

**Town of Annapolis Royal
Approved Minutes Regular Council Meeting
February 17, 2014, 6:00 pm**

1. PRESENT: Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Byron Mersereau, Councillor Paul Paquette, CAO Carol St-Amour, Recording Secretary Dawn Bourke, Wayne Currie, Janet Larkman, Karen Legarson (representatives from King's Theatre), Derrick Hawkins, Lesley MacDonald and Adrian Nette.

2. REGRETS: Mayor Michael Tompkins

3. CALL TO ORDER: Deputy Mayor Power called the meeting to order at 6:02 pm.

4. APPROVAL OF COUNCIL MINUTES: January 20, 2014

MOTION #C-2014-Feb-17-1

It was moved by Councillor Hudson seconded by Councillor Paquette, to approve the minutes of the January 20, 2014 Council meeting as amended: Page 5, Motion 14, delete "comprised" and insert "compromised" and Page 3, Motion 7, insert "CARRIED".

Chair Power noted the School Review Letter written by Councillor Mersereau and CAO St-Amour captured all the concerns of Council and extends appreciation for all the work.

5. ADDITIONS TO AGENDA:

16. ii. In Camera Reason (c) Personnel Matter

16. iii. In Camera Reason (e) Contract Negotiations

Amend Date of Agenda and Header to reflect the year 2014.

6. APPROVAL OF AGENDA:

MOTION #C-2014-Feb-17-2

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

7. PUBLIC INPUT: None

8. PRESENTATIONS:

i. Mark Peck, Municipal Advisor, Service Nova Scotia and Municipal Relations

Mark Peck sent his regrets and this item will be re-scheduled. Mark Peck will be attending the meeting scheduled to be held February 25th at 10:00 am.

ii. Wayne Currie and Janet Larkman, King's Theatre – re: 2014/2015 Budget

Wayne Currie, Chairman of King's Theatre thanked Council for this opportunity and introduced Karen Legarson and Janet Larkman both whom are Board members.

Wayne Currie made a presentation noting King's Theatre is the only live performing arts venue in western Nova Scotia; provides a venue for first run Hollywood type movies; encore performances; and through the film society a diverse range of indie films, foreign films and documentaries; in a typical year King's will host or produce over 120 days of events including live shows, concerts, movies,

outreach programs and theatre rentals, resulting in about 9,000 attendees; in addition the venue is capable of hosting large gatherings for community group's fund raisers and public meetings.

It was noted the Town owns the building in which King's Theatre operates; and the Town has provided a yearly amount of \$4,000 towards the maintenance of the building provided through the normal budgetary process. Wayne turned the presentation over to Janet Larkman Chair of the Facilities Committee for King's Theatre.

Ms. Larkham distributed copies of King's Theatre Restoration and Upgrade Project 2014 which included priorities, actions and estimated costs. Janet advised that in 7 years the building will be 100 years old. It has been about 10 years since the building has been painted and it needs a spruce up. The King's Theatre Society has taken the priority list and decided to complete all the priority projects, taking into consideration a donation from a patron in the amount of \$15,000 which serves as a catalyst regarding efforts for research grants and funding for the upgrade project. It was noted that some government funding is based on King's Theatre Society reaching a minimum of 25% of the project cost.

Ms. Larkham advised the request from the Town is \$15,000 for the 2014/15 budget year. It was noted that with a 25% minimum contribution from King's Theatre towards the project would allow for a better chance of receiving funding from the Province under the Community Jobs and Facilities Improvements Programs. This program invests in community projects initiated by local not-for-profit organizations, which enhance existing key facilities, public places and strategic initiatives within Nova Scotian communities, with an emphasis on promoting local job opportunities.

Wayne Currie noted this is an amazing window of opportunity for improvements to King's Theatre and a once in a decade opportunity.

Chair Power inquired when Council would receive the financial results for the year ending December 31, 2013. Wayne Currie noted the AGM for King's Theatre has been scheduled for April 14th at 7 pm at King's Theatre and the financials will be prepared prior to the meeting.

