

**Town of Annapolis Royal
Regular Council Approved Minutes
July 20, 2015 at 6:00 pm**

1. **PRESENT:** Mayor Tompkins, Councillor Hudson, Councillor Mersereau, Councillor Paquette, CAO¹ Barr, and Executive Assistant Amy MacManus as recording secretary.
2. **REGRETS:** Deputy Mayor Power
3. **CALL TO ORDER:** Mayor Tompkins called the meeting to order at 6pm
4. **ADDITIONS TO AGENDA:**
 - Section 10, Business Arising: UNSM² Resolution Regarding Surplus Schools
 - Section 10, Business Arising: Town Logo
 - Section 11, New Business: Town Investment Policy
 - Section 11, New Business: New Business: Electric Charging Station
 - Section 16, In-Camera Item: Public Security
 - Section 16, In-Camera: Update - legal

5. APPROVAL OF AGENDA:

MOTION #C 2015-07-20-01

It was moved by Councillor Paquette, seconded by Councillor Hudson that the agenda dated July 20, 2015 be approved with amendments. Motion carried.

6. APPROVAL OF COUNCIL MINUTES:

- 1) Regular Council June 15, 2015

MOTION #C 2015-07-20-02

It was moved by Councillor Mersereau, seconded by Councillor Hudson that the minutes from Regular Council meeting on June 15, 2015 be adopted as presented. Motion carried.

- 2) Special Council June 16, 2015

MOTION #C 2015-07-20-03

It was moved by Councillor Hudson, seconded by Councillor Paquette that the minutes from Special Council meeting on June 16, 2015 be adopted with the following amendments; that MOTION #C 2015-06-16-05 pertaining to the pie chart to be printed in the Town Crier have the tax rates listed in percentages, not dollars and that the operating budget listed be more precise, with the exact amount of \$1,727,041 listed, as opposed to 1.7M. Motion carried.

7. PUBLIC INPUT: N/A

¹ Chief Administrative Officer

² Union of Nova Scotia Municipalities

8. ROUND TABLE:

Councillor Paquette: SharePoint is starting to become unwieldy. At present there are 22 folders and it is difficult to find documents. Suggested that all documents added follow the same protocol: year/month/day/name. There should be one folder per committee, then a folder for each year and a folder for general documents.

Complaints have been received about the ongoing yard sale at Roll #04539508. Councillor Paquette asks that the Board of Police Commission look into the Vending By-Law and establish a protocol so that the police are not the first step but rather the CAO speaking with the individual would be the first step, the second step would be an official letter from the Town, and the third step would be the Police. Mayor Tompkins explained that until complaints are sent into administration no action can be taken. Changes cannot be made to a by-law until the by-law review is undertaken.

There is dog trouble at the market. Councillor Paquette questioned whether there is information in past meeting minutes that state a vendor is not allowed to bring a dog but visitors are permitted to bring a dog. The market should have insurance coverage to cover incidents with dogs. Council directed staff to investigate what rules other markets have regarding dogs.

Councillor Hudson: Noted that the painting of lines in town is good and that there appears to be a high number of tourists in Annapolis Royal.

Councillor Mersereau: Noted that a key word search feature on SharePoint would be good. He also mentioned that a number of Council and staff were able to attend the unveiling of the Fundy Rose. He stated that from what he was able to observe from a distance, the first responders to the Causeway incident seemed to be doing a good job. Councillor Mersereau also relayed that he and CAO Barr had a meeting with the Police Union.

Mayor Tompkins: Expressed his appreciation of the follow-up from the Chief of Police regarding the emergency on the Causeway.

9. PRESENTATIONS: N/A

10. BUSINESS ARISING:

1. Compost Options

CAO Barr wanted to discuss with Council any options and ideas to address the compost issue. From speaking with other municipalities compost is an ongoing issue in other regions. Council discussed various options. Council directed CAO Barr to purchase compost bags to provide for free to restaurants and households, if they choose to come collect one, on a trial basis. Also to focus on public education.

2. UNSM Resolution

Status report. The deadline is August. CAO Barr relayed that he did follow-up with Yarmouth and he is awaiting the update from Yarmouth after their last Council meeting.

MOTION #C 2015-07-20-04

It was moved by Councillor Mersereau, seconded by Councillor Hudson to direct and authorize CAO Barr to prepare and submit a resolution that is similar in format to the resolutions passed to UNSM in the last two years and to apply retroactively in regard to funding for surplus schools that are turned back to municipalities. Motion carried.

3. Investment Policy

Councillor Mersereau iterated the importance of developing a formal investment policy to ensure maximization of funds.

5. Town Logo

Mayor Tompkins commented that the new logo tag line “where history meets opportunity” is not being implementing to the extent it was intended. Council discussed the matter and when it is appropriate to use the tagline. Council agreed that there needs to be a push to use the tagline and roll it out into marketing materials.

