

**Town of Annapolis Royal
Approved Minutes of Regular Council Meeting held
February 18, 2015 at 6:00 pm**

1. **PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Byron Mersereau, Councillor Paul Paquette, Recording Secretary Dawn Bourke, Christine Igot (resident), Alan Melanson (Historical Association).
2. **REGRETS:** Councillor Sherman Hudson
3. **CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6:05pm.
4. **APPROVAL OF COUNCIL MINUTES:**
 - i. **Regular Council meeting January 19, 2015**
MOTION #C-2015-02-18-01
Moved by Deputy Power, seconded by Councillor Paquette, to approve the minutes of the Regular Council Meeting held January 19, 2015 as presented. **CARRIED**
 - ii. **Special Council meeting February 10, 2015**
MOTION #C-2015-02-18-02
Moved by Deputy Mayor Power, seconded by Councillor Mersereau, to approve the minutes of the Special Council meeting held February 10, 2015 as presented. Councillor Paquette abstained from voting. **CARRIED**
 - iii. **Public meeting re: ARRA November 21, 2014**
MOTION #C-2015-02-18-03
Moved by Councillor Paquette, seconded by Deputy Mayor Power, to approve the minutes of a Public Meeting held November 21, 2014 as presented. **CARRIED**
5. **APPROVAL OF AGENDA:**
MOTION #C-2015-02-18-04
Moved by Deputy Mayor Power, seconded by Councillor Paquette, to approve the agenda with the following additions: New Business 11 ii) Interest Write-off; New Business 11 iii) Request for Donation/Grant Royal Robots; In-Camera 16 i) Reason (g) Legal Advice Eligible for Solicitor Client Privilege, In-Camera 16 ii) Reason (g) Legal Advice Eligible for Solicitor Client Privilege, In-Camera 16 iii) Reason (c) Personnel Matter. **CARRIED**
6. **PUBLIC INPUT:**

Christine Igot addressed Council noting the agenda for this meeting was not posted on the Town website; extended a thank you to the public works department in cleaning up the snow around Town; and extended a thank you to the Active Living Coordinator and those responsible for the continuation of recreation programs at the Annapolis Royal Regional Academy. Christine Igot mentioned that she emailed Council in January requesting a meeting regarding the swimming pool. It was noted that Noah Scanlan, Active Living Coordinator had contacted Christine Igot for the purpose of setting up a meeting, which will take place soon.
7. **PUBLIC HEARING:** none

8. PRESENTATIONS:

i. Alan Melanson – Presentation of Picture

Alan Melanson, on behalf of the Historical Association, presented to the Town, a picture of a bird's eye view of the Town in 1878, and a print of the updated bird's eye view sketch that was recently produced in conjunction with the publication of Dr. Moody's book "A History of Annapolis Royal". Mayor Tompkins, on behalf of Town Council, thanked Alan Melanson for the picture.

9. ROUND TABLE:

Councillor Paquette noted a resident mentioned how cheerful and helpful the Public Works Department are while clearing the snow.

Councillor Mersereau echoed the positive sentiments that are being expressed regarding snow clearing efforts. Councillor Mersereau pointed out that there has been some press release of the Financial Index for all municipalities in Nova Scotia and further there is ongoing effort to try and give factual messages; the Town of Annapolis Royal is in the overall good territory.

Deputy Mayor Power advised that she attended the County Council meeting; brought greetings on behalf of the Town for Heritage month and mentioned the memorial shrub planted in honour of Daurene Lewis.

Mayor Tompkins commended the Public Works Department for snow clearing; and mentioned the water main break and repair on St. George Street that happened recently. Mayor Tompkins advised that the Wharf Society has concerns with continued funding and suggested Council consideration be given to this piece of infrastructure in the future.

