

**Committee of the Whole  
Approved Minutes  
January 8<sup>th</sup> 2014, 6:00 pm**

**PRESENT:** Mayor Michael Tompkins, Deputy Mayor Pat Power, Councillor Sherman Hudson, Councillor Bryon Mersereau, Councillor Paul Paquette, Mark Sidebottom Vice President, Power Generation and Delivery, Paul Warren, Manager Hydro and Wind, Matt Willett, Leading Superintendent Hydro and Wind, Malcolm Francis Fire Chief Annapolis Royal Volunteer Fire Department, and members of the public.

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

**2. APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** December 4, 2013  
**MOTION 1**

It was moved by Deputy Mayor Power, seconded by Councillor Hudson to approve the minutes of the Committee of the Whole meeting held December 4, 2013 as presented. **CARRIED.**

**3. ADDITIONS TO AGENDA:**

Business Arising vi) Update Computer Upgrades  
New Business ii) Christmas Thank You's  
New Business iii) Commendation to Public Works  
New Business iv) Request to Police Commission  
New Business v) Time Line for 2014/15 Budget Planning

**4. APPROVAL OF AGENDA:**  
**MOTION 2**

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

**5. PUBLIC HEARING:** None

**6. PUBLIC INPUT:** None

**7. PRESENTATIONS:**

- i. **Mark Sidebottom, Vice President, Power Generation and Delivery, Nova Scotia Power Inc.; Paul Warren, Manager Hydro and Wind; and Matt Willett, Leading Superintendent, Hydro & Wind re: NSPI Dam and Public Safety Issues**

Mark Sidebottom distributed copies of a document titled "Annapolis Tidal Plant Public Safety" and a map of the Annapolis River Hydro area. He extended thanks to Council for inviting NSPI to come and talk about safety issues and he noted that the Tidal Power Plant has been a part of the community for 30 years, the plant is a unique facility of renewable resources, and that some of the largest volumes of water go through the system. Mr. Sidebottom reviewed the Annapolis Tidal Plant Public Safety document.

Discussion was held regarding the recently erected signage, the size of the signs, the position of the signs, the wording of the signs and the base for the signs.

NSPI was advised that the Town has a robust Municipal Planning Strategy (MPS) which is accessible on-line and that the esthetic element of the community is an important part of the whole planning strategy which NSPI should be aware of.

Various questions and comments from Council members and members of the public were addressed and responded to by NSPI, which included:

- Whether the Canadian Dam Association (CDA) guidelines referred to by NSPI were recommendations or compulsory. They are guidelines
- Concerns were expressed about the large size of signs that NSPI proposes versus signs that currently exist in the causeway and perimeter trail area. CDA guidelines were used as a sign sizing guideline
- Educational component of signs – rather than just a ‘danger’ message was suggested to educate users of the Town wharf or people on the water, for instance
- Suggestion was made that the signage proposed by NSPI is useless in the fog as it does not illuminate and consideration could be given of a buoy with flashing lights and/or sound and radar indicators. The coast guard would be a good contact for NSPI to see about signage/buoys in the water. It was noted that most boaters are not looking at land but rather the water ahead.
- There is no need for land-based signs and that signs in the water can be moored like boats.
- The standards on a seaway are not the same as on a dam and the tidal power plant is on a seaway. It was suggested that NSPI look for standards on a seaway not a dam.
- It was noted that while the Tidal Power Plant is important to the Town of Annapolis Royal, a huge Danger Keep Out sign between Fortier Mills development and the basin would ruin the view from homes in the development and concern was expressed with the potential depreciation of the value of properties due to the large size, wording and location of a sign in this area. It was expressed that the economic consequence of the signs will impact the Town and local businesses in a negative manner.
- Potential signage would ruin the esthetics of the corner by Lower St. George and Chapel Street and this is one of the most photographed areas in Annapolis Royal, and it would be ruinous to tourist traffic.

NSPI advised water volume and current create the risk and it is necessary for safety. Mark Sidebottom confirmed that he hears the concerns expressed by Council and the public regarding the signage which include placement, orientation, size and wording and he said that he will come back with options that might meet the concerns addressed.

Mayor Tompkins noted the discussion about it being a water way and suggested consideration of a buoy system which may provide for smaller signs; the Town wharf is an ideal opportunity for a “You are Here” sign. The safety of recreational boaters is very important, working with esthetics of this town very important, view plane very important, the Town would like input and Council was glad to hear NSPI is willing to look at options.

