

**Committee of the Whole  
Approved Minutes  
December 9, 2015 at 12:00pm-1pm**

**1. PRESENT:** Chair Mayor for a Day Georgia Trimper, Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, Councillor Sherman Hudson, CAO<sup>1</sup> Gregory Barr, and Executive Assistant Amy MacManus as Recording Secretary

**2. REGRETS:** N/A

**3. CALL TO ORDER:** Chair Mayor for a Day Georgia Trimper called the meeting to order at 12:05p.m.

**4. ADDITIONS TO AGENDA:**

- Under Section 8, Business Arising: Item tabled to Council meeting on December 21, 2015
- Under Section 9, New Business: Call the Mayor received from a resident

**5. APPROVAL OF AGENDA:**

**MOTION CoW2015-12-09-01-A**

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

**6. PUBLIC INPUT:** N/A

**7. PRESENTATIONS:** N/A

**8. BUSINESS ARISING:**

1. MEAC Policy Approval  
Council discussed the policy.

**MOTION CoW2015-12-09-02-A**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to recommend to council to accept the amendments to the MEAC Policy as presented by staff. Motion carried.

2. Boat Building Project  
Mayor Tompkins summarized the proposed interactive boat building project (Tancook Whaler). Council discussed the initiative and potential budget requirements.

**MOTION CoW2015-12-09-03-A**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to council to support the project in principal, agree to fund the wood planking, and agree to the Waterfront Development Committee and staff proceeding with the necessary planning steps. Motion carried.

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<sup>1</sup> Chief Administrative Officer

**9. NEW BUSINESS:**

1. Call received by the Mayor from a resident regarding an outbuilding  
Mayor Tompkins received a call from a resident who is looking at converting a carriage house on one of his properties to a rental property. The *Land Use By-law* states that a Development Permit is required. The caller stated that he had no issue with the application process but was apprehensive about spending the money if the likelihood of approval was low. Council discussed. It was determined that Mayor Tompkins will relay to the caller that in principal there are no objections but that would be subject to change pending the normal review process, recommendations from PHAC, public input, etc.

**10. CORRESPONDENCE: N/A**

**11. IN-CAMERA: N/A**

**12. ADJOURNMENT:**

**MOTION CoW2015-12-09-03-A**

Chair Mayor for a Day Georgia Trimper adjourned the meeting at 1:05p.m.

**Committee of the Whole  
Approved Minutes  
December 9, 2015 at 5:30 pm**

**1. PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, Councillor Sherman Hudson, CAO<sup>1</sup> Gregory Barr, Executive Assistant Amy MacManus as Recording Secretary, and Active Living Coordinator Noah Scalan (left after his presentation)

**2. REGRETS:** N/A

**3. CALL TO ORDER: Chair**

Mayor Tompkins called the meeting to order at 5:35p.m.

**4. ADDITIONS TO AGENDA:**

- Under Section 10, Business Arising: Timing for the Strategic Review - Update
- Under Section 11, New Business: Webmaster for Website - Update
- Under Section 13: In-camera: contract negotiations- Annapolis Royal Wharf Association

**5. APPROVAL OF AGENDA:**

**MOTION CoW2015-12-09-01-B**

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

**6. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:**

1) Committee of the Whole November 3, 2015

**MOTION CoW2015-12-09-02-B**

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the minutes from November 3, 2015 with the following amendments: that the date in the margin be changed from October 6, 2015 to November 3, 2015; that Motions **CoW2015-11-03-04** and **CoW2015-11-03-09** have the words "to recommend to Council" added at the beginning of the motion as the motions are in actuality recommendations to Council.

**7. PUBLIC INPUT:** N/A

**8. ROUND TABLE:**

Council members all spoke about the Public Meeting on December 1<sup>st</sup>. Overall, most feedback received from the public was positive, such as: the public appreciated that it was presented as an idea and not a sales pitch, they liked the developer, they were very pleased that the Town will be keeping the gym and that the green space out front will be further beautified. Councillor Hudson noted that he wished that a few of the condos were for rent instead of all being for purchase. An inquiry by a member of the public was made regarding what will become of the bell. Council discussed that the agreement with the

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<sup>1</sup> Chief Administrative Officer

developer ought to contain items that the Town wants to keep, such as the recreation equipment, the fence, etc.

Deputy Mayor Power: noted that the Spectator has a positive article about the repurposing of ARRA. The only dissent that she is heard from business owners is about how it would affect their business and that they want it written into the agreement that 'it would be the town's preference that the developer buys locally'.