Wayne Currie, Janet Larkman and Karen Legarson departed the meeting at 6:35 pm

iii. Derrick Hawkins – re: Friends of the Annapolis Royal Library – Update on Potential Library Expansion

Derrick Hawkins and Lesley MacDonald representatives from the Friends of the Library made a presentation to Council regarding the potential library expansion. Mr. Hawkins advised there was concern with the space available at the Annapolis Royal Library; the Friends of the Annapolis Royal Library has Council's support and would like to provide a progress report for information purposes. Mr. Hawkins advised that the services of Harry Jost have been engaged to pursue the expansion of the library; there is an idea of what the expansion would look like; noting a point has been reached where there is a design concept; an outline of the building addition as a single story addition. Mr. Hawkins noted the building site is a portion of the site where the Town Hall is situated and further that the building exceeds the set-back requirements as per the Land Use By-law. When applying for the development permit it is the Friends of the Annapolis Royal Library intention to ask for a minor variance and the reason is if the building size is reduced to meet minimum set back requirements the functionality of the building will be greatly reduced.

Mr. Hawkins noted that in previous discussion with CAO St-Amour and Planning Heritage Marketing Coordinator Millett-Campbell it was noted the development permit application fee is approximately \$1,000 and as this is a significant expenditure we would like to get a sense as to whether the positive feedback we have from Council thus far continues even though we will be asking for a variance on the By-law. The Friends of the Library have applied with the Charities Directorate and have a 5 year window to work within.

Deputy Mayor Power agreed that Council has offered support in principle in the past.

It was agreed to bring this item forward to the next Committee of the Whole meeting, with more information on what is involved with set-back requirements and the Land Use By-law.

Derrick Hawkins and Lesley MacDonald departed meeting at 6:55 pm

9. PUBLIC HEARING: none

10. BUSINESS ARISING:

i. Response to Council – re: Various Line Items in Financials April 1, 2013 to December 31, 2013 and Aged Receivables

Discussion was held regarding the aged receivables. Councillor Mersereau noted concern with the trend that is occurring; the aged receivables are up approximately 22% due to an identifiable 7 specific accounts; and further would ask staff to move forward with the collections process regardless of who the property owners are.

ii. Appointments to Committees

Councillor Mersereau suggested that as the Council is assessing individuals for Committee appointments and as this item is a human resource matter it should be discussed in camera.

It was agreed to add Appointments to Committees to the In Camera portion of the meeting.

Adrian Nette departed the meeting at 7:15 pm

iii. Clarification on Heat Pump Development Permit

Discussion was held and it was noted the reason the installation of a heat pump requires a development permit is that accessory structures which can be considered “permanent” and which are typically linked to other aligned permit requirements are typically intended to be considered “development” and subject to the Land Use By-law. Councillor Hudson noted that the heat pumps noise is considerable.

11. NEW BUSINESS:

i. Financials April 1, 2013 – January 31, 2014

- a) Town Operating Income Statement
- b) Town Operating Balance Sheet
- c) Water Utility Income Statement
- d) Water Utility Balance Sheet
- e) Water Capital Balance Sheet
- f) General Capital Balance Sheet
- g) Reserve Capital Balance Sheet

Councillor Mersereau suggested that non-recurring items or items that relate to previous years be set up in a separate line item.

ii) Aged Receivables

a) Utilities and Taxes

CAO St-Amour advised letters were signed today for utility disconnection notices for the overdue account holders.

MOTION #C-2014-FEB-17-3

It was moved by Councillor Mersereau, seconded by Councillor Paquette, to appoint Hank Sawchuk as Fire Inspector for the Town of Annapolis Royal on a fee-for-service basis for the period ending December 31, 2014 and that Alfred Doucet be appointed as Building and Fire Inspector and Cathy Barr as the Building Inspector for the period ending March 31, 2015. **CARRIED.**

iv) Anne Esslinger – re: Resignation from the Annapolis Valley Regional Library Board

A letter has been received from Anne Esslinger that confirms her resignation from the Annapolis Valley Regional Library Board.

MOTION #C-2014-FEB-17-4

It was moved by Councillor Paquette, seconded by Councillor Hudson that letters of interest be invited from people who wish to put their name forward to be the Town's representative on the Annapolis Valley Regional Library Board, to advertise this in the Town Crier and on the Town Website, and that the letters of interested individuals be presented to Council's March 17th meeting. **CARRIED.**

Councillor Mersereau suggested also contacting the Friends of the Library to determine if they have a member who would like to apply. It was agreed to write a thank you letter to Anne Esslinger.

v) Volunteer Awards

Discussion was held regarding nominees for the Volunteer Awards.