MOTION #C 2015-07-20-05

It was moved by Councillor Paquette, seconded by Councillor Hudson that the Town use the tagline “where history meets opportunity” when the new logo is being used with a friendly amendment that preference be given to utilize the tagline in regular everyday use but the tagline is to be supplemented as needed for events. Friendly amendment by Councillor Mersereau. Motion carried.

4. Town Operating Budget

Council discussed. Councillor Mersereau would like to see month-to-month budgets when the report is done. Staff will identify any items on the budget that are of concern.

11. NEW BUSINESS:

1. Ratified Motions from Electronic Vote

MOTION #C 2015-07-20-06

It was moved by Councillor Paquette, seconded by Councillor Hudson that Council approve the ratification of **MOTION #C 2015-06-23-01 as approved by electronic vote**; It was moved by Deputy Mayor Pat Power, seconded by Councillor Hudson to approve the Town of Annapolis Royal to pursue the Active Transportation grant application with matching funds from the Town or contributing partners, up to an amount of \$150,000 for the purposes of improvements and restoration of the Boardwalk with a deadline of June 30th, 2015 and that if successful all work will be completed by March 10, 2016. Motion carried.

2. Capital Improvement Plan (CIP)

Council discussed the CIP. Councillor Mersereau is not in favour of it as presented and made suggestions for improvements.

MOTION #C 2015-07-20-08

It was moved by Councillor Hudson, seconded by Councillor Paquette to approve the Capital Improvement Plan with the additions that Project 920-2010-3 for \$409,550 be removed; Sewer Improvements in the amount of \$200,000.00 be added; Project 920-2011-19 (Paving) be increased to \$100,000 from \$50,000; the removal of the water main replacement; and an explanation about the current infrastructure assessment project. Motion carried.

3. Electronic Charging Station

CAO Barr distributed information on electronic charging stations and noted that there is funding available for a charging station. Council discussed the issue.

MOTION #C 2015-07-20-07

It was moved by Councillor Paquette, seconded by Councillor Mersereau to proceed with staff pursuing the funding application for an electric vehicle station. Motion carried.

12. RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS:

Marketing and Economic Development Committee (MEDC) – Meeting July 14, 2015:

MOTION #C 2015-07-20-09

It was moved by Councillor Paquette, seconded by Councillor Hudson to offer the public a licensing opportunity for a nominal fee of \$50 to use the marketing logo on products that would be approved by MEDC and follow a policy to be set by Council. Motion defeated.

Councillor Mersereau expressed his objection to charging \$50.00 as it adds a potential deterrent to using the logo. Mayor Tompkins noted that by charging a \$50 fee, the Town is placing a value on the logo and that people may be more invested in its use. Council directed staff to write a policy on use of the logo so that all requests for the logo do not have to go through MEDC. The policy would include misuse of the logo. It was requested that the policy be written by September.

MOTION #C 2015-07-20-10

It was moved by Councillor Hudson, seconded by Councillor Mersereau to support in principal, the request from the Municipality of Digby regarding the tourism initiative, and request more information and ask that a business plan be provided. Motion tabled.

Planning and Heritage Advisory Committee (PHAC) – Meeting July 6, 2015

MOTION #C 2015-07-20-12

It was moved by Councillor Hudson, seconded by Councillor Mersereau that a moratorium be placed on any proposed tiered system for heritage buildings in the National Historic District of Annapolis Royal until the Annapolis Heritage Society and the Historical Association express in full their views on a tiered system. Motion tabled.

Councillor Paquette raised an objection to consideration of the question for the reason that there is no proposal for a tiered system as it was simply a list of federal, provincial, municipal, rare and exceptional buildings in Town. Furthermore there is no onus on the Town through the MGA³ to consult non-elected associations about what it wants to do for its' business. Councillor Mersereau is in favour of obtaining public input in regards to the evaluation which would include an invitation to the Annapolis Historical Association and Heritage Society. Mayor Tompkins iterated that the intention was that PHAC examine the pros and cons of creating a tiered system but that PHAC needs to move forward on the system. Council directed staff to send an email asking PHAC to identify their concerns with the list and a tiered system. The email is to be sent to all PHAC members with Council copied on the email.

³ Municipal Government Act

MOTION #C 2015-07-20-13

It was moved by Hudson, seconded by Councillor Mersereau that CDC Millett-Campbell update the Heritage Registry Index to reflect circumstances and architectural style of properties. Motion defeated.

Councillor Paquette is concerned that PHAC are defining a job role for an employee. He is also concerned that it will take months to complete the work though he agrees that it needs to be done. He suggested that it could be addressed by hiring a summer student. At present all documents are in paper format; if the files are scanned they can then be searched electronically. Council discussed and it was noted that there is an immediate concern as to where the files are presently located. Councillor Mersereau relayed that an electronic database has already been compiled and can be found at www.historicplaces.ca. Council recommended that staff examine what work needs to be done.