It was agreed to take 5 minute break at 7:40  
Mayor Tompkins recalled the meeting at 7:45 pm

**ii. Malcolm Francis, Fire Chief, Annapolis Royal Volunteer Fire Department re: Experience with Emergency Rescues Annapolis River and Basin**

Malcolm Francis, Fire Chief discussed the rescues and recoveries which go back 20 or 30 years. Biggest problem with the Tidal Power Plant was with trying to get the gates closed and during one incident the gates were closed three hours later. Malcolm advised the main issue is when the gates are open and rescue is out on the water how long it takes for someone to close the gates. Matt Willett advised it takes 7 minutes from the push of the button. Mark Sidebottom advised that a protocol with the Town, Annapolis Royal Fire Department, local police and RMP can be arranged. It was noted that these waters are technically federal jurisdiction. Matt Willett advised the quickest way to have the gates closed is to call the 911 operator who has the contact person and the gates can be shut off remotely. Malcolm Francis advised that normally when the Fire Department takes a call that it is automatically dispatched through the 911 and the RCMP. Malcolm Francis noted another issue is to have bigger floatation devices for the booms on the sluice way. Matt Willett advised their intent is not to change the size of the buoys on the cable but to place the bigger ones by the intake by the turbines and further to place the raft another 100 feet out in the water with the self rescue booms.

At 8:05 pm the general public and presenters departed the meeting.

**8. BUSINESS ARISING:**

**i. Daurene Lewis Memorial**

Deputy Mayor Power advised her preference is to change the name of Chapel Street but understands the issues involved and further does not feel that renaming Councillors' Parlour is visible enough for the general public. Councillor Paquette advised he prefers a more public memorial such as a tree with a plaque or the naming of a new street. Councillor Mersereau advised he is in favour of planting a tree, naming a trail, or renaming the Councillors' Parlour in that order but not in favour of changing the name of Chapel Street. Councillor Hudson advised he agrees that something public would be appropriate. Mayor Tompkins indicated he agreed with the idea of planting a tree with an appropriate plaque, noting location may be something to consider.

Councillor Paquette noted Daurene Lewis has an international renown and falls within cultural parameters.

**MOTION 3**

It was moved by Councillor Mersereau seconded by Deputy Mayor Power to recommend to Council to approve the planting of a memorial tree with a plaque in honour of former Mayor Daurene Lewis to be planted at the front of Town Hall, and to be maintained by the Town and to be accompanied by a suitable plaque to identify the memorial tribute. **CARRIED.**

It was agreed to hold a ceremony to unveil the tree and plaque, to make the announcement in the February Town Crier, ask for family for input on wording, and the tree planting will take place during Natal Days weekend.

ii. **Donations and Grants Policy – Draft**

**MOTION 4**

It was moved by Councillor Mersereau, seconded by Councillor Paquette that the Committee of the Whole recommend to Council the approval of the Donations and Grants Policy as amended: Definitions: Item 6. to read “Donation: Any direct monetary contribution or provision of programs, services, facilities or equipment that benefits the Town or stakeholders.”; Interpretation Item 9. to read “To be considered, all requests will preferably be presented by February 28<sup>th</sup> but in any event no later than March 31<sup>st</sup> of each year, with the exception that Council may consider other donations or grants for special purposes that may not be known by the March 31<sup>st</sup> deadline for requests.”; Interpretation: Item 11. to read “Applicants shall normally be requested to make a presentation to the Marketing and Economic Development Committee which will provide recommendations regarding donations and grants to Council.”; Criteria Item 12 delete “Not be the recipient of any other financial or other type of assistance from the Town.”; Criteria Item 13. delete all of Item 13 and insert “Donations and grants can only be given for purposes and/or to organizations authorized under Section 65 of the Municipal Government Act.”; Other Item 15 should read “An annual amount will be budgeted for the purpose of donations and grants each year as needed.”; and Other Item 16 should read “The amount budgeted for donations and grants shall be evaluated on an annual basis prior to the preparation of the annual budget.”.

