

**Town of Annapolis Royal
Council Meeting Approved Minutes
November 20, 2017 at 6:00 pm**

1. PRESENT: Mayor William MacDonald (Chair), Deputy Mayor Pat Power, Councillor Sanford, Councillor Owen Elliot, Councillor John Kinsella, CAO¹ Gregory Barr, Recording Secretary Amy MacManus, Presenters from Annapolis Board of Trade -Amery Boyer and Byron Mersereau (both left after their presentation), Presenter from King's Theatre -Janet Larkman (left after her presentation), and Chief of Police Tim Moser (left after Presentation item 3)

2. REGRETS: N/A

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

4. ADDITIONS TO AGENDA:

- i. Under Section 14, In-camera, item iii: Personnel
- ii. Under Section 10, New Business, item iii: Daurene Lewis

5. APPROVAL OF AGENDA:

MOTION #C2017-NOV-20-01

It was moved by Councillor Kinsella, seconded by Councillor Elliot to approve the agenda as amended.
Motion carried.

6. APPROVAL OF COUNCIL MINUTES:

- i. Council – October 16, 2017

MOTION #C2017-NOV-20-02

It was moved by Councillor Kinsella, seconded by Councillor Sanford to approve the October 16, 2017 minutes as presented. **Motion carried.**

7. PUBLIC INPUT: N/A

8. PRESENTATIONS:

- i. Annapolis Board of Trade – Amery Boyer and Byron Mersereau

The Annapolis Board of Trade representatives presented a funding briefing regarding the future of the Visitors Information Centre. Council posed questions and the presenters responded.

- ii. King's Theatre – Janet Larkman

The General Manager of King's Theatre presented a \$2000 funding request to Council. The funding would be part of a partnership from multiple sources that would enable their 2018 wintertime programming. Discussion ensued with questions and answers.

¹ Chief Administrative Officer

- iii. AD-hoc Addition to the Agenda – Discussion of Board of Police Recommendations (from Section 11 of the agenda)

Chief Moser provided further details on the recommendations that were requested from the Board of Police Commissioners. Council posed questions and Chief Moser replied.

9. BUSINESS ARISING:

- i. Annapolis Royal Wharf Association Presentation – Discussion

Council discussed the presentation previously made by the Wharf Association, which asked that the Town take over ownership of the wharf.

MOTION #C2017-NOV-20-03

It was moved by Councillor Elliot, seconded by Councillor Sanford that Council direct staff to explore and evaluate the factors involved, including the CAO's specific request to have the engineers conduct a condition and remaining useful life assessment, with accepting the offer from ARWA with a view to including the Annapolis Royal Wharf among the waterfront assets of the Town of Annapolis Royal.

Motion carried.

- ii. Twinning Committee Intern Request – Discussion

Council discussed the Twinning Committee's previous request to have the Town find a project for the Royan interns in Spring 2018. The Visitor Information Centre (VIC) will be employing the students during their time in Annapolis Royal. Council directed CAO Barr to reply that the Town does not have the resources to supervise a project but that the VIC may be able to accommodate the interns.

- iii. Municipal Awareness Week Open House – Verbal Update

CAO Barr provided an update on the two scheduled events for Municipal Awareness Week.

10. NEW BUSINESS

- i. Ratification of Electronic Vote Held October 24, 2017 – Boiler Room Package

MOTION #C2017-NOV-20-04

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella to ratify MOTION 2017-10-24-01; that the tender for the Boiler Room Package not be awarded due to the low bid submission being significantly higher than the Class A estimate for the project, as recommended by Town engineers.

Motion carried.

- ii. Ratification of Electronic Vote Held October 24, 2017 – Heating System for the West Wing of the Academy

MOTION #C2017-NOV-20-05

It was moved by Councillor Kinsella, seconded by Councillor Sanford to move ratification of electronic vote held October 24, 2017, MOTION 2017-10-24-02: that the proposal provided by Jacob Tanner Developments to provide a fully operational heating system for the west wing of The Academy be accepted, as recommended by Town engineers. Motion carried. Councillors Elliot and Kinsella abstained from voting. **Motion carried.**

- iii. Daurene Lewis Bust

Mayor MacDonald summarized the offer by Ruth Abernethy to create a sculpture of Daurene Lewis. The cost will be approximately \$20,000 (outside funding would be sought). Council discussed the offer.

Mayor MacDonald will reach out to the Valley African Nova Scotian Development Association to make them aware of the offer and suggest that they may be the best ones to spearhead the initiative.

11. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Committee of the Whole (CoW)

MOTION #C2017-NOV-20-06

It was moved by Councillor Sanford, seconded by Councillor Elliot that Council direct staff to express an interest of hosting the 2018 Provincial Heritage Conference here in Annapolis Royal. **Motion carried.**

MOTION #C2017-NOV-20-07

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that Council authorize staff to enter into a contract with Paymentus and begin accepting Visa and Mastercard as an acceptable form of payment, subject to the applicable user fees. **Motion carried.**

MOTION #C2017-NOV-20-08

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that Council direct staff to reverse the January 29, 2013 invoices 2013063769 and 2013063770 in the amount of \$560.64. **Motion carried. One nay vote (Deputy Mayor Power)**

MOTION #C2017-NOV-20-09

It was moved by Councillor Kinsella, seconded by Councillor Sanford that Council appoint Chris Hopkins to the Marketing and Economic Development Committee to the end of the current term. **Motion carried.**

Planning and Heritage Advisory Committee (PHAC)