10. BUSINESS ARISING:

i. Notice of Motion re: By-law Enforcement

Deputy Mayor Power advised that the by-law information Councillor Paquette provided to Council was discussed at the Board of Police Commissioners meeting held February 11th and the following discussion took place; it is part of the Police Chief and Police Constables job descriptions to enforce certain by-laws; suggested that a review take place regarding by-laws that require enforcement by the Police Department; agreed to review one by-law a month that would require police enforcement; agreed to review the Dog By-law first; Police Chief would like to be involved in the review of existing by-laws and provide input into new by-laws that may require police enforcement; the Commission has made a commitment to review all of the by-laws that would require police enforcement; the Police Chief agreed to instruct the constables that they may have to accompany a town staff member if required to do so; Federal and Provincial legislation supersedes municipal by-laws. Councillor Paquette suggested that a procedure or protocol be in place in the event someone contacts the Town Hall versus the Police Department, and all administrative staff should be aware of the process. Councillor Mersereau noted one of the current initiatives of the updated Strategic Plan Initiatives for the Police Department is By-law enforcement; the Police Department also wants to ensure the safety of the public. Councillor Paquette suggested the department could participate through providing warnings.

Councillor Paquette officially withdrew the Notice of Motion regarding By-law Enforcement based on the information provided by Deputy Mayor Power. Mayor Tompkins suggested that By-law Review should be added as a regular agenda item on the Board of Police Commissioners Agenda.

- ii. **Off-leash Motions from April & May 2012 – For Information**
- iii. **Plastiq – For Information/Decision**
It was agreed to refer this item to the upcoming budget meetings.
- iv. **Request to Erect Signs on Town Property**
Considerable discussion was held regarding the request to erect signs on Town property. It was agreed to have administration provide an amended copy of the signage to Council for their approval, motion to be done by an electronic vote, due to the tight deadline.
- v. **Purchase of Laptop Computer**
MOTION #C-2015-02-18-05
Moved by Deputy Mayor Power, seconded by Councillor Paquette, to approve the expenditure of \$959.22 for the purchase of a Dell computer. Councillor Mersereau voted Nay. **CARRIED**
- vi. **Provincial Civil Constable**
Deputy Mayor Power extended thanks to the staff for the preparation of the information.
- vii. **Order of Nova Scotia – accepted for information**
- viii. **King's Theatre Society/ACOA – referred to in-camera**
- ix. **Interest Write-off**
MOTION #C-2015-02-18-06
Moved by Councillor Mersereau, seconded by Councillor Paquette, to write-off interest in the amount \$92.58 for account #03700844. **CARRIED**
- x. **Request for Donation/grant Royal Robots**
MOTION #C-2015-02-18-07
Moved by Councillor Mersereau, seconded by Councillor Paquette, to refer the request for a donation/grant from the Royal Robots to the Marketing and Economic Development Committee for their consideration, as there is a process in place. **CARRIED**

11. NEW BUSINESS:

- i. **Hiring of Chief Administrative Officer - Update**
MOTION #C-2015-02-18-08

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, that the Town Council formally appoint Gregory Barr as the Chief Administrative Officer for the Town of Annapolis Royal effective March 16, 2015 and that a suitable announcement be placed in the current issue of the Town Crier to inform our stakeholders. **CARRIED**

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Planning and Heritage Advisory Committee – Meeting of February 2, 2015 **MOTION #C-2015-02-18-09**

Moved by Councillor Paquette, seconded by Deputy Mayor Power that the applicant at 401 St. George Street be given heritage approval to install a ground sign as detailed in the application AR14-023-HER, providing the requirements of the Land Use By-law are met. Councillor Mersereau abstained from voting and left the room. **CARRIED**

Committee of the Whole – Meeting of February 4, 2015

up to \$1,000. be made available from Office Expense Account 0121290I for a laptop and printer for the ARRA Project Manager.

