

**Town of Annapolis Royal
Council Meeting Approved Minutes
September 19, 2016 at 6:00 pm**

1. PRESENT: Mayor Michael Tompkins, Vice-Chair Deputy Mayor Power, Councillor Paquette, Councillors Mersereau, CAO¹ Gregory Barr and Recording Secretary Sandi Millett-Campbell. Also in attendance Issam Mansour.

2. REGRETS: Councillor Hudson

3. CALL TO ORDER: Chair Tompkins called the meeting to order at 6:01pm.

4. ADDITIONS TO AGENDA:

- Under Section 13, Reports From Committees, Boards and Commissions: Pool Committee
- Under Section 10, Business Arising: Status on Crosswalk at French Basin Trail
- Under Section 10, Business Arising: Investment Policy

5. APPROVAL OF AGENDA:

MOTION #C2016-09-19-01

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

6. APPROVAL OF COUNCIL MINUTES:

- i. Council – July 18, 2016

MOTION #C2016-09-19-02

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to approve the minutes from July 18, 2016 with the following amendment: **MOTION #C-2016-07-18-8** that the title Provincial Traffic Authority be added to the motion for clarification. **Motion carried.**

- ii. Public Hearing – July 28, 2016

MOTION #C2016-09-19-03

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to approve the Public Hearing minutes from July 28, 2016 with the following amendment: include the public input from Harry Jost under section 3. Application 2, d) Public Input. **Motion carried.** (Recording Secretary for the July 28, 2016 Public Hearing meeting, re-listened to the meeting in its entirety and Harry Jost did not speak at the Hearing therefore the minutes were not amended.)

- iii. Special Council – July 28, 2016

MOTION #C2016-09-19-04

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to approve the Special Council minutes from July 28, 2016 as presented. **Motion carried.**

- iv. Special Council – August 5, 2016

MOTION #C2016-09-19-05

¹ Chief Administrative Officer

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to approve the Special Council minutes from August 5, 2016 with the following amendment: **MOTION #SC2016-08-05-07** last sentence should read, The letter will be copied to UNSM. **Motion carried.**

7. PUBLIC INPUT: N/A

8. ROUND TABLE:

Councillor Mersereau: Noted that a resident mentioned that there is no signage entering the Town of Annapolis Royal if you enter from the highway 201 and turn right into Town. Councillor Mersereau participated in the Terry Fox Run again this year.

Mayor Tompkins: Noted that he has received more concerns on the disposable of batteries in Town. Congratulated Deputy Mayor Power for being acclaimed on Council for another four year term.

9. PRESENTATIONS: None

10. BUSINESS ARISING:

i. Status on Crosswalk at French Basin Trail

CAO Barr reported that the signage is in progress with the company researching the proper language for the signs to alert the public crossing to the oncoming traffic.

ii. Investment Policy

Councillor Mersereau distributed the investment policy and would request that Council, CAO and DOF² review the policy so it can be added to the October Committee of the Whole meeting. This new policy will require Ministerial approval from Municipal Affairs and a draft copy should be sent prior to Council approval.

11. NEW BUSINESS:

i. Records Management Policy

CAO Barr reviewed the requested highlighted changes from the last meeting. Discussion on section 9 and who can amend the manual. The Records Management By-Law will be added to the list to be de-registered with the next group of By-Laws to proceed to First Reading.

MOTION #C2016-09-19-06

It was moved by Councillor Paquette, seconded by Councillor Mersereau to approve the Records Management Policy with the following amendment to Section 9: The Designated Officer, with approval from the CAO or his/her delegate for the proposed amendments, is authorized to amend the Manual. **Motion Carried.**

ii. Performance Appraisals

CAO Barr reviewed the general evaluation form, the job specific performance evaluation forms and the motion from the June 20 2016 Council motion. Discussion on the process of the review process and input from general comments, submitted letters and customer comments. CAO Barr will update the language on the form to include the process of conducting the review and add a section where the employee can request a meeting with the HR Committee.