Mayor Tompkins: noted that attendees for the Parade of Lights were from the surrounding areas and not just Annapolis Royal. He thinks that it would be nice if Santa had candy canes to hand out at the event. Also noted that it was a shame the weather did not permit for a bonfire at O'Dell House. The logo launch and free giveaways was well received.

## **9. PRESENTATIONS:**

### **• Active Living Coordinator Program (ALC), Noah Scalan**

ALC Scalan presented his Progress Report to date. Council posed questions, ALC Scalan responded. Council suggested that a condensed version of the report be created that could be publicized in the Town Crier Newsletter.

Outdoor Skating Rink (moved from Section 11, New Business so that ALC was present to answer questions): Council discussed the details of the rink. It was decided that the rink should be built at ARRA and that hockey will be permitted at specific times.

### **MOTION CoW2015-12-09-03-B**

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power to recommend to council to approve proceeding with the construction of the outdoor skating rink at ARRA on the basis proposed in the briefing document and including the budget as outlined therein and hockey allowed on the basis of restricted hours (recommendation option c). Motion carried.

Moved from Section 11, New Business - Active Living Coordinator Discussion:

### **MOTION CoW2015-12-09-04-B**

It was moved by Councillor Hudson, seconded by Councillor Paquette to recommend to Council that Active Living Coordinator Noah Scalan's term be extended for the additional 2.5 years, contingent on the MPAL funding. Motion carried.

## **10. BUSINESS ARISING:**

### **i. Roof for Farmers Market Stalls**

Council discussed the briefing document presented by CAO Barr and the budget details of a new roof for the Farmers Market Stalls. Mayor Tompkins wants Public Works to provide the upkeep on the roof once the new roof has been completed and this will be worked into the budget.

### **MOTION CoW2015-12-09-05-B**

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to recommend to Council that the work for the roof for the farmer's market stalls proceed with the hiring of an appropriate contractor at a cost of \$10,000 out of the existing budget. Motion carried.

**ii. Nova Scotia Power Development Agreement**

CAO Barr summarized the communications that he has had with the involved parties and Town Planner, Chris Millier. Nova Scotia Power clarified that the landscaping is more of a swale than a berm. Town Planner confirmed that a development agreement would be required for the proposed installation and beautification. Council are keen to have this resolved without having to go through another development agreement process. Councillor Mersereau stated that the Town should be seeking advice from the Provincial Planner on this issue; Council directed CAO Barr to ask the Provincial Planner if there is any way around having a new development agreement.

**iii. Strategic Review Date – Update:**

Councillor Mersereau inquired about setting a date for the first strategic plan meeting. CAO Barr relayed that he will present a more detailed plan of the Strategic Plan at the next CoW meeting, which will include timelines.

**11. NEW BUSINESS:**

**i. Active Living Coordinator Discussion – item addressed to Section 9, Presentation**

**ii. Twinning Committee Appointment**

Council discussed whether a Council member or a Marketing and Economic Development Committee member should sit on the Twinning Committee. It was determined that Twinning Committee is a sub-committee of MEDC therefore MEDC would make the appointment. Councillor Paquette has volunteered to sit on the Twinning Committee.

**iii. Committee Appointments**

Council discussed appointments to the various committees. It was decided to send a letter to the Pool Society to ask for the names of their three appointees.

**MOTION CoW2015-12-09-06-B**

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend to Council that the Council members will remain as the incumbents on the Traffic Flow Advisory Committee, Annapolis Pool Committee, Human Resource Committee, Water Utility Committee, Budget Committee, Audit Committee, Regional Emergency Management Office, Annapolis Partnership Steering Committee, Friends of the Library Liaison Committee, Granville Ferry Water Protection Advisory Committee, Valley Waste Resource Management Board, except for the Human Resource Committee which will have Councillor Paquette replaced by Councillor Mersereau. Motion carried.

**iv. ARRA Gym – Future Plans and Parking**

There was concern at the public meeting about the availability of parking for gym users of ARRA. Council discussed. It was suggested that the ARRA Committee now focus on creating a vision of the Town's section of ARRA.