MOTION #C2017-NOV-20-10

It was moved by Councillor Sanford, seconded by Councillor Elliot that the applicant at 478 St. George Street be given heritage approval to install shingles in an appropriate hue to imitate the wood-look, as detailed in the application AR17-034-HER, providing the requirements of the Land Use By-Law are met. **Motion carried.**

Board of Police Commissioners (BoPC)

MOTION #C2017-NOV-20-11

It was moved by Councillor Elliot, seconded by Deputy Mayor Power that Council authorize Chief Moser to equip the police force with C8 carbines, making all attempts to minimize costs. **Motion carried. One nay vote (Deputy Mayor Power)**

MOTION #C2017-NOV-20-12

It was moved by Deputy Mayor Power, seconded by Councillor Kinsella that the Annapolis Royal Police Department revise its staff composition, effective immediately, from 3 full-time, 1 part-time, and 1 casual position to 4 full-time positions to accommodate the addition of new by-law enforcement, maintenance, and education responsibilities. **Motion carried. One nay vote (Deputy Mayor Power)**

Marketing & Economic Development Committee (MEDC)

MOTION #C2017-NOV-20-13

It was moved by Councillor Kinsella, seconded by Councillor Sanford that council look at the budget to see if they can support the “Winter at King’s” request. **Motion tabled until the December 7, 2017 Committee of the Whole Meeting, once a budget from King’s Theatre has been received.**

12. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

1. Mayor’s Report – Mayor MacDonald
Mayor MacDonald summarized the events that have been taking place in Annapolis Royal and those that he has attended in the last month.
2. Marketing and Economic Development Committee – Councillor Elliot
Councillor Elliot relayed updates from MEDC.
3. REMO – Mayor MacDonald
No updates to report.
4. Planning Services Report- October 2017 – No report this month
5. Planning and Heritage Advisory Committee – Councillor Kinsella
Councillor Sanford summarized the latest PHAC meeting.
6. Traffic Flow Advisory Committee – Councillor Kinsella
The only pending issued will be addressed in-camera.
7. CAO’s Report
Council acknowledged the report and CAO Barr provided an update since the report was distributed. Special thanks were given to the Public Works crew for their efforts with the water tank repairs.
8. Police Report – Councillor Elliot
Councillor Elliot provided updates from BoPC – most updates were addressed during the recommendations.
9. Library Report – Deputy Mayor Power
No report from Deputy Mayor. CAO Barr provided an update on ongoing/upcoming memorandums of understandings..
10. Valley Waste Resource Management – Councillor Kinsella
Councillor Kinsella provided Valley Waste Resource Management updates.
11. Water Report
Council acknowledged.
12. Municipal Effectiveness Advisory Committee – Mayor MacDonald
Mayor MacDonald offered an update.
13. Annapolis Royal Historic Gardens – Councillor Elliot

No meeting last month therefore no report.

14. King's Theatre – Councillor Sanford
Councillor Sanford was unable to attend the last meeting.

15. Upper Clements Park – Mayor MacDonald
Mayor MacDonald relayed updates.

16. Investment Committee – added as an ad-hoc agenda item
Councillor Kinsella provided an update on the newest committee of Council.

13. CORRESPONDENCE:

i. Progress Report and Municipal Funding Request for UNESCO Southwest Nova Biosphere Region (SNBRA) Programming
Council discussed the funding request. Council directed staff to send a reply letter outlining the process for putting forth a funding request to the Town.

i. Post Office Recycling Bin Request
CAO Barr summarized the issue around the recycle bin being removed from the post office. Council discussed and decided that the town will not provide a bin.

MOTION #C2017-NOV-20-14

It was moved by Councillor Elliot, seconded by Councillor Kinsella to go in-camera at 8:43pm. **Motion carried.**

14. IN-CAMERA:

- i. Acquisition of Municipal Property
- ii. Lease of Municipal Property
- iii. Personnel

MOTION #C2017-NOV-20-15

It was moved by Councillor Kinsella, seconded by Councillor Elliot to move out of camera at 9:15pm. **Motion carried.**

MOTION #C2017-NOV-20-16

It was moved by Councillor Elliot, seconded by Councillor Kinsella to accept Offer to Sell from NSTIR for PID #05002795 subject to satisfactory completion of Phase I ESA. **Motion carried.**

MOTION #C2017-NOV-20-17

It was moved by Councillor Elliot, seconded by Councillor Kinsella to approve the completion of a survey plan and property migration for PID #05002795. **Motion carried.**

MOTION #C2017-NOV-20-18

It was moved by Councillor Elliot, seconded by Councillor Kinsella to approve the completion of the Concept Design based on the estimate outlined in the Offer for Engineering and Consultancy Services from Hatch dated November 10, 2017 for the proposed improvement to the Prince Albert Road, St. Anthony Street, and Fortier Mills Lane intersections. **Motion carried.**

MOTION #C2017-NOV-20-19

It was moved by Councillor Kinsella, seconded by Councillor Sanford that there be an increase to the CAO's salary of 3%, retroactive to April 1, 2017, after having reviewed his performance evaluation.

Motion carried.

MOTION #C2017-NOV-20-20

It was moved by Councillor Elliot, seconded by Councillor Kinsella to authorize the CAO to enter into negotiations with respect to leasing of municipal property as discussed in-camera. **Motion carried.**

15. ADJOURNMENT

MOTION #C2017-NOV-20-21

It was moved by Councillor Elliot to adjourn the meeting at 9:17 pm.

Chair William MacDonald

Recording Secretary Amy MacManus