires Class A fill, Farmers Market – one side of the wall needs to be repaired, roads and streets painting – the outside white lines get done every two years.

Solid Waste expense was discussed and Superintendent McLean advised brush fill was placed over by the sewage lagoons and it needs to be chipped, further advising other Towns' have their fire departments burn the debris.

Council discussed the issue and directed placing an article in the April Town Crier regarding the burning of the Christmas trees as fire practice during the month of May, after spring clean-up, burning brush in order to save money for every tax payer, request input from taxpayer.

Superintendent Mclean updated information regarding water consumption, confirmed leak in water system, 60,000 gallons a day is being lost, determined the leak is uptown either AWEC or the Senior Citizens complex.

The garbage expense item was discussed. CAO St-Amour advised that Superintendent McLean spoke with Darren Orde about the possibility of picking up composting at a cost of \$185.00 every 2 weeks, pick up green carts from restaurants; pick up every week at a cost of \$145.00 or \$290.00 every two weeks and bring it to the Town compost site; other option to contract with Valley Waste and the Town can go in as a full partner; Valley Waste option \$165.00 per serviced unit per year they would pick up garbage, recycling and compost every 2 weeks, does not include green carts at a cost of \$70.00 each. CAO St-Amour advised that Valley Waste will make a presentation to Council on March 18<sup>th</sup>, 2013. Mayor Tompkins noted this item needs to be budgeted for accordingly and this will have to be tendered.

Superintendent of Public Works McLean noted upgrades will be required on the pumping stations, both are old, need floats and pumps, panel is outdated, need to upgrade to new technology with a program that rings an alarm to the Superintendent, \$2800 each for a SKEDA units/system that does this, need 2 new panels, refit the station upgrade so the pumps can last another 2 years, requires contractor to repair. Superintendent McLean also stressed the importance of having a spare pump. Soon there will be grants available for sewage upgrades as the Province does not want sewage going into the river.

Discussion was held regarding snow removal and snow blower attachments.

There was discussion regarding the installation of a water meter at the fire hall which would be beneficial to track water. Mayor Tompkins suggested the County can assist with water cost associated with water trucked to the county.

Superintendent McLean advised that he does not require the salt dome this year.

### **MOTION #3**

It was moved by Councillor Paquette, seconded by Councillor Mersereau to move in camera at 3:25 pm. **CARRIED.**  
Out of in camera at 4:10 pm

### **MOTION #4**

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

Recess at 4:11 pm, Reconvened at 4:25 pm.

### **Remaining operating budget - Revenues and Expenditures**

DoF Robinson reviewed the remaining operating budget line items for the Revenue section.

It was agreed by Council to amend the following line items as follows:

- Sewage treatment – Annapolis County increase to \$42,000.00; it was noted the agreement with the County has expired and should be renegotiated;
- Fines – increase to \$4,900.00;
- RRFB Funding – increase to \$2,700.00.

DoF Robinson will provide the details regarding the Farmers Market Lease/revenue to Council. Councillor Mersereau suggested meeting with the Farmers Market Manager or having the Marketing and Economic Development Committee meet with the Manager to discuss revenue matters

Discussion was held regarding other sources of revenue and suggestions were- fee for services- charge people to advertise in the Town Crier; a member of the Board Of Trade can advertise on the Town website free, others advertisers could pay a fee. Mayor Tompkins suggested reviewing website fees and other ways of generating revenue that offset the costs.

It was agreed that the Committee of the Whole will review the policy on Website Advertising.

Discussion was held regarding mobile vendors. The Town has a Vending By-law. Mayor Tompkins suggested reviewing the vending fees for mobile vendors.

DoF Robinson reviewed the remaining operating budget line items for the Expenses section. It was agreed by Council to amend the following line items as follows:

- Election Expenses– decrease to \$750.00;
- Mayor/Council Conf./Travel - decrease to \$2,500.00;
- Legal fees – decrease to \$15,000.00;
- Tax Appeals - decrease to \$1,000.00;
- Engineering/Consulting - decrease to \$1,000.00;
- Consulting Fees General –decrease to \$500.00;
- Municipal Auditor General – decrease to \$1,000.00.

Council remuneration will be reviewed and CAO St-Amour will bring forward the AMA report re: remuneration, specifically information from similar municipalities.

CAO St-Amour was asked to provide more detail for General Administration line item Admin Conference & Travel budgeted at \$5,000.00.

Mayor Tompkins suggested an expense heading section for IT Services to include hardware, software, IT support, annual fee for accounting software and payroll updates, internet, and other associated costs. Councillor Paquette inquired about the plans for IT services for the Town Office building. Mayor Tompkins suggested budgeting \$9,000.00.

It was agreed to ask Grant Dares to provide an estimate of the cost for upgrading the IT services at the Town Office. Mayor Tompkins suggested contacting the Town of Digby also. It was agreed to bring forward to Council a policy regarding Computers.

CAO St-Amour advised the Town does not have a Town credit card. Mayor Tompkins suggested a no-fee credit card application be investigated, approval from council granted.

Taxation - line item King's Theatre – Repairs and Maintenance was discussed and it was agreed to bring forward a copy of the lease agreement between the Town and King's Theatre to the Committee of the Whole for their review.

- Climate Change – decrease to \$5,000.00;
- Animal Control – decrease to \$1,000.00;
- Gardening Services – Mayor Tompkins suggested contacting the Historic Gardens and inquiring if there is interest in providing the gardening service. CAO St-Amour suggested identifying the work; and requesting a price. Councillor Mersereau requested a list of what was completed last year. The list and invoices will be brought forward;
- Trees – Angelica –bring forward the invoices for the Dutch elm tree treatment. Councillor Paquette advised the Municipal Planning Strategy has an item that states the Town will plant 10 trees a year.
- Recreation – Facility Mtce/Repair – Councillor Mersereau requested a project list for the \$8,000.00. CAO St-Amour was directed to bring forward items regarding recreation including the soccer association request, the Friends of the Pool request and other recreation facilities/services that require funding;
- Marketing General - increase to \$15,000.00;
- Visitor Information Center - bring forward to next MEDC meeting;
- Reserve for Uncollected Taxes - decrease to \$1,000.00;
- Kings Transit - bring forward for discussion;

**INCAMERA** Reason (c) – Personnel Matters

**INCAMERA** Reason (g) – Legal Advice

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It was agreed to discuss both Legal Advice matters and the Personnel Matter will be brought forward at a later date.

#### **MOTION #5**

It was moved by Councillor Paquette, seconded by Councillor Hudson to move in camera at 6:53 pm. **CARRIED.**

Came out of camera at 7:20 pm.

#### **MOTION #6**

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 provided by the Town Solicitor prior to the March 8, 2013 deadline. **CARRIED.**

#### **ADJOURNMENT**

#### **MOTION #7**

It was moved by Councillor Paquette, seconded by Councillor Hudson the meeting adjourn at 7:25 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		

Future budget discussions to include: Water utility