Zoning for ARRA: CAO Barr has begun the process with the engineers about an environmental assessment. The quote is ~\$3,100.00. The assessment is being subbed out and would charge a \$250.00 administration fee but the town engineers said that the town can forgo the fee by dealing directly with the subcontracted company. CAO Barr is seeking clarification on how to proceed based on the tender agreement with Hatchmott MacDonald. Council directed him to obtain one more quote and Mayor Tompkins will speak with another engineering company to obtain a quote. ARRA Project Manager, Heather McCormick, is in the process of working with the developers to complete the application to

change the zoning. Council discussed whether town or the developers should pay development fees. The discussion will continue in-camera.

v. Waterfront Development Policy  
Council discussed the proposed changes to the policy.

**MOTION CoW2015-12-09-07-B**

It was moved by Councillor Mersereau, seconded by Councillor Paquette to recommend to Council that we adopt the amended Waterfront Development Policy as set out per draft and presented to Council and with a change in paragraph 5; that the Waterfront Committee shall be composed of two Council members and up to five at large members as stated in the draft. Motion carried.

vi. Outdoor Skating Rink- item addressed to Section 9, presentation

vii. Date of January Committee of the Whole Meeting  
It was decided to keep the CoW meeting at the scheduled date of January 6, 2016.

viii. Webmaster- update:  
CAO Barr informed council that Troy Woodland has resigned. He has agreed to stay on board until a new hire is completed. The RFP will be going out shortly.

viii. Financials  
Discussion tabled to the December 21<sup>st</sup> Council meeting

ix. Aged Receivables  
Discussion tabled to the December 21<sup>st</sup> Council meeting

**12. CORRESPONDENCE:**

- Legion
- Epilepsy Awareness Initiative
- Municipality of Colchester County
- Annapolis Royal Volunteer Fire Department (ARVFD)
- Interpretive Panels – reply to writer to say that the information in the panels will be reviewed when new panels are being made

Correspondence from Epilepsy Awareness Initiative and Municipality of Colchester County was tabled to the Council meeting on December 21<sup>st</sup>. Correspondence from the Legion tabled pending more information.

Interpretive Panels: Council directed staff to send a response to the individual who sent the correspondence to thank them for their input and that the information will be reviewed when the signs are replaced.

ARVFD: Council discussed. It was determined that a letter of response would be sent to ARVFD that states that Council determines how much of the budget to allot to ARVFD based on the budget that ARVFD submits to Council.

**MOTION CoW2015-12-09-08-B**

It was moved by Councillor Paquette, seconded by Councillor Mersereau to move the meeting in-camera at 8:33p.m.

**13. IN-CAMERA:**

- In-camera: contract negotiations – CUPE
- In-camera: contract negotiations – King's Theatre
- In-camera: contract negotiations – ARRA
- In-camera: contract negotiations - Annapolis Royal Wharf Association
- In-camera: personnel – Committee Appointments

**MOTION CoW2015-12-09-09-B**

It was moved by Councillor Paquette, seconded by Councillor Mersereau to move the meeting out of camera at 11:00p.m.

**MOTION CoW2015-12-09-10-B**

It was moved by Councillor Mersereau, seconded by Councillor Paquette to recommend to Council to appoint Barry Moody to the Planning and Heritage Committee to replace the position of Bill MacDonald with the expiration date of December 2016 and reappoint the incumbents who have reoffered. Motion carried.

**MOTION CoW2015-12-09-11-B**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to recommend to Council to reappoint the incumbents who have reoffered and appoint Danny McClair to the Board of Police Commissioners. Motion carried.

**MOTION CoW2015-12-09-12-B**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to recommend to Council to reappoint the incumbents who have reoffered appoint Amy Matthews to Marketing and Economic Development Committee. Motion carried.

**MOTION CoW2015-12-09-13-B**

It was moved by Councillor Paquette, seconded by Councillor Hudson to recommend to Council to reappoint the incumbents who have reoffered and to appoint Corrine Frantel to the Waterfront Development Committee. Motion carried.

**MOTION CoW2015-12-09-14-B**

It was moved by Councillor Mersereau, seconded by Councillor Paquette to recommend to Council to reappoint the incumbents who have reoffered and appoint Jane Nicholson as a representative of the Annapolis Board of Trade, William MacDonald as representative for the Annapolis Heritage Society, and Ron Wesman to the Municipal Effectiveness Advisory Committee. Motion carried.

**MOTION CoW2015-12-09-15-B**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to recommend to Council that the Town of Annapolis Royal would provide in-kind services for mowing and garbage pick-up in relation to the Causeway Project as requested by the Annapolis Royal Wharf Association. Motion carried. Councillor Hudson voted nay.

**ADJOURNMENT:**

Mayor Tompkins adjourned the meeting at 11:05p.m.