

**Town of Annapolis Royal
Approved Minutes of Special Council Meeting held
March 24, 2014, 10:00 am**

1. PRESENT: Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Byron Mersereau, Councillor Paul Paquette, CAO Carol St-Amour, Christine Igot, President Friends of the Pool, Active Living Coordinator Noah Scanlan, Director of Finance Melony Robinson, Chief of Police Burt McNeil, Superintendent of Public Works Kevin McLean, Planning Heritage Marketing Coordinator Sandi Millett-Campbell and Recording Secretary Dawn Bourke.

2. REGRETS:

3. CALL TO ORDER: Mayor Tompkins called the meeting to order at 10:00 am.

4. PRESENTATIONS:

i. 10:10 to 10:40 am Christine Igot, President Friends of the Pool Society

Christine Igot, President Friends of the Pool Society made a presentation on behalf of the Society for a funding request for the 2014/15 budget year. It cost the Society about \$400.00 per day to run the pool which is about \$30,000 to \$40,000 thousand a year. Christine Igot reviewed ideas for the promotion of the pool and activities for the upcoming year. Christine Igot asked for a \$2,000 increase for the operations of the pool this year, noting the repairs for the leak at the pool are unknown, if received the increase in funds would be put towards the leak, the swim team, purchase of a pace clock, and any extra funds would be spent on the children. Swimming lessons and fundraising provide a large source of income for the pool.

The other special request is for funding for a Pool Manager, it would offer continuity of chemical maintenance, ensure mentorship with lifeguards, considering a senior for the position (who would have age and experience), who can then train junior lifeguards at age 14, would need an adult to supervise the junior lifeguards. The Pool Manager would come in mornings, make the schedule, take funds, make sure pool is clean, test the pool, it is isolated down there, if the pool society could hire someone 20 hours a week for 12-14 weeks, it would cost about \$3,000, if the town could grant the money this year for a pilot project as a one time special request. Christine Igot also asked for support from Town Public Works, need to stencil No Diving on the pool, or maybe mow inside the pool fence, a couple of things like that is very helpful; if the Town had extra recycling bins the pool could use them.

Councillor Paquette thanked Christine Igot and the Friends of the Pool for their dedication to the town pool. Councillor Mersereau noted the leadership of both Christine and Pierre Igot has contributed to the operations of the pool and thanked them for their contribution towards the pool. Christine departed the meeting at 10: 55 am.

Mayor Tompkins agreed there is a lack of signage directing people to the town pool, maybe need sign for both pool and tennis courts at a cost of \$260.00 for a sign. ALC Scanlan will speak to Steve Rafferty to determine how Bridgetown manages their town pool.

ii. 10:45 to 11:30 am Scanlan, Active Living Coordinator (ALC)

ALC Scanlan discussed the last six months, has been busy sustaining existing programs, adult sports programs and power hour, also has been able to relaunch After School Program, completing funding from Nova Scotia Health and Wellness, Thrive Initiative, Run for Girls, archery, yoga, Family Fun Night at ARRA on Friday nights doing well with approximately 40 people attending and it is entirely funded by Valley Health and Nova Scotia Health and wellness hiking, snow shoeing, geo caching, all essentially cost free to the Town. One major obstacle is going to be the closing of ARRA, will not know parameters of availability and where that leaves the adult programs, do not know the expectations of what will happen with the closure of ARRA. Mayor Tompkins inquired if ALC Scanlan has looked at the CES. ALC Scanlan noted the CES is outside of Town limits, but has been doing educational items at the school.

ALC Scanlan noted the biggest line item is playground, working on facility maintenance and repair, the Grant Memorial park needs the fence repaired, erosion problems up to fence, would require consultation and assessment. CAO St-Amour advised \$250.00 for repair and \$250.00 for consultation has been budgeted for the current year regarding the erosion protection. ALC Scanlan noted the erosion is a concern, the playground equipment is questionable at best.

Mayor Tompkins suggested a natural playground. ALC Scanlan noted he will be looking into it in the coming years.

ALC Scanlan advised the skateboard park as it stands is in phase 1 of 3, and he has not heard of any proposals. Councillor Paquette suggested moving the adult equipment from the Grant Memorial Park to the area by the Skateboard Park placing the equipment into an adult park for ages 14 and older.