MOTION #C 2015-07-20-11

It was moved by Councillor Mersereau, seconded by Councillor Paquette that the applicant at Roll # 01479202 be given heritage approval to replace the windows, replace the door, and add a staircase going to the upper floor on the side of the accessory building with a landing on the back of the building as detailed in the application AR15-013-HER, providing the requirements of the Land Use By-law are met. Motion carried.

MOTION #C 2015-07-20-14

It was moved by Councillor Paquette, seconded by Councillor Hudson that there be a PHAC meeting every month, regardless of agenda items. Motion tabled.

MOTION #C 2015-07-20-15

It was moved by Councillor Hudson, seconded by Councillor Mersereau that investigation of the following items take place: background information on the permits and approval on the work done at PID 05002407, a legal opinion as to the legitimacy of permit holders waiting one year and then doing as they please, corner vision violations of the boulders at the corners of Church Street and St. Anthony Street and Drury Lane and St. Anthony Street, and the implications of several missed meetings in a row by a Committee member. Motion defeated.

Council discussed. Council concluded that this motion is not something that Council should be addressing, nor is it something that should go into a motion as PHAC cannot direct staff.

Council discussed the role of PHAC and their governing mandate. It was decided a review of their mandate will take place in the Fall. Council will send a letter to PHAC that iterates what work falls under their mandate and notify the Committee of Council's intent to review the PHAC mandate.

Board of Police Commissioners (BOPC) – Meeting June 15, 2015

MOTION #C 2015-07-20-16

It was moved by Councillor Mersereau, seconded by Councillor Paquette that Council support Constable Campbell's recommendation that the Town provide four stop signs (a four-way stop) to

be used in the event of a power failure at the signal lights at St. George Street and Prince Albert Road. Motion tabled.

Council noted that it was decided at the Committee of the Whole meeting on July 8, 2015 to ask Chief McNeil to clarify his position on the stop signs as his position has changed. Council tabled the motion tabled until it has a response from Chief McNeil.

Committee of the Whole (CoW) – Meeting July 8, 2015

MOTION #C 2015-07-20-17

It was moved by Councillor Paquette, seconded by Councillor Hudson that no meetings of Committee of the Whole, Council or subcommittees be held in the month of August unless special need arises. Motion carried.

MOTION #C 2015-07-20-18

It was moved by Councillor Hudson, seconded by Councillor Mersereau that staff investigate the cost of diversity banners. Motion tabled.

Council tabled the motion as direction to staff to investigate the cost of banners had already been given.

MOTION #C 2015-07-20-19

It was moved by Councillor Mersereau, seconded by Councillor Paquette that the CAO be authorized to write-off the interest portion of the cell phone charges if paid within 30 days as amended. Motion carried.

MOTION #C 2015-07-20-20

It was moved by Councillor Hudson, seconded by Councillor Paquette to not write off outstanding balance in relation to tree removal. Lien to be placed on property PID 05002357 so that the Town is able to collect upon sale of property. Motion carried.

MOTION #C 2015-07-20-21

It was moved by Councillor Paquette, seconded by Councillor Hudson to extend the meeting by thirty minutes, from from 9:00pm to 9:30pm. Motion carried.

13. REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS:

1. Mayor's Report – Mayor Tompkins
Mayor Tompkins listed events that he attended recently.
2. Marketing and Economic Development Committee – Mayor Tompkins
Discussed previously in tonight's meeting.
3. ARRA – Councillor Mersereau
Listed under CAO report.
4. REMO – Councillor Hudson

No meeting until September.

5. Planning Services Report
No discussion.

6. Planning and Heritage Advisory Committee
Discussed previously in tonight's meeting.

7. Traffic Flow Advisory Committee – Mayor Tompkins
TFAC have not met since the last meeting.

8. CAO's Report
Council briefly discussed the report. They will read the attached report.

9. Police Report
The meeting is scheduled for later this week.

10. Library Report
Deputy Mayor Power is absent therefore no report.

11. Valley Waste Resource Management
The meeting is later this month.

12. Water Report
No report

13. Waterfront Development Committee
Brief update

14. OTHER BUSINESS: N/A

15. CORRESPONDENCE:

- a. Letter from the Minister of the Environment
- b. Letter from Office of the Minister of Municipal Affairs

Council made note of the letters.

16. IN-CAMERA:

MOTION #C 2015-07-20-22

It was moved by Councillor Paquette, seconded by Councillor Hudson that the meeting move to in-camera at 9:10pm. Motion carried.

- In-Camera Item: acquisition, sale, lease and security of municipal property
- In-Camera Item: Garbage /residents- public security
- In-Camera: Update (legal)

MOTION #C 2015-07-20-23

It was moved by Councillor Paquette, seconded by Councillor Hudson that the meeting move out-of-camera at 10:20 pm. Motion carried.

16. ADJOURNMENT:

MOTION #C 2015-07-20-24

It was moved by Councillor Mersereau, seconded by Councillor Hudson that the meeting adjourn at 10:20pm. Motion carried.

Chair Mayor Michael Tompkins

Recording Secretary Amy MacManus