2015-2016 Budget re: Contribution to the 2015 Volunteer Week Awards

MOTION #C-2015-02-18-10

Moved by Councillor Mersereau, seconded by Deputy Mayor Power to authorize the payment of the Contribution to the 2015 Volunteer Week Awards in the amount of \$525.00 to the Municipality of the County of Annapolis from the 2015-2016 budget of the Town of Annapolis Royal. **CARRIED**

Routine Access Policy

MOTION #C-2015-02-18-11

Moved by Deputy Mayor Power, seconded by Councillor Paquette, that the proposed Routine Access Policy be adopted as amended. **CARRIED**

Consumer Price Index (CPI)

MOTION #C-2015-02-18-12

Moved by Councillor Paquette seconded by Councillor Mersereau, that for purposes of staff and council remuneration expenses that are adjusted annually for the Consumer Price Index change, that the rate to be used for the 2014 year is 1.7%. **CARRIED**

Marketing & Economic Development committee – Meeting of February 10, 2015

Easter Eggstravaganza

to approve a grant in the amount of \$250. to the Easter Eggstravaganza.

MOTION #C-2015-02-18-13

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, to approve a grant in the amount of \$500. for the Easter Eggstravaganza. Mayor Tompkins abstained from voting. **CARRIED**

Annapolis Valley Chambers of Commerce

MOTION #C-2015-02-18-14

Moved by Deputy Mayor Power, seconded by Councillor Paquette, to approve a grant in the amount of \$1,000. to the Annapolis Valley Chambers of Commerce for the regional marketing program and being able to participate in having the Explorer's at the Saltscapes Expo in April and a volunteer person in attendance. **CARRIED**

Letter of Support for the Age Advantage Association re: Community Mapping

MOTION #C-2015-02-18-15

Moved by Councillor Paquette, seconded by Councillor Mersereau, to approve a letter of support, signed by the Town, for the Age Advantage Association for their work on the Community Mapping Project. **CARRIED**

Councillor Paquette advised that the project is growing; the software company that the Centre of Geographic Science (COGS) uses is provided free through the Centre; the Canadian Director was contacted and came down to COGS and the community mapping project is a pilot project that may be used across the province; might be needing financial support; also may be applying for a \$500 grant to use as leverage for future use; no application in place at the moment to MEDC. The map is growing; students are being used to help; we are the clients; they have to provide a new layer to the map, all of the wharves are going to be placed on map, then art studios, and it is a regional map. The Annapolis group starts with the Town and works out to Bridgetown, the Bridgetown group focused on cemeteries and heritage homes, black cultural and Mi'kmaq cultural elements; Canadian Heritage Minister Innes interested in the walking trails portion and for 2017 the goal is to present to the Province.

Board of Police Commissioners – Meeting of February 11, 2015 – no motions

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- i. **Mayor's Report** – Mayor Tompkins advised interviews were held for the Project Manager ARRA and Heather McCormick was hired; attended a meeting at ARCAC for the 1-8-3 group that promotes the loop of Highways 1, 8 and 3 with regards to the potential to bring in business; interview process for the CAO position was conducted; attended a meeting with MLA Greg Kerr on the 8th to discuss the next steps in looking at the move of Town Hall to ARRA, need to prepare a package to give to the Minister of Environment; discussions were held to determine what projects are being discussed for Road to 2017; John Ferguson is the head of the Legacy 2017 Committee; there is an inter-municipal agreement for the regions municipal leaders who have agreed to sign the document that tie Parks together; met with Gregory Hemming, Councillor Mersereau and Heather McCormick and discussed the upcoming Local Prosperity Conference; met with Troy Woodland about the logo design; met with the ARRA Sub-committee; Council needs to take a tour of AWEC and also discuss the pull-off design as previously discussed.
- ii. **Marketing and Economic Development Committee** – Mayor Tompkins noted the Committee is in the process of budgeting; individuals and groups are making presentation requesting donations/grants.
- iii. **Board of Police Commissioners**– Deputy Mayor Power mentioned the Board met on February 11th; a large part of the meeting was taken up with the discussion of the by-laws; Councillor Mersereau, Brian Keevill and the Police Chief met and were working on the Strategic Planning Initiatives; have been discussing financials and the draft is a work in progress at the Departmental level. Councillor Mersereau advised the matter of getting more security presence at the Easter Eggstravaganza was discussed including contacting the RCMP and the Annapolis Royal Volunteer Fire Department; and the Police Chief expressed that he is being hounded by Council.
- iv. **Friends of the Annapolis Royal Library** – Deputy Mayor Power noted there has been no meeting yet; next meeting is scheduled for March 10th; still no designation/ appointment for a Town representative on the Regional Library Board.