MOTION #C-2014-FEB-17-5

It was moved by Councillor Mersereau, seconded by Councillor Hudson to nominate Gail Robertson as the Town's volunteer for the Annapolis County Volunteer Week. **CARRIED.**

vi) Expressions of Interest – re: ARRA Promotional Material in Hard Copy and Digital Format

Councillor Mersereau advised a separate line for ARRA is in the town budget in the amount of \$5,750 for the 2013/14 fiscal year.

Discussion was held regarding the three proposals for a promotional document professionally designed in high resolution digital and print format versions.

It was agreed to ask for more information with regards to a print copy of their work and the digital electronic version and how easy is it to print and as more information is required it was agreed to bring forward this item to the March 5th Committee of the Whole meeting.

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

i. Planning and Heritage Advisory Committee meeting of February 3, 2014

MOTION #C-2014-FEB-17-6

It was moved by Councillor Paquette, seconded by Councillor Mersereau that the applicant at 46 Drury Lane be given heritage approval to repair the existing front entry as detailed in application AR14-001-HER, providing all conditions of the Land Use By-Law are met. **CARRIED.**

MOTION #C-2014-FEB-17-7

It was moved by Councillor Paquette, seconded by Councillor Hudson that the applicant at 752 St George Street be given heritage approval to replace the entry sign as detailed in the application AR14-002-HER, providing all conditions of the Land Use By-Law are met and based on the material utilized be similar to the sign at the Granville Ferry Public Works Building. **CARRIED.**

CAO St- Amour advised the sign will be made out of an aluminium material with vinyl text.

ii. Committee of the Whole meeting held February 6, 2014

MOTION #C-2014-FEB-17-8

It was moved by Councillor Hudson, seconded by Councillor Mersereau that Council request the Provincial and Local Traffic Authorities be requested to further investigate the positives and negatives of installing a stop sign at the St. George Street and St. Anthony Street location as per a previous motion. **CARRIED.**

MOTION #C-2014-FEB-17-9

It was moved by Councillor Mersereau, seconded by Councillor Paquette that Council approve the Borrowing Resolution for Municipalities and School Boards as amended by the Committee of the Whole at the meeting held February 6, 2014. **CARRIED.**

MOTION #C-2014-FEB-17-10

It was moved by Councillor Paquette, seconded by Councillor Hudson that Council approve the 2013/2014 Federal Gas Tax Year-End Forecast Cash Flow Survey. **CARRIED.**

It was agreed to take a 10 minute break at 8:00 pm.

Deputy Mayor Power reconvened the meeting at 8:10 pm.

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

1. Mayor's Report – Mayor Tompkins – none

Deputy Mayor Power advised that Mayor Tompkins, Councillor Mersereau and herself attended Cornwallis Park January 30th by invitation of the Minister and Deputy Minister of the Department of Infrastructure and Transportation. Councillor Mersereau noted the occasion for the invitation was most of the Minister's management staff was on an off-site tour visiting roads, bridges and the salt shed/brine facility in Lequille and extended invitations to municipal politicians to sit with them at dinner and meet the staff and get a feel for what they do.

2. Marketing and Economic Development Committee

Councillor Paquette advised that Addie MacDonald has completed the preliminary document where the committee members are to provide responses in terms of current items, such as timeless Annapolis Royal; she has identified fonts and color used on Town crests, logo, establishing a base so that eventually anyone who wants to advertise can firstly locate the crests, logos, fonts used as consistency matters. Councillor Mersereau noted that two MEDC budget committee meetings have been set for March 4 and 18, 2014 at 6pm for the purpose of considering donation and grants requests in addition to the regular MEDC meeting.

3. Board of Police Commissioners

Deputy Mayor Power noted the Chief's Report was included with the agenda; the 1st draft of the departmental budget has been reviewed; some work has been done on the Police Department Strategic Plan; Councillor Mersereau and Brian Keevill are going to meet with the Chief of Police to prepare the draft initiatives for the coming year.

Chair Power advised that in preparation for an upcoming meeting scheduled for February 20th with the Minister of Justice, 5 items have been requested to be included on the agenda for discussion as follows: the future of the Boots on Streets funding after 2014/15; modernizing the legislation for the Police Act; investigating ways the Department of Justice can assist with streamlining the court process; information regarding the future plans for the Annapolis Royal Court House; the time lapse between when a charge is laid and when it goes to court as well as better communication between the Prosecutors Office and the Police Departments.

