

**Town of Annapolis Royal  
Council Meeting Approved Minutes  
December 14, 2016 at 6:00 pm**

**1. PRESENT:** Mayor William MacDonald, Vice-Chair Deputy Mayor Power, Councillor Elliot, Councillor Kinsella, Councillor Sanford, CAO<sup>1</sup> Gregory Barr and Recording Secretary Sandi Millett-Campbell.

**2. REGRETS:** None

**3. CALL TO ORDER:** Chair MacDonald called the meeting to order at 6:00 pm.

**4. ADDITIONS TO AGENDA:**

- Under Section 17, In-Camera – Personnel
- Under Section 11, New Business – Financial Condition Index (FCI) Update
- Under Section 11, New Business – Request to Change Date of Committee of the Whole Meetings
- Under Section 12, Recommendations from Committees, Boards and Commissions – MEDC recommended motion
- Under Section 12, Recommendations from Committees, Boards and Commissions – BoPC recommended motion

**5. APPROVAL OF AGENDA:**

**MOTION #C2016-12-14-01**

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power to approve the agenda as amended. **Motion carried.**

**6. APPROVAL OF COUNCIL MINUTES:**

- i. Public Hearing – November 21, 2016

**MOTION #C2016-12-14-02**

It was moved by Councillor Elliot, seconded by Councillor Sanford to approve the Public Hearing minutes from November 21, 2016, as presented. **Motion Carried.**

- ii. Council – November 21, 2016

**MOTION #C2016-12-14-03**

It was moved by Deputy Mayor Power, seconded by Councillor Sanford to approve the minutes from November 21, 2016, as presented. **Motion Carried.**

**7. PUBLIC INPUT:** None

**8. PRESENTATIONS:** None

**9. ROUND TABLE:**

**Deputy Mayor Power:** Sorry to miss the Christmas Party last week but attended the Annapolis Valley Regional Library meeting.

**Councillor Sanford:** Approached to see if the Town was doing anything to honour Jim How.

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<sup>1</sup> Chief Administrative Officer

**Councillor Elliot:** Had informal discussion with board members of the Annapolis Royal Historic Gardens and King's Theatre.

**10. BUSINESS ARISING:**

- i. Second and Final Reading of By-Laws
  - a) Commercial Property Assessment Increase By-Law

**MOTION #C2016-12-14-04**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to approve the second reading and passing of the Commercial Property Assessment Increase By-Law, as presented. **Motion Carried.**

- b) Dog By-Law

**MOTION #C2016-12-14-05**

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the second reading and passing of the Dog By-Law, as presented. **Motion Carried.**

- c) Civic Addressing By-Law

**MOTION #C2016-12-14-06**

It was moved by Councillor Elliot, seconded by Deputy Mayor Power to approve the second reading and passing of the Civic Addressing By-Law, as presented. **Motion Carried.**

- d) Regional Emergency Management By-Law

**MOTION #C2016-12-14-07**

It was moved by Councillor Sanford, seconded by Councillor Elliot to approve the second reading and passing of the Regional Emergency Management By-Law, as presented. **Motion Carried.**

- e) Repeal of Records Management and Destructions By-Law

**MOTION #C2016-12-14-08**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to approve the second reading and passing to repeal the Records Management and Destructions By-Law, as presented. **Motion Carried.**

**11. NEW BUSINESS:**

- i. Council Youth Representative / Advisory Committee

Mayor MacDonald outlined the Youth Representative as an advisory Committee and his meetings with the school. Council discussed the opportunities to make the Council agenda and a copy of the Town Crier available to student council every month. Council discussed that the new Student Advisory Committee should report to the Mayor and the new Committee should be outlined in the Town Crier to let the public know that Council will be having input from youth and Community input is also welcome anytime and the Mayor will continue to seek input from youth about how they envision this being structured.

- ii. Canada Volunteer Awards

Council discussed the Canada Volunteer Awards and mentioned a couple of names for consideration. Council requested an article in the January Town Crier to receive names for consideration for nomination and further discussion next month.

iii. Ratification of Electronic Vote – Christmas Daddies Donation

**MOTION #C2016-12-14-09**

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to ratify the electronic vote that the Town of Annapolis Royal make a donation of \$250.00 to Christmas Daddies Telethon. **Motion Carried.** 2 Nay votes.

iv. Ratification of Electronic Vote – ARRA Gym Usage During School Closure

**MOTION #C2016-12-14-10**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to ratify the electronic vote to give staff approval to provide youth with access to the Town's gym, free of charge, on weekday afternoons during the school closure period subject to the ALC Noah Scanlan being present and the normal procedures that are in place for the public gym sessions. **Motion Carried.**

v. Financial Condition Index Update

CAO Barr updated Council on the history of the Financial Condition Index and reviewed the draft FCI from 2015/2016 and the prepared statement of Municipal Comments to help Council and the public understand the data when it is released.

vi. Change Committee of the Whole date options

Mayor MacDonald requested Committee of The Whole to move to the first Thursday night of each month.