² Director of Finance

MOTION #C2016-09-19-07

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to approve the primary recommendation from the Report for Decision from May 30, 2016 with the use of the performance appraisal tool as recommended on September 19, 2016. **Motion Carried.**

iii. Bill 177

CAO Barr reviewed the changes highlighted in Bill 177 By-Law. Discussion around the assessed properties being improved or following the increase is greater than the \$100,000 around section 5.1. The Committee agreed that section 5.1 should read, a) The assessed value of the property following improvement or sale results in assessed value that is greater than \$100,000; and

MOTION #C2016-09-19-08

It was moved by Councillor Paquette, seconded by Councillor Mersereau to approve the first reading of Bill 177 with 5.1A amendment, the Dog By-Law, Civic Addressing By-Law and the rescinding of the Records Management By-Law. **Motion Carried.**

iv. Use of Public Property Including Communications Equipment Policy

CAO Barr reviewed the highlighted changes with the policy to include the tablets. This policy outlines who sets the price on the items.

MOTION #C2016-09-19-09

It was moved by Councillor Paquette, seconded by Councillor Mersereau to approve to adopt the revised Use of Public Property Including Communications Equipment policy. **Motion Carried.**

v. Waterfront Development Committee Meetings

Mayor Tompkins reviewed the process with the Waterfront Development Committee suspended at this time, to discharge the Committee members and to reactivate the Committee when the time is necessary for more community involvement. The members would be appointed in December with the new Council. Mayor Tompkins appreciated their commitment and work to date and now staff will handle the operations on the project. Mayor Tompkins will send thank you notes to each Committee member for their volunteer time on the project.

MOTION #C2016-09-19-10

It was moved by Councillor Paquette, seconded by Councillor Mersereau to discharge the current members of the Waterfront Development Committee and suspend all meetings and allow the Committee to become inactive until deemed necessary to reactivate. **Motion Carried.**

vi. Ratification of Electronic Vote Held July 20, 2016

MOTION #C2016-09-19-11

It was moved by Councillor Mersereau, seconded by Councillor Paquette to ratify the electronic vote held on July 20, 2016 to the following Motion 2016-07-20-01 that the CAO, on behalf of Town of Annapolis Royal Council, provide a letter of support for the Friends of the Library grant application to the Federal 'New Horizons for Seniors' Community-Based Projects Grants Program. **Motion Carried.**

vii. Ratification of Electronic Vote Held August 16, 2016

MOTION #C2016-09-19-12

It was moved by Deputy Mayor Power, seconded by Councillor Paquette to ratify the electronic vote held on August 16, 2016 to the following Motion 2016-08-16-01 to approve the Town's contribution of \$135,125 towards the Waterfront Development Project as outlined in the application submitted to ACOA under the ICF program. **Motion Carried.**

viii. PHAC Application AR16-013-HER – 833 St George Street
CAO Barr reviewed the application submitted by staff as the motion from PHAC was defeated. The Committee discussed the concerns from the applicant, the public, and the Building Inspectors report. The Building Inspectors report outlines the guidelines on how the measurements of the fence are enforced.

MOTION #C2016-09-19-13

It was moved by Deputy Mayor Power, seconded by Councillor Mersereau that Council gives the applicant at 833 St George Street heritage approval to adjust the fence to include a gate 13' x 6.56' approximately 30' from St George Street towards the house, as detailed in the application AR16-013-HER, as the character defining elements are not changing the heritage value of the building and providing the requirements of the Land Use By-Law are met. **Motion Carried. 1 Nay Vote.**

MOTION #C2016-09-19-14

It was moved by Councillor Paquette, seconded by Deputy Mayor Power that Council gives the applicant at 833 St George Street approval to increase the measurement of the southeast side of the fence to 6.56'. **Motion Carried.**

MOTION #C2016-09-19-15

It was moved by Councillor Mersereau, seconded by Councillor Paquette to accept the Building inspector report, in regards to the height of the fence at 833 St George Street. **Motion Carried.**

ix. Financials & Aged Receivables
No questions on the financials at this time.

