

**Town of Annapolis Royal
Approved Minutes of Regular Council Meeting held
October 20, 2014, 6:00 pm**

1. PRESENT: Mayor Michael Tompkins, Councillor Sherman Hudson, Councillor Byron Mersereau, Councillor Paul Paquette, Chief Administrative Officer Carol St-Amour, Director of Finance Melony Robinson, Recording Secretary Dawn Bourke, Mark Peck (Department of Municipal Affairs), Andrew Montgomery and Sarah Manning (Taylor MacLellan Cochrane), Jane Nicholson (ARRA Sub-Committee), Alan Melanson, Tennis Court Members: Brian Gibson, John Rodie, Paul Olshefsky, Jane Berecky, Mike Scott, Karl Cleveland, David O Witherly, and Tim Harlow.

2. REGRETS: Deputy Mayor Pat Power

3. CALL TO ORDER: Mayor Tompkins called the meeting to order at 6:07 pm .

4. APPROVAL OF COUNCIL MINUTES: September 15, 2014

MOTION #C-2014-OCT-20-01

Moved by Councillor Hudson, seconded by Councillor Mersereau, to approve the minutes of the Council meeting held September 15, 2014 as amended: Page 2, Item 7, 3rd paragraph, delete “recommended qualifications of exemption” and insert “consideration be given to providing for exceptions”. **CARRIED**

5. APPROVAL OF AGENDA:

Additions to Agenda:

New Business 10g) Compost Bins by Public Works

In Camera 15c) Reason (c) Personnel Matter

MOTION #C-2014-OCT-20-02

Moved by Councillor Mersereau, seconded by Councillor Hudson, to approve the agenda as amended. **CARRIED**

6. PUBLIC INPUT: None

7. PUBLIC HEARING: None

8. PRESENTATIONS:

a) Tennis Court – Brian Gibson and John Rodie

Brian Gibson thanked Council for the opportunity to present. John Roddie distributed copies of pictures of the tennis court surface after a rainfall. Brian Gibson discussed the problems with regards to the surface of the two tennis courts, a proposed solution, the cost and the benefits of resurfacing the tennis courts. Brian Gibson advised they are requesting approximately \$16,000. from the Town for the 2015/16 fiscal year.

9. BUSINESS ARISING:

a) Mark Peck (Municipal Advisor) and Andrew Montgomery (Town Solicitor)

Policy on Meeting and Procedures and Presentations

Councillor Paquette read a document he prepared regarding the process of change to meeting procedures in regard to adding items to the agenda.

Andrew Montgomery the Town Solicitor noted he does not require decisions to be made, if asked for legal advice will give it, Council does not serve the rules, the rules are there to be of assistance to help hold productive meetings.

Council discussed the matter with input from the Town Solicitor and Municipal Advisor. CAO St-Amour requested that a copy of Councillor Paquette's document be provided to Administration for inclusion in the public record of the meeting.

Mark Peck departed the meeting at 7:27 pm.

MOTION #C-2014-OCT-20-03

Moved by Councillor Hudson, seconded by Councillor Paquette, it was agreed to move in-camera at 7:28 pm
CARRIED

MOTION #C-2014-OCT-20-04

Moved by Councillor Hudson, seconded by Councillor Paquette, it was agreed to come out of in-camera at 7:45 pm. **CARRIED**

Andrew Montgomery and Sarah Manning departed the meeting at 7:46 pm

Councillor Mersereau suggested that administrative staff prepare a draft policy to allow for members of Council to have the ability to participate in Council meetings when not physically in the room, in-camera would have to be excluded because cannot prove security of phone lines.

It was agreed by Council to address item 10 d) Annapolis Royal Regional Academy at this point in the meeting.

a) Annapolis Royal Regional Academy (ARRA)

Mayor Tompkins advised the ARRA sub-Committee met October 15, 2014.

i) Request for Expressions of Interest (REI)

Councillor Mersereau reviewed the dual track vision for repurposing the ARRA building. Mayor Tompkins noted there is a third option which includes an amended REI where a developer would develop one floor instead of the full site; and different ownership structures were also discussed.

ii) Hiring of a Project Manager

Discussion was held regarding the hiring of a Project Manager.

MOTION #C-2014-OCT-20-05

Moved by Councillor Hudson, seconded by Councillor Paquette to have administration bring forward a proposed job description to the next regular meeting of Council, for a potential temporary employment contract for Project Manager, Annapolis Royal Regional Academy property repurposing including proposed funding for the position, reporting structure, and the cost associated with set up. **CARRIED**

MOTION #C-2014-OCT-20-06

Moved by Councillor Paquette, seconded by Councillor Hudson to direct that the Request for Expressions of Interest for the repurposing of the Annapolis Royal Regional Academy be placed on hold until April 1st 2015 for a release date. Councillor Mersereau voted NAY, **CARRIED**.