**MOTION #C2016-12-14-11**

It was moved by Councillor Kinsella, seconded by Councillor Elliot to change the date of the Committee of the Whole meetings to the first Thursday of the month. **Motion Carried.**

**12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

**Committee of the Whole (CoW):**

**MOTION #C2016-12-14-12**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council agree to direct staff to investigate Council participation on the Annapolis Royal Historic Gardens, King's Theatre and Upper Clements Park respective boards. **Motion Carried.**

**MOTION #C2016-12-14-13**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council agree to direct CAO Barr to have discussion with Mr. Squires regarding the accessory shipping containers and if those discussions do not find a resolution then correspondence advising him that he is not entitled to install accessory buildings for the purposes of warehouse and storage. **Motion Carried.**

**MOTION #C2016-12-14-14**

It was moved by Councillor Sanford, seconded by Councillor Kinsella that Council agree to direct Public Works to remove the two green bins located outside of the gate at the Public Works yard, effective January 11, 2017, after notice has been provided to residents via the January Town Crier and any other communications methods deemed appropriate by staff. **Motion Carried.**

**MOTION #C2016-12-14-15**

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that Council agree to direct CAO Barr to send correspondence to the Port Royal Legion to inform them the Town has no capacity in the current year's budget at this time. **Motion Carried.**

**MOTION #C2016-12-14-16**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council agree to direct CAO Barr to communicate to the Annapolis Royal Fire Department to include this requests as part of their 2017/2018 budget request and a representative of the department make a presentation at the February Committee of the Whole meeting. **Motion Carried.**

**Motion #C2016-12-14-17**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council agree to communicate with Parks Canada, care of Lillian Stewart, that Council will participate in the 100<sup>th</sup> Anniversary Celebration event on January 24<sup>th</sup>, 2017 and further that a proclamation by Council declaring January 24, 2017 as Fort Anne Day. **Motion Carried.**

**MOTION #C2016-12-14-18**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council approve to provide the gym at The Academy for a \$5.00 fee for the venue rental on January 6, 2017 with the students agreeing to pay the DJ costs, complete set up, chaperoning and clean up to the Town's satisfaction. **Motion Carried.**

**MOTION #C2016-12-14-19**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council agree to direct staff to apply for funding through the African Heritage Month 2017 Civic Proclamation grant with Support 4 Culture for the proposes of a proclamation relating to African Heritage Month. **Motion Carried.**

**MOTION #C2016-12-14-20**

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council approve the expenditure of an additional \$6000 in administrative salary expense for the remainder of 2016/2017 budget. **Motion Carried.**

**Motion #C2016-12-14-21**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council agree to give direction to CAO Barr to continue to explore options available to relocate the Town library to The Academy and provide authorization to explore alterations to the floor space in consultation with Town engineers. **Motion Carried.**

**Motion #C2016-12-14-22**

It was moved by Councillor Sanford, seconded by Councillor Elliot that Council agree to authorize CAO Barr to enter into negotiations with Jacob Tanner Developments to allow them to temporarily use the west wing of The Academy (as detailed in their request) in exchange for consideration. **Motion Carried.**

**Motion #C2016-12-14-23**

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that Council approve that a letter be drafted in response to the Annapolis Basin Community Band request explaining that the requested space will not be available for rental at this time but we will consider their request at a later date.

**Motion Carried.**

**Marketing & Economic Development Committee (MEDC)**

**MOTION #C2016-10-17-24**

It was moved by Councillor Sanford, seconded by Councillor Elliot to approve to accept the request for interest from Steven Slipp Design in the amount of \$4250.00 + hst to design the highway 101 Community Identity Signage. **Motion Carried.**

**Board of Police Commission**

Tabled until in-camera discussion.

**13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:**

1. Mayor's Report – Mayor MacDonald

The Mayor attended Christmas Daddies, attended UNSM with Councillor Sanford, attended Tall Ships meetings and waiting for a meeting in January for the site visit in Annapolis Royal, followed up with i-Valley and scheduled a meeting for this week to further discuss the Town's options, and will be attending a Legacy 2017 meeting tomorrow, and will send out an email update to Council on the outcome.

2. Marketing and Economic Development Committee – Councillor Elliot

Updated Council that the Committee is working on the strategic planning for Land Development, website ready for soft launch the beginning of January, looking forward to our REN meeting in Middleton and Mayor MacDonald had a meeting with the local Attractions groups.