Councillor Mersereau noted that line item facility and maintenance repair, includes mowing soccer fields, some overlap with presentation from soccer association, the Town has been mowing every other time, 50/50 cost share, the port-a-potties, one placed by the a playground and one placed at the skateboard park. ALC Scanlan advised that for non-school weeks the Town pays 50% of the cost approximately 6 times of mowing. ALC Scanlan noted that a fishing derby is scheduled to be held on Father's Day on first pond, the Department of Fisheries is placing 1500 trout in the lake at no cost, willing to provide fish for free. ALC Scanlan inquired if picnic tables are available to put around the area. Councillor Mersereau thought the Town had a supply of picnic tables as they were built for the Acadian gathering. Mayor Tompkins inquired if there is potential to do more recreational activities at First Pond. ALC Scanlan noted the First Pond is a really great natural resource, beautiful and accessible, the CARP people are involved with the fishing derby, they will also test the water, the Lequille County Store is donating the prizes. ALC Scanlan departed the meeting at 11:32 am

10 minutes recess 11:35 to 11:45.

iii. 11:30 to 12:15 pm Melony Robinson, Director of Finance (DOF)

DOF Robinson discussed e-Delivery e-billing; the price of stamps is going up to \$1.00, the Town does a lot of mail-outs, there is a big rush to come up with alternatives to Canada Post mail and e-post seems to be the alternative. DOF Robinson advised the Town sends out between 600-800 envelopes per cycle between water and taxes every month including statements, 4 water bills a year and 2 tax bills a year.

The cost of the line item for postage will go up unless the Town changes the way it operates; it is going to cost about 40 cents per account by e-post; in the future forty cents versus a dollar; the customers would have to sign up for it. DOF Robinson will ask the municipal advisors if the Town is allowed to charge for e-billing. DOF Robinson will ask if the Town can charge the price of stamps to the ratepayer. Councillor Mersereau noted with regards to the water utility bill it would have to be brought forward at the next water application, may be a split rate, a base charge and a dollar less for people on e-billing would have to be specified in the rate application.

DOF Robinson reviewed the proposed capital budget with Council. Discussion was also held regarding carry forward items from last year, including the replacement camera, the Town Hall roof repairs, IT upgrades, server and Ipads. DOF Robinson departed the meeting at 12:30 pm.

iv. 12:30 to 1:00 pm Lunch Break

v. 1:00 to 2:00 pm Burt McNeil, Chief of Police

Police Chief McNeil reviewed his budget requests noting that he would like more time from the Administrative Assistant; there are currently 3 auxiliary policy helping the department, and vehicle fuel costs. Other items discussed were capital items including an Intoxilizer which may cost between \$12,000-\$15,000 and the Province may cost share and this item will be listed in the capital budget at \$ 7,000. Finger print and card scanner will cost approximately \$8,000, as of July 2014 this needs to be done electronically. Discussion was held regarding the surveillance camera noting the biggest point of interest is the wharf area/farmers market. Discussion was held regarding the line item for training.

Police Chief McNeil departed the meeting at 2:00 pm

15 minutes recess from 2:00-2:15pm.

vi. 2:00 to 3:00 pm Kevin McLean, Superintendent of Public Works

Considerable discussion was held regarding the sewer line at the Historic Gardens. Councillor Mersereau advised that 88% of the sewer line is new and 12 % is old, this is part of the old sewer lines and we should be looking at the 12% and plan accordingly. Superintendent McLean advised he has a prioritization list for sewer and water upgrades from the engineers.

Councillor Mersereau mentioned if there is a year that provides both federal and provincial grants, the whole thing be done then. Superintendent McLean advised if there is free time this year the sewer lines should be videoed before flushing. Councillor Mersereau noted the \$38,000 in the capital budget only addresses the sewer main that runs down to Charlies Restaurant.

Superintendent McLean advised that 5 new sewage pumping station pumps were purchased this year, pumping more efficient and power bills are less. Superintendent McLean advised there are 6 pumping stations with 2 pumps in each station; 2 panels cannot get parts for and panels are about \$8,000 for a stainless steel panel. Discussion was held regarding the use of water from the first pond during a fire. Mayor Tompkins suggested to run a line from first pond with a secondary hydrant, which would provide water back up for fire emergency, and perhaps for the Department of Highways for the brine machine. Discussion was held regarding paving on St. George Street from the bridge to the lights; St. George Street definitely needs a complete resurfacing and need to plan for it.