Jane Nicholson departed the meeting at 8:50 pm

Council recessed from 8:50 pm to 8:55 pm

MOTION #C-2014-OCT-20-07

Moved by Councillor Paquette, seconded by Councillor Hudson, to extend the meeting one half hour to 9:30pm. **CARRIED.**

b) Draft Capital Investment Plan

Director of Finance Robinson advised that the Capital Investment Plan is a document that does not require approval of Council. Councillor Mersereau requested more lead time next year to try and have something in place for both water and sewer and for engineers to update the plans so work could be scheduled in an orderly basis over the next few years as water, sewer and streets are most critical components of Town.

c) Aged Receivables Water

Councillor Mersereau noted that aged receivables for the water utility are going in the right direction.

d) Aged Receivables Taxes

Discussion was held regarding the aged receivables for taxes. Director of Finance Robinson advised she will check with the Town Auditors to determine if the Town can write off taxes receivable. Councillor Mersereau suggested that writing off a receivable is not the same as forgiveness, write the receivable off the ledger against the reserve which is used when the Town has exhausted all other collection efforts.

e) Draft Policy on Water Utility Receivables Collections - tabled

f) Draft Policy on Tax Account Receivables Collections - tabled

g) Motion for Ratification re: Audited Financial Statements for the Year Ended March 31, 2014 - tabled

h) Trial Balance Sheet – Capital Water April 1, 2014 to September 30, 2014 – tabled

i) Trial Balance Sheet – General Capital April 1, 2014 to September 30, 2014 – tabled

j) Non-Profit Organizations Tax Rebate/reduction

MOTION #C-2014-OCT-20-08

Moved by Councillor Hudson, seconded by Councillor Paquette that Council rescind motion #C-2014-SEP-15-11 in its entirety; and rescind Motion #CoW 2014-OCT-08-05 in its entirety; and that Council approve the rebate/reduction for the following properties:

Roll 00479993 in the amount of \$2,311.50

Roll 02355256 in the amount of \$1,948.50

Roll 00092428 in the amount of \$768.00

Roll 06445721 in the amount of \$1,912.50

Roll 02045486 in the amount of \$142.50

Roll 02045494 in the amount of \$1,728.00

Roll 03611957 in the amount of \$990.00

Roll 1033240 in the amount of \$678.00 (Daycare)

Roll 04997409 in the amount of \$2,731.05 (Town owned property 50% of \$5,462.10)

Roll 00092398 in the amount of \$660.82 (Town owned property 50% of \$1,321.65). **CARRIED**

k) Motion for Ratification re: Basketball Court on Town Owned Land

MOTION #C-2014-OCT-20-09

Moved by Councillor Hudson, seconded by Councillor Paquette to ratify the motion conducted by electronic vote that Council approves the Annapolis Valley Regional School Board (AVRSB) to proceed with installation of a basketball court on Town land as per the attached plan, subject to AVRSB providing written permission for the Town of Annapolis Royal to have access to the court in evenings outside of school hours and during summer months for the purpose of active living programs;

And further that, AVRSB also create a replacement field hockey pitch, situated near the proposed new basketball court, with dimensions and surface preparation requirements to be ascertained by the Town's Active Living Co-ordinator following consultation with the organizer/leader of the field hockey program. **CARRIED**

10. NEW BUSINESS:

a) Amendment to Human Resources Policy and Procedures Section 3.14 Statutory Holidays re: Nova Scotia Heritage Day – tabled

b) Invitation to Discuss Proposed Energy East Pipeline, October 28, 2014

It was noted that anyone wanting to attend could contact the CAO.

c) Extension of Deputy Mayorship to Council meeting of November 17, 2014

MOTION #C-2014-OCT-20-10

Moved by Councillor Paquette, seconded by Councillor Hudson, that Council approve the extension of the appointment of Deputy Mayor to the November Regular Council meeting. **CARRIED**

d) Annapolis Royal Regional Academy (ARRA)

i) Request for Expression of Interest

ii) Hiring of Project Manager

Discussed earlier in the meeting.

e) Water Utility Wholesale Rate Changes – Flow Through Rates –W-G-14, Nova Scotia Utility and Review Board (NSURB)

Councillor Mersereau advised that if the Nova Scotia Utility Review Board considers the Town an affected user, then the Town should be represented. Director of Finance Robinson noted that she will find out from the NSUARB the status of the Town with regards to this matter.

f) Forcemain Realignment Cost Proposal – Hatch Mott MacDonald – tabled

g) Compost Bins by Public Works - tabled

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS: Committee of the Whole meeting of October 8, 2014

MOTION #C-2014-OCT-20-11

Special Fall Clean Up

Moved by Councillor Paquette, seconded by Councillor Hudson that based on the approved 2014/2015 Annual Budget, no funds were allocated for a special fall clean up and that residents and businesses be encouraged to take advantage of Option 4, available to the public - free to bring one appliance per day to the Management Centre examples: stoves/ovens including wood stoves, dishwashers, clothes washer & dryers, humidifiers & de-humidifiers, water heaters, microwaves, furnaces, refrigerators/freezers/air conditioners/water coolers, expansion tanks, cold water tanks (there is a \$20 charge for the safe removal of gases from units containing CFC's or other gases); textiles may be dropped off in donation and charity bins; recycling available at Enviro-depot and includes electronics and paint cans; up to 4 tires can be taken to any service centre or gas station that sells tires; hazardous waste can be taken to Valley Waste at no cost; and further to determine if there is interest in a Community Swap by advertising the idea in the Town Crier and requesting a for or against poll as well as advertising Option 4. **CARRIED**