3. REMO – Mayor MacDonald

No meeting this month. Mayor MacDonald will send Council out the weather warnings.

4. Planning Services Report

Council discussed the reports.

5. Planning and Heritage Advisory Committee – Councillor Kinsella

No meeting this month.

6. Traffic Flow Advisory Committee – Councillor Kinsella

No meeting this month. Staff will set up a date to meet in January 2017.

7. CAO's Report

CAO Barr summarized his written report. Discussion ensued.

8. Police Report – Deputy Mayor Power

Deputy Mayor Power provided an update about the police services review update and the next steps will be a public meeting after receiving final proposals.

9. Library Report – Deputy Mayor Power

Deputy Mayor Power provided an update.

10. Valley Waste Resource Management – Councillor Kinsella

Attended a meeting today and accepted the Vice-Chair position of the Committee.

11. Water Report

No comments on the reports.

12. Municipal Effectiveness Advisory Committee (MEAC) – Mayor MacDonald

Looking at the MPS / LUB in regards to infill and flag lots and vacant town lands.

**16. CORRESPONDENCE:**

- i. Letter from Millie Hawes

Request to pass information on to ARTfelt group.

**MOTION #C2016-10-17-25**

It was moved by Councillor Sanford, seconded by Deputy Mayor Power to move the meeting in-camera to discuss Personnel issues at 8:25 pm. **Motion Carried.**

**16. IN-CAMERA:**

- i. Personnel
- ii. Personnel
- iii. Personnel

**MOTION #C2016-10-17-26**

It was moved by Councillor Elliot, seconded by Councillor Kinsella to move the meeting out of in-camera at 9:35 pm. **Motion Carried.**

**MOTION #C2016-10-17-27**

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that Council approve to accept Chief McNeil's recommendation which is supported by the Board of Police Commissioners to hire Greg Morrell as a new Police Constable. **Motion Carried.**

**MOTION #C2016-10-17-28**

It was moved by Councillor Kinsella, seconded by Councillor Elliot that Council accept CAO Barr's recommendation for the hiring of the term position for Administrative Assistant subject to completion of reference checks. **Motion Carried.**

**MOTION #C2016-10-17-29**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council appoint Barry Moody and Peter Davies to the Planning Heritage Advisory Committee with the term expiring December 31, 2018. **Motion Carried.**

**MOTION #C2016-10-17-30**

It was moved by Councillor Sanford, seconded by Councillor Elliot that Council appoint James McGinis to the Board of Police Commission with the term expiring December 31, 2018. **Motion Carried.** 1 Nay Vote.

**MOTION #C2016-10-17-31**

It was moved by Councillor Sanford, seconded by Councillor Elliot that Council appoint Amy Barr, Diana Lewis, Samantha Myhre and Benjamin Boysen to the Marketing and Economic Development Committee with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-32**

It was moved by Councillor Sanford, seconded by Deputy Mayor Power that Council appoint Jane Nicholson, Alyn How, Brian Bohaker, Ruth Thorbourne, Paul Paquette, Samantha Myhre and Angela Cartier to the Municipal Effectiveness Advisory Committee with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-33**

It was moved by Councillor Elliot, seconded by Councillor Kinsella that Council appoint Rion Microys and Byron Mersereau to the Board of Police Commission Review Committee as citizen representatives with term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-34**

It was moved by Councillor Kinsella, seconded by Councillor Elliot that Council appoint Christine Igot, Pierre Igot and Lynn Longmire to the Annapolis Pool Committee with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-35**

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power that Council appoint Councillor Elliot as the Valley Waste and Resources Management alternate with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-36**

It was moved by Councillor Kinsella, seconded by Councillor Elliot that Council appoint Peter Davies and Valerie Davies as the Town Crier and Consort with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-37**

It was moved by Councillor Sanford, seconded by Councillor Kinsella that Council appoint Hank Sawchuck and Alfred Doucet as the Town's Fire Inspectors with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-38**

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that Council appoint Alfred Doucet and Cathy Barr as the Town's Building Inspectors with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-39**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council appoint James Rose and Kevin Beard as the Animal Control Officers with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-40**

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council appoint Sandi Millett-Campbell as the Civic Addressing Coordinator with the term expiring December 31, 2017. **Motion Carried.**

**MOTION #C2016-10-17-41**

It was moved by Councillor Kinsella, seconded by Deputy Mayor Power that Council appoint Chris Millier as the Development Officer and Town Planner with the term expiring December 31, 2017. **Motion Carried.**

**17. ADJOURNMENT:**

It was moved by Councillor Elliot to adjourn the meeting at 9:45 pm.

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Chair Mayor William MacDonald

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Recording Secretary Millett-Campbell