It was agreed to have Administration contact the Annapolis Library Board to see if they would nominate someone to fill the position; or the appointment will be advertised in the Town Crier.

- v. **ARRA** – Councillor Mersereau noted that at a meeting held February 11th, discussion was held regarding the plan for the ARRA re-purposing, and consideration for the two concurrent paths to achieve the end goal to have the school repurposed successfully; firstly turning it over to a developer that would take the whole building and redevelop; secondly being a community used/led facility and continue to operate; and a third option for consideration is a hybrid between the two where a developer takes the lead position and utilizes a lot of the space for community applications; the task force shall continue to move forward on focusing on the lists of developers and advancing the work plan. The new Project Manager Heather McCormick is driving forward, discussed the work plan, and she has moved on to flesh it out and improve it and progress with the immediate priorities including getting ready for the building take over.

Councillor Mersereau advised that with regards to the Local Prosperity Conference there are some details that remain to be sorted; Gregory Heming came up with the concept of using the ARRA building, Council embraced the concept within limitations, on a as is where is basis; the Town is willing to contribute \$5,000 and in addition to round up 50 volunteer hours to set up chairs or some of those details; going on beyond that the conference wants internet access in the building; the Town did not commit to the Wi-Fi; there will be basic internet access; it was never contemplated to give them Wi-Fi throughout the whole building, the second piece is that in the basic maintenance, emptying garbage, Heather McCormick ARRA Project Manager suggested you really need to have someone that knows the building, that can assist with a breaker or plugged up toilet; after March 31 we could get a reliable person at an approximate cost of \$250. Councillor Mersereau suggested the Town split the difference and the Town will take care of the internet; the out of pocket janitorial can be paid direct or come off of the \$5,000.

MOTION #C-2015-02-18-16

Moved by Councillor Mersereau, seconded by Councillor Paquette, to purchase one spot (transferrable between Town Council/staff) up to the amount of \$400. for the Local Prosperity Conference. **CARRIED**

MOTION #C-2015-02-18-17

Moved by Councillor Paquette, seconded by Deputy Mayor Power, it was agreed to extend the meeting by ½ hour. **CARRIED**

- vi. **Planning Services Report** – January 2015 – for information
- vii. **REMO** – no report
- viii. **Valley Waste Resource Management** – no report
- ix. **Traffic Flow Advisory Committee** – no report
- x. **Protocol** – Councillor Paquette advised the Annual General Meetings of organizations are coming up in March, King's Theatre AGM March 23rd, ABoT AGM March 19th at Town Hall, ; Easter Eggstravaganza is April 4th, Queen Annapolis Royal Dinner March 27, UNSM Regional meeting February 25 in Kentville.
- xi. **CAO's Report** – for information
- xii. **Water Report** – meets required parameters

14. OTHER BUSINESS:

15. CORRESPONDENCE:

16. IN CAMERA:

MOTION #C-2015-02-18-17

Moved by Deputy Mayor Power, seconded by Councillor Mersereau, to move in-camera at 9:08pm. **CARRIED**

MOTION #C-2015-02-18-18

Moved by Deputy Mayor Power, seconded by Councillor Mersereau, to come out of in-camera at 9:48pm. **CARRIED**

17. ADJOURNMENT

MOTION #C-2015-02-18-19

Moved by Deputy Mayor Power, seconded by Councillor Mersereau, to adjourn the meeting at 9:50pm. **CARRIED**

Mayor Michael Tompkins

Interim Administrative Officer Dawn Bourke