

**Town of Annapolis Royal
Minutes of Regular Council Meeting
March 16, 2015 6:00 pm**

1. PRESENT: Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Byron Mersereau, Councillor Paul Paquette. Chief Administrative Officer Gregory Barr, Recording Secretary Dawn Bourke, Clark Walton (resident). Alan Melanson (Historical Association).

2. REGRETS: None

3. CALL TO ORDER: Mayor Tompkins called the meeting to order at 6:00pm.

4. APPROVAL OF COUNCIL MINUTES: February 18, 2015

MOTION #C-2015-03-16-01

Moved by Councillor Paquette, seconded by Councillor Hudson, to approve the minutes of February 18, 2015 as amended: Page 2, 8 i) Insert after 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”; and Page 4, Consumer Price Index Motion #C-2015-02-18-12, insert “Paquette” after Moved by Councillor. **CARRIED**

5. APPROVAL OF AGENDA:

MOTION #C-2015-03-16-02

Moved by Councillor Hudson, seconded by Councillor Mersereau, to approve the Agenda as amended, Additions: New Business 11. vi. Financial Planning Schedule for 2015-2016 Operating and Capital Budget; and New Business 11. vii. Valley Towns Roundtable Meeting. **CARRIED**

6. PUBLIC INPUT: None

7. PUBLIC HEARING: None

8. PRESENTATIONS: None

9. ROUND TABLE:

Mayor Tompkins officially welcomed Greg Barr as the CAO of the Town of Annapolis Royal. Councillor Paquette advised that residents are pleased with the snow removal; although the salt machine needs to be looked at as there is too much salt on the sidewalks. Councillor Paquette noted that he met with Lillian Stewart of Parks Canada and advised her that he will remove himself from the table when they are discussing matters that pertain to the Town of Annapolis Royal; and vice versa. Councillor Mersereau advised that on March 12th, he attended a presentation by the Nova Scotia Tourism Association; they were introducing some changes adopted and implemented by the Provincial Tourism Association, going forward in their promotion for tourism it will be more project based including the project the Town is participating in with the Annapolis Chamber of Commerce; and in respect of the support for the Visitor’s Information Centre’s (VIC’s) they have assigned and delegated the annual financial support to TIANS. Councillor Mersereau also welcomed CAO Gregory Barr to the Town.

10. BUSINESS ARISING:

i. Request to Erect Signs on Town Property

MOTION #C-2015-03-16-03

Ratification of Motion

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, it was agreed that Council gives the applicant heritage approval for the installation of two replacement signs and five new signs of the types and with placements as described in application AR15-001, at the following locations:

- 169 St. George Street (Playground – 2 signs)
- 194 St George Street (Market Square – 2 signs)
- 197 St. George Street (King's Plaza – 2 signs)
- 285 St. George Street (Town Hall Plaza – 1 sign)

Provided that all conditions of the Land Use By-law are met, and approval of Town Council for the finalized design proposals for all seven signs is to be obtained prior to proceeding with the actual installations.

CARRIED

ii. Contribution to King's Theatre Upgrade Project and Lease Renewal

Councillor Mersereau advised he circulated information regarding the ACOA grant for King's Theatre and a letter of support. Mayor Tompkins noted he would like a better handle on the capital life span of the building and on the structural issues at King's Theatre and suggested the Town Engineer's complete a structural analysis of King's Theatre. Councillor Mersereau suggested the building may require an up to date fire inspection; a building condition inspection report; and an overview of the workability of the proposed heating system by an architect, prior to spending \$15,000.

MOTION #C-2015-03-16-04

Moved by Councillor Paquette, seconded by Councillor Hudson to approve the letter to the Atlantic Canada Opportunities Agency (ACOA) as presented, regarding support of the application from King's Theatre. **CARRIED**

It was noted the King's Theatre Annual General Meeting is scheduled for March 23 at 7pm at King's Theatre.

iii. 2015 Volunteer Week Awards

It was noted that Sally O'Grady is the winner of the 2015 Volunteer for the Town of Annapolis Royal. Mayor Tompkins agreed to make a speech and present awards at the Awards Night scheduled to be held April 16th at King's Theatre.