Local Prosperity Conference

MOTION #C-2014-OCT-20-12

Moved by Councillor Hudson, seconded by Councillor Mersereau that the Town make the following financial contribution to the proposed Local Prosperity Conference to be held in Annapolis Royal/Cornwallis from April 9 to 12, 2015:

1. Provision of the ARRA building for the main conference activities on April 9-April 12, 2015 with an estimated in-kind value of \$3,750 to \$4,500.
2. On a best efforts basis endeavor to provide in-kind assistance with set-up – operational activities etc. encompassing 50 or more hours around the time of and during the actual conference.
3. The Town provide a total cash contribution of \$5,000. to the Association that is putting on the conference.

PROVIDED THAT the following conditions will be fulfilled prior to disbursement of above contributions:

1. The Town's review of the conference budget, a copy of which is to be provided, is satisfactory.
2. Logistical arrangements for the operation of the event are sufficiently advanced to enable the Conference Organizers to confirm the ARRA building can be used for the main agenda presentations and workshops on April 9-12, 2015.
3. A minimum number of 225 conference bookings have been achieved.
4. Conference participants shall be encouraged to utilize available accommodation, food service and other goods, services and attractions available within the Town of Annapolis Royal.

CARRIED

Next Regular Meeting of the Committee of the Whole

MOTION #C-2014-OCT-20-13

Moved by Councillor Mersereau, seconded by Councillor Paquette that Council approve the next meeting of the Committee of the Whole be held Monday, November 3rd, 2014 at 6:00pm. **CARRIED**

Planning Heritage Advisory Committee meeting of October 14, 2014 AR14-023-HER – 401 St George Street – Request for Changes to a Heritage Property Plan ‘B’

Councillor Mersereau declared a conflict of interest and departed the Council Chambers at 9:01 pm

AR14-023-HER – 401 St George Street – Request for Changes to a Heritage Property

MOTION #C-2014-OCT-20-14

Moved by Councillor Paquette, seconded by Councillor Hudson that the applicant at 401 St George Street be given heritage approval to replace the front and rear door with wooden doors, and change the asphalt shingles to wooden shingles if budget allows, if not then the original plan will go ahead as detailed in the application AR14-023-HER, providing the requirements of the Land Use By-law are met. **CARRIED**

AR14-014-HER – 430 St George Street – Request for Changes to a Heritage Property

MOTION #C-2014-OCT-20-15

Moved by Councillor Hudson, seconded by Councillor Paquette that the applicant at 430 St George Street be given heritage approval to add a garage door on the front of the building, cover in the existing garage door, and install a window and door on side facing the house as detailed in application AR14-014-HER, providing all conditions of the Land Use By-law are met. **CARRIED**

Councillor Mersereau returned to the meeting at 9:02 pm

Marketing & Economic Development Committee meeting held October 14, 2014 - Logo Redesign

that the revised Logo 4 with revisions be distributed for consideration at the next Council meeting on October 20, 2014.

It was agreed to refer the Logo Redesign to the Committee of the Whole meeting of November 3, 2014.

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

All items tabled and referred to the next regular Committee of the Whole meeting.

- a) Mayor's Report – Mayor Tompkins
- b) Marketing and Economic Development Committee – Mayor Tompkins
- c) Board of Police Commissioners– Deputy Mayor Power
- d) Friends of the Annapolis Royal Library – Deputy Mayor Power – 2013-2014 Annual Report
- e) ARRA – Councillor Mersereau
- f) Planning Services re: Report September 2014
- g) REMO re: Regional Emergency Management Coordinator Report for September
- h) Valley Waste Resource Management - Councillor Hudson – Management Minute September 2014
- i) Traffic Flow Advisory Committee – Mayor Tompkins
- j) Events Protocol Update – Councillor Paquette
- k) Friends of the Pool Society – Councillor Paquette
- l) CAO's Report
- m) Water Report

13. OTHER BUSINESS:

- a) Draft Minutes of Towns Caucus Meeting held September 17, 2014

14. CORRESPONDENCE: None

MOTION #C-2014-OCT-20-16

Moved by Councillor Paquette, seconded by Councillor Hudson, it was agreed to move in camera at 9:28 pm. **CARRIED**

15. IN CAMERA:

- a) Reason (e) Contract Negotiations - tabled
- b) Reason (g) Legal Advice

MOTION #C-2014-OCT-20-17

Moved by Councillor Paquette, seconded by Councillor Hudson, it was agreed to come out of in camera at 10:08pm. **CARRIED**

16. ADJOURNMENT

MOTION #C-2014-OCT-20-18

Moved by Councillor Paquette, seconded by Councillor Hudson, to adjourn the meeting at 10:09 pm. **CARRIED**

Mayor Michael Tompkins

CAO Carol St-Amour

Basketball Plans Attached