**CARRIED.**

iii. **Heat Pump Approval Policy – Draft**

**MOTION 5**

It was moved by Councillor Mersereau, seconded by Councillor Paquette that the Committee of the Whole recommend that Council approve the adoption of Policy 2014-2 “Heat Pump Approval Policy”. **CARRIED.**

iv. **School Review Consultations**

**MOTION 6**

It was moved by Deputy Mayor Power, seconded by Councillor Hudson that the Committee of the Whole recommends that Council direct the Town submit a written response to questions posed on page 31 of the School Review Process Discussion paper dated November 2013, specifically, “Should the costs of disposing of a property influence a school review?” and “What steps can be taken to ensure that local interest are considered when a school board decides whether to close a school?” and that Mr. Robert Fowler, School Review Consultation Chair, be invited to meet with Council as soon as possible. **CARRIED.**

v. **Events Protocol**

Councillor Paquette advised there was the New Year Levee held at the Legion January 1<sup>st</sup>, Mayor attends with Chain of Office, all Council welcome to attend; February is Black History Month and the County of Annapolis holds their regular Council Meeting in Inglewood, Mayor and CAO attend, Mayor - formal dress with Chain of Office and gives greeting from the Town, third Tuesday of February. This year announce the memorial for Daurene Lewis, Mayor Tompkins advised he will be away February 13<sup>th</sup> -22<sup>nd</sup>. Heritage Days at Fort Anne, Saturday February 15<sup>th</sup> at 2pm.

vi. **IT Update**

CAO St-Amour advised the Request For Proposals will go out during January.

## **9. NEW BUSINESS:**

### **i. Used Police Car Tender**

#### **MOTION 7**

It was moved by Councillor Mersereau seconded by Councillor Hudson that the Committee of the Whole recommend that Council accept the only tender received in the amount of \$300.00 plus HST from H.E. Bent for the sale of the 1999 Ford Crown Victoria, as is, where is.

**CARRIED.**

### **ii. Christmas Thank You's**

Councillor Paquette suggested Council extend a thank you to Gail Robertson and the Artfelt people for the wonderful Christmas decorations, trees and banners and further to acknowledge this in the February Town Crier.

### **iii. Commendation to Public Works**

Councillor Paquette suggested a commendation to the public works department for their timely removal of snow with the recent consecutive snow storms. CAO St-Amour will pass this on to the Superintendent of Public Works

### **iv. Request to Board of Police Commissioners**

Councillor Paquette suggested in view of upcoming budget deliberations it would be appropriate to receive from the Board of Police Commissioners the requirements for mileage and would like to see a reduction for the line item for gas. Same with policing outside of town limits, policing in Lequille and Granville Ferry how do we justify to our ratepayers when there is no intermunicipal agreement in place. Mayor Tompkins would like the Board of Police Commissioners to explain what are the requirements for the amount of patrolling being done in town or is there a way the police patrolling schedule can permit for a police person to spend more time in the office.

### **v. 2014/15 Budget Timeline**

CAO St-Amour advised the Management Team has a meeting scheduled for the Tuesday January 21st, 2014 and a discussion will take place regarding the 2014/15 budget and timelines. Councillor Mersereau would like to have a preliminary draft budget presented sometime after February 22<sup>nd</sup>. Council is considering \$1.60 as the residential tax rate for the 2014/15 year.

It was agreed to hold a meeting March 1<sup>st</sup>, at 10:00 am in the Council Chambers for the purpose of 2014/15 budget deliberations.

#### **MOTION 8**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to extend the meeting 15 minutes. **CARRIED.**

## **10. CORRESPONDENCE: (For Information)**

#### **MOTION 9**

It was moved by Councillor Mersereau, seconded by Councillor Hudson to move in camera at 9:00 pm. **CARRIED.**

**11. IN-CAMERA:**

**i. Reason (g) Legal Advice**

**MOTION 10**

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to come out of in-camera at 9:14 pm. **CARRIED.**

**MOTION 11**

It was moved by Councillor Mersereau, seconded by Councillor Paquette, that Committee of the Whole recommend that Council approve the Mayor and Chief Administrative Officer to sign the Grant of Easement as presented January 8, 2014 on behalf of the Town of Annapolis Royal, subject to a letter being received from the Annapolis Valley Regional School Board that the Board is agreeable to the terms of the Easement Agreement and will commit to operating within the terms of the agreement until such time as the school no longer occupies the site."

**CARRIED.**

**12. ADJOURNMENT:**

**MOTION 12**

It was moved by Councillor Paquette seconded by Councillor Hudson to adjourn the meeting at 9:15 pm

**NEXT MEETING: February 5, 2014**

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Mayor Michael Tompkins

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CAO Carol St-Amour