Mayor Tompkins requested that Harry Jost be nominated next year as the volunteer representative for the Town of Annapolis Royal.

iv. Local Prosperity Conference – Request

Considerable discussion was held regarding the request for an information table for the Town of Annapolis Royal at the upcoming Local Prosperity Conference. It was suggested a TV be set up on the table that would have all of the Town related videos (the videos made by Chris Cooper), the McLean's video, the videos from the Annapolis Chamber of Commerce, and the ARRA re-purposing opportunity slide shows, all to run continuously; information/print material; the banner that is currently in the ARRA Project Manager's office; suggested having the Town Crier in attendance.

It was noted that during breaks, Councillor Mersereau volunteered to make himself available at the table.

Mayor Tompkins advised that both he and Councillor Mersereau will speak with Greg Heming regarding the upcoming Local Prosperity Conference.

11. NEW BUSINESS:

i. Snow Removal by Private Contractors- Report from Superintendent Kevin McLean Policy for Contractors on Town Property – Not Hired by the Town

Discussion was held regarding contractors putting snow on Town property and a by-law to address this issue. It was noted that most of the snow issues relate to commercial businesses snow removal. Councillor Mersereau suggested this be brought forward when dealing with updating and amending the Town policies. Mayor Tompkins suggested that the Superintendent of Public Works should come up with what he would like to see done; determine what is currently on the books; and to check with other municipal units to see what they do. Councillor Mersereau advised that the policy should have a provision for a penalty/fine for a summary offence which provides for a process to lay a charge, and can proceed to court from there. Mayor Tompkins suggested that if contractors want to plow in Town they should provide proof of coverage in a minimum amount of Two Million Dollars. Deputy Mayor Power thanked Superintendent McLean for providing the information.

ii. Damage to Property – PID #05002514 – Victoria Street and Snow & Ice Control Policy

It was noted that the property owner reported broken windows caused by the Kubota while clearing snow on the sidewalks. Mayor Tompkins suggested reviewing the Town Insurance Policy to determine if the Town has Voluntary Property Damage coverage. Councillor Mersereau noted that if the damage resulted from negligence then the Town would be responsible. Mayor Tompkins suggested consideration of a stipulation with regards to distance of set-back. Councillor Paquette suggested a priority list be created, and it could be addressed in the spring. Councillor Mersereau suggested discussing this with the Public Works Superintendent. Mayor Tompkins noted that when all the snow melts other matters may come to light, such as damage along sidewalks, and suggested the Public Works Department make recommendations.

iii. Interest Write-off - \$64.88 Property PID #5002035 MOTION #C-2015-03-16-05

Moved by Councillor Hudson, seconded by Councillor Paquette, to write off interest in the amount of \$64.88 for Property PID #5002035 in recognition of a one-time instance where the taxpayer did not receive a bill. **CARRIED**

iv. Nova Scotia Municipal Finance Corporation re: Spring 2015 Debenture Funding Accepted for information purposes.

v. Advertisement – Member for Board of Police Commissioners

It was noted that Brian Keevill resigned from the Board of Police Commissioners as a business representative effective March 11, 2015. Councillor Mersereau pointed out that Brian Keevill was the council appointee, and it would be up to Town Council to accept his resignation or not.

MOTION #C-2015-03-16-06

Moved by Councillor Mersereau, seconded by Councillor Hudson, to respect and accept Brian Keevill's resignation as member of the Board of Police Commissioners. **CARRIED**

It was agreed to advertise in the Spectator newspaper and Town Crier newsletter for a member for the Board of Police Commissioners, preferably a business representative. Councillor Paquette mentioned that a thank you letter should be written.

vii. Operating and Capital Budgets

Councillor Mersereau advised that Town Council does a comprehensive review of the operating budget on a line by line item basis; each department head provides the budget line items for their department; budget meetings are held on weekends; generally about the June meeting Council gets to a place where the budget can be finalized.

It was agreed to hold budget meetings on April 18th 10am-2pm and April 25th 10am-2pm, department heads should have the numbers compiled by then and note where there are changes.

Mayor Tompkins suggested that while working with the budget in the shared documents, the budget should be on a spreadsheet and projected onto the screen, and the forms the staff complete for the each line item should be done in a word format and not converted to PDF.

vi. Valley Towns Roundtable Meeting

Mayor Tompkins noted he received an email regarding a Round Table Meeting scheduled to be held April 8, 2015 in Windsor. CAO Greg Barr advised the Mayor's and CAO's are invited to attend a Valley Towns Roundtable hosted by the Town of Windsor and Town of Wolfville, for the purpose of discussing items in common, opportunities and challenges that Town's face.