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole (CoW):

MOTION #C2016-07-18-16

It was moved by Councillor Paquette, seconded by Councillor Mersereau that Council approve the tax rebate / reduction for the following Not-For Profit properties for the 2016 year: Roll 00479993 in the amount of \$2,311.50; Roll 02355256 in the amount of \$2,052.00; Roll 00092428 in the amount of \$768.00; Roll 02045486 in the amount of \$142.50; Roll 02045494 in the amount of \$1,878.00; Roll 036111957 in the amount of \$1,386.00; Roll 1033204 in the amount of \$733.50; Roll 04997409 in the amount of \$2,688.53; Roll 00092398 in the amount of \$660.83; and Roll 06445721 in the amount of \$1,917.00, on the condition that the numbers are double checked . **Motion carried.**

MOTION #C2016-07-18-17

It was moved by Councillor Mersereau, seconded by Deputy Mayor Power that Council approve the following Seasonal Business Reductions for 2016: Roll 1408402 in the amount of \$841.84; Roll 2466988

in the amount of \$2,723.96; Roll 3144577 in the amount of \$1,504.91; and Roll 4542975 in the amount of \$2,427.08, on the condition that the numbers are double checked. **Motion Carried.**

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

1. Mayor's Report – Mayor Tompkins

The Mayor attended the Library Meeting on Deputy Mayor's behalf, attended the funding announcement from ACOA and the Province on the Waterfront Development projects, attended the Municipal Leaders meeting, and attending the Cadet graduation in Cornwallis. Attended the MEAC meeting on the concerns with the insurance companies on registered properties.

2. Marketing and Economic Development Committee – Mayor Tompkins

The sub-committee has started working on the highway signs and locations. The Fall Luncheon date is set for October 25, 2016.

3. ARRA – Councillor Mersereau

Refer to CAO report for details and the celebration on September 30, 2016.

4. REMO – Councillor Hudson

Councillor Hudson not in attendance.

5. Planning Services Report

Council discussed the reports.

6. Planning and Heritage Advisory Committee – Councillor Paquette

The main concern was the application at 833 St George Street.

7. Traffic Flow Advisory Committee – Mayor Tompkins

No meeting.

8. CAO's Report

CAO Barr summarized his report. Discussion ensued.

9. Police Report – Deputy Mayor Power

Deputy Mayor Power provided an update.

10. Pool Report – Deputy Mayor Power

Deputy Mayor Power attended the AGM and read a letter received for Council.

11. Library Report – Deputy Mayor Power

No report this month.

12. Valley Waste Resource Management – Councillor Hudson

Councillor Hudson not in attendance.

13. Water Report

No comments on the report.

14. Waterfront Development Committee - Mayor Tompkins
The Committee has not recently met.

15. Municipal Effectiveness Advisory Committee (MEAC) - Councillor Mersereau
Councillor Mersereau updated Council on MEAC. Council will need to review the members following the election. CAO Barr asked the two current members to consider if they would like to stay on the Committee after the election.

14. OTHER BUSINESS:

17. CORRESPONDENCE:

- i. Kudos for Police Constable
Mayor Tompkins read the letter.
- ii. Letter from the Mayor of Oshawa
Council discussed.
- iii. Letter from Minister Ince
- iv. Letter regarding the Boardwalk
Council discussed.

MOTION #C2016-07-18-18

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to move the meeting in-camera at 9:35pm. **Motion Carried.**

18. IN-CAMERA:

- i. Contract Negotiations

MOTION #C2016-07-18-19

It was moved by Councillor Paquette, seconded by Deputy Mayor Power to move the meeting out of camera at 10:30pm. **Motion Carried.**

19. ADJOURNMENT:

It was moved by Councillor Paquette to adjourn the meeting at 10:30 pm.

Mayor Michael Tompkins

Recording Secretary Millett-Campbell