Councillor Mersereau suggested a five year schedule to address asphalt on both upper and lower St. George Street. Mayor Tompkins noted if the project can be tied into a water project funding may be available.

Discussion was held on the Kubota sidewalk machine. Discussion was held regarding Kubota parts, and it was noted the \$2,000 is an estimate. Discussion was held regarding the 2004 Backhoe noting the tires cost \$500 each.

Councillor Mersereau commented on the line item for a summer student in the amount of \$5929. in the proposed budget suggesting this is high for a student for the two summer months of July and August. Superintendent McLean advised public works mows all the Town owned properties including in front of public works, in front of the Town office, by the boardwalk, petit park, the farmers market area and mowing in front of the lighthouse. It was noted trail maintenance now falls under a recreation line item and public works maintains the trail way.

Councillor Mersereau noted the furnace oil seems to have increased from the previous year. Mayor Tompkins suggested a programmable thermostat.

Superintendent McLean advised with regards to the Farmers Market, in the parking lot the medians with timbers need to be replaced and the stall closest to the pub the roof fell right off.

Councillor Mersereau mentioned the \$20,000 for asphalt this year for patching. Superintendent McLean advised that as much as \$20,000 worth of asphaltting will be done, some on Upper St. George Street.

Regarding the line item for road and street painting it cost \$7,000 to get a truck out of Amherst to paint the middle lines.

Superintendent McLean advised the centre lines are done annually and the edge lines are done every second year. It was mentioned to ask Anthony Harvey, Operations Supervisor for Nova Scotia Transportation and Infrastructure Renewal about painting the lines in Town.

CAO St-Amour asked if there are any picnic tables available. Superintendent McLean advised there are a few available, a lot were rotted and had to be replaced, try to add a couple every year in places such as Petit Park, the playground, the skateboard park and other areas.

Superintendent McLean discussed the portable speed monitor advising the price is \$3653 including taxes and it comes with batteries, four poles and 3 extra brackets. Nova Scotia Power Incorporated will look at the sign and charge accordingly; they will not charge for the exact kilowatts, it is hardwired in. Superintendent McLean also advised of a portable speed monitor that is battery operated, it has 4 batteries and the batteries last for 4 weeks and they are rechargeable, at a cost of \$3400.

MOTION SPC-2014-MAR-24-01

It was moved by Councillor Paquette, seconded by Councillor Mersereau to order the portable speed monitor at a cost of \$3,653.00. **CARRIED.**

Superintendent McLean departed the meeting at 3:50 pm

vii. 3:00 to 3:15 pm Break

viii. **3:15 to 4:15 pm Sandi Millett-Campbell, Planning Heritage Marketing Coordinator**

Discussion was held regarding 27606Z Marketing Travel.

Line items discussed were 27624 Marketing Advertising Print, 27628Z Marketing Design , 27623Z mail drop and newsletter, 27629Z Marketing General is similar to what was paid out last year.

Line item 28403Z Planning Travel & Conference was discussed.

MOTION #SPC-2014-MAR-24-02

It was moved by Councillor Paquette, seconded by Councillor Hudson to approve the expenditure of \$1,348.50 for Line Item 01-28403Z Planning Travel and Conference for the year April 1, 2014 to March 31, 2015. **CARRIED.**

PHMC Millett-Campbell and Recording Secretary Bourke departed the meeting at 5:19 pm.

5. IN CAMERA:

MOTION SPC-2014-MAR-24-03

It was moved by Councillor Hudson, seconded by Councillor Paquette to move in camera at 5:20pm. **CARRIED.**

MOTION SPC-2014-MAR-24-04

It was moved by Councillor Hudson, seconded by Councillor Paquette to come out of in-camera at 5:36pm. **CARRIED.**

6. ADJOURNMENT

MOTION SPC-2014-MAR-24-05

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to adjourn the meeting at 5:37 p.m. **CARRIED**

Mayor Michael Tompkins

CAO Carol St-Amour