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Planning and Heritage Advisory Committee – Meeting of March 2, 2015

MOTION #C-2015-03-16-07

- i. Moved by Councillor Paquette, seconded by Councillor Hudson, it was agreed that the applicants at 253 St George Street be given heritage approval to install a projecting wall sign as detailed in the application AR15-004-HER, providing the requirements of the Land Use By-law are met.

CARRIED

Committee of the Whole – Meeting of March 4, 2015

- i. **Physical Activity Strategy**

MOTION #C-2015-03-16-08

Moved by Councillor Hudson, seconded by Councillor Mersereau it was agreed to give approval of the Physical Activity Strategy for the Town of Annapolis Royal as presented. **CARRIED**

- ii. **Remuneration – Item #3**

MOTION #C-2015-03-16-09

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, that the base amount for remuneration paid to the Mayor, Deputy Mayor and Councillors remain unchanged from those adopted as of July 1, 2013. **CARRIED**

- iii. **Appointment - Building Inspector and Fire Inspector**

MOTION #C-2015-03-16-10

Moved by Deputy Mayor Power, seconded by Councillor Paquette, to appoint Alfred Doucet as Building and Fire Inspector and Cathy Barr as the Building Inspector for the Town of Annapolis Royal on a fee-for service basis for the period ending March 31, 2016, with the option to terminate on three months' notice. **CARRIED**

- Mayor Tompkins advised the Town of Middleton, Bridgetown and Annapolis Royal individually contract out the services for building and fire inspectors and the County of Annapolis have their own staff providing these services.

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

i. **MEDC / ABoT Spring Luncheon**

MOTION #C-2015-03-16-11

Moved by Councillor Paquette, seconded by Councillor Hudson to approve the amount up to \$500 from the 2015-16 budget to be spent on the Spring Luncheon in conjunction with the Annapolis Board of Trade. **CARRIED**

ii. **Legacy 2017**

MOTION C-2015-03-16-12

Moved by Councillor Hudson, seconded by Councillor Mersereau, to provide for the creation of a Legacy 2017 Committee, which will be a Committee of Council, the principal mandate will be to advance the objective to develop the waterfront. **CARRIED**

Councillor Mersereau noted that the focus of Legacy 2017 is to integrate regional considerations which would take in all of the Annapolis Basin, and could be possibly integrated with Parks Canada. Mayor Tompkins voiced his concern that some of these items may extend beyond 2017. Councillor Paquette suggested that for funding purpose use “Legacy 2017” and in the future, if required, it is easy to re-focus the mandate.

Board of Police Commissioners – Meeting of March 11, 2015

i. **By-law Enforcement of Town Policies - Dog By-law**

replace all of Section 2.3 of the Dogs By-law for the Town of Annapolis Royal with the following:
In the Town of Annapolis Royal the owner of a dog shall, while the dog is off the premises occupied by the owner, keep the dog under control by means of a harness or leash; and the dog shall be deemed to be running at large where the owner fails to use such apparatus, except that an unleashed and unharnessed dog that is under continuous human restraint and control shall not be deemed to be running at large if at the time the dog is:

1. participating in an organized hunt, dog exhibition event or dog field trials;
2. participating in a search and rescue operation or law-enforcement operations;
3. assisting a person with a disability, provided the dog is trained for such purpose; or
4. within a municipal public park where the area is designated by signage as an area in which dogs are permitted to without a leash subject to such limitations as are posted.

Councillor Mersereau suggested the objective of the recommendation of the Police Board was to ask staff to draft an amended Dog By-law and the draft to come back to both Council and the Police Board for their review.