4. ARRA

Councillor Mersereau mentioned that on 8 page response letter written to Robert Fowler who requested input in the school review process consultation includes reference to the new Town owned ARRA and seeks financial support to ARRA and other school properties. The main purpose of the letter was to have copies in front of the Minister of Education, and to generate support and assistance for the cost to the taxpayers to repurpose the buildings.

Councillor Mersereau advised an ARRA meeting was held February 6th and the premier item on the agenda was a presentation from Gregory Heming; the corner stone of the concept is to convert the existing structure to a zero net energy building; second item as an anchor in the use of the building is to create the Annapolis Royal Eco System Centre which would probably occupy 10% of the space and would involve some international reach with conferences; and the third piece involves planning and community engagements; a P3 type structure (public private partnership) for mixed use utilization for various community and commercial type purposes. The Committee is enthusiastic and looking at ways to move forward with the concept. The next move is to commit some time to look at how to make it happen; try to coordinate and then call for a Request for Proposals with this project. The Committee is advancing the analysis and spade-work for the proposal. The Committee is also advancing the promotional document. The next meeting of the sub-committee is March 19th.

5. Planning Services – January 2014 Report included with the agenda.

6. REMO

Councillor Hudson advised there is a phone conference meeting scheduled for Wednesday February 19th.

Councillor Hudson noted that there is a Valley Waste Resource Management Meeting scheduled for Wednesday February 19th at 9:00 am in Kentville.

7. Planning and Heritage Advisory Committee

Councillor Paquette advised that based on information distributed from Sefton Squires with regards to wooden windows, he has created a one page document that could be used for a hand-out for information regarding the repairs and replacement of wooden windows. The document is in the hands of the members of the Committee for review and once completed amendments may be made to the document.

8. Traffic Flow Advisory Committee – Mayor Tompkins – no meetings

9. CAO's Report

The CAO's report was distributed with the agenda, which includes the Active Living Coordinators report and the Marketing Coordinators report. CAO St-Amour noted additional information that she also met with Lillian Stewart of Parks Canada Fort Anne; and during the shoulder season, the Fort will be closed on Sundays and Mondays.

10. Water Report: meets required parameters

14. OTHER BUSINESS:

Deputy Mayor Power advised that CAO St-Amour and she will be attending the County of Annapolis meeting scheduled to be held tomorrow in Inglisville and the memorial tree in honour of Daurene Lewis will be announced to those present. A Steering Committee meeting is scheduled for Thursday February 20th at 7 pm in Bridgetown. Saturday March 1st at 10:00am is the first Council budget meeting.

15. CORRESPONDENCE:

- i. Dianne Swinemar, Executive Director, Feed Nova Scotia – re: Information Report and Statistics
- ii. Bob Hanf, President and CEO, Nova Scotia Power – re: Long Term Planning Process

16. IN CAMERA:

MOTION #C-2014-FEB-17-11

It was moved by Councillor Hudson, seconded by Councillor Paquette to move in camera at 8:32 pm.
CARRIED.

- i. Reason (c) Personnel Matters

MOTION #c-2014-FEB-17-12

It was moved by Councillor Hudson, seconded by Councillor Paquette to come out of in camera at 9:07 pm. **CARRIED.**

#C-2014-FEB-17-13

It was moved by Councillor Mersereau, Seconded by Councillor Paquette that Council appoint Holly Sanford and Suzan Hebditch to the Marketing and Economic Development Committee. **CARRIED**

#C-2014-FEB-17-14

It was moved by Councillor Hudson, Seconded by Councillor Mersereau that Council appoint Jim McGinis to the Board of Police Commissioners. 2 AYES, 2 NAYS, **LOST**

#C-2014-FEB-17-15

It was moved by Councillor Mersereau, Seconded by Councillor Hudson that Council extend the Regular Council Meeting for another 15 minutes to 9:15 p.m. **CARRIED**

#C-2014-FEB-17-16

It was moved by Councillor Paquette, Seconded by Councillor Mersereau that Council appoint Rion Microys to the Board of Police Commissioners. 1 NAY Councillor Hudson. 3 AYES. **CARRIED**

17. ADJOURNMENT

#C-2014-FEB-17-17

It was moved by Councillor Hudson, Seconded by Councillor Mersereau that the Regular Council meeting of February 17, 2014 be adjourned at 9:13 p.m. **CARRIED**

Mayor Michael Tompkins

CAO Carol St-Amour