MOTION C-2015-03-16-13

Moved by Councillor Mersereau, seconded by Deputy Mayor Power, to send out a draft of the amended Dog By-law to Town Council and the Board of Police Commissioners. **CARRIED**

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

- i. **Mayor's Report** – Mayor Tompkins advised of a meeting with the Minister of Heritage, there was a large function at the Annapolis Basin Conference Centre and there was representation from many municipal units from Yarmouth all the way to Windsor, and on Saturday morning the Minister met at the Annapolis Royal Town Hall, had a packed house, very to the point that funding is available and need to get something together, then toured Fort Anne and viewed the tapestry. Mayor Tompkins mentioned a lunch meeting with Geoff Keymer from King's Theatre and discussed the Town's responsibility to be the landlord of the King's Theatre building. Mayor Tompkins advised the following week he met with Adrian Nette and discussed the new project coming up on the riverside of the causeway and the marina that is going to be built in the County; also discussed the Wharf Society and cash flow.

Deputy Mayor Power advised that Councillor Paquette, Councillor Mersereau, Interim Administrative Officer Bourke and herself attended the NSUARB hearing regarding the number of Councillor members last Tuesday. Councillor Paquette advised that when they asked the question about amalgamation, he advised that the Town of Annapolis Royal considers absorbing two other areas.

- ii. **Marketing and Economic Development Committee** – Mayor Tompkins advised the Committee is in the going through the budgeting process and having the different groups submit requests, the budget of \$33,000. is the ask right now, two more presentations will be held tomorrow night; then review the items the Town wants; the logo is done, there are two to be looked at, the logos will go out to the public one more time. The Committee is working with the Annapolis Board of Trade regarding the annual luncheon, the idea is to hold it at the school (ARRA), and open to all businesses in the area, will be charging \$5.00 per person for the lunch.
- iii. **Board of Police Commissioners**– Deputy Mayor Power advised the Board met last Wednesday; early in the meeting Brian Keevill offered his resignation; provided update on council business, mention possibility Police Chief may be required as an escort for Public Works; Rion Microys is compiling three years of occurrence reports to track the trends and the final report will be made available; discussed by-law enforcement; budget discussions were held, capital items included radios, 2 new computers (PROS); discussed what the Police Chief is budgeting for administrative support. Councillor Mersereau advised there that the Police Chief noted there is by-law regarding panhandling and suggested this be added to an existing by-law or to make a new by-law to address this.
- iv. **Friends of the Annapolis Royal Library** – Deputy Mayor Power noted the Library will be holding a fundraiser; looking at book storage for their big sale; going to be able to store them at ARRA, specifically requesting a space in the art room of the Academy; they still want a Council member on the Regional Library Board.
- v. **ARRA** – Councillor Mersereau advised the ARRA Project Manager Heather McCormick provided a very good report; reviewed the work plan that was updated a few weeks ago; Project Manager McCormick and Harry Jost are preparing the RFP for the Regional Library and the deadline is April 1st.
- vi. **Planning Services Report February 2015** - accepted for information

- vii. **REMO** – Councillor Hudson advised that a teleconference meeting is scheduled for March 18 at 7pm.
- viii. **Valley Waste Resource Management** - Councillor Hudson advised the next meeting is scheduled for March 18, 2015 at 9am in Kentville, but he is unable to attend. It was agreed CAO Barr will attend.

MOTION C-2015-03-16-14

Moved by Councillor Paquette, seconded by Councillor Hudson, it was agreed to extend the meeting for ½ hour. **CARRIED**

- ix. **Traffic Flow Advisory Committee** – Mayor Tompkins advised the Committee has not met recently; there are some items to discuss including the school, pot holes, damage to property from snow removal equipment; and suggested scheduling a meeting for the end of the month.
- x. **Protocol** – Councillor Paquette advised the Easter Eggstravaganza is the 1st Saturday of April, the Mayor attends and wears the Chain of Office; Volunteer Appreciation Ceremony held at King's Theatre, Mayor makes speech and presents awards; March 27th Queen Annapolis Royal Dinner, formal, Chain of Office and speech; 1st Sunday in May is the Battle of Atlantic, Mayor attends.
- xi. **CAO's Report** – for information (to be a monthly report)
- xii. **Water Report** – meets required parameters

14. OTHER BUSINESS: None

15. CORRESPONDENCE: (For Information Only)

- i. Annapolis Board of Trade – Thank you for Membership

16. IN CAMERA: None

17. ADJOURNMENT

MOTION C-2015-03-16-15

Moved by Deputy Mayor Power, seconded by Councillor Paquette, to adjourn the meeting at 9:20pm
CARRIED

Mayor Michael Tompkins

CAO Gregory Barr