

AGENDA
TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
August 15, 2011
9:00 a.m.

Present: Deputy Mayor Pat Power as Chair, Councillor Doug Shaffner, Councillor Sherman Hudson, Councillor Kathie Fearon, Councillor Holger Mueller-Sparenberg, DOF¹ Melony Robinson as Acting CAO, Administrative Assistant Monica Mills as recording secretary, Carol Littleton-Hanson.

Regrets: Mayor Phil Roberts, CAO² Amery Boyer

CALL TO ORDER: The meeting was called to order at 9:00am by Acting Mayor Power.

APPROVAL OF REGULAR COUNCIL MINUTES:

- Regular Council July 18, 2011
- Special Council August 4, 2011

Motion 1:

It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that the minutes dated July 18, 2011 be approved with the following changes:

- addition of Appendix A, a presentation by Anne Marie Monk,
- the names of the members of the public should be listed.
- on page 7, the last name Rierdan should be spelled Rierden.

Motion carried

Motion 2:

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the minutes dated August 4, 2011. Motion carried

ADDITIONS/DELETIONS TO AGENDA

- delete presentation
- review of CIP³, Business Arising item #6

¹ Director of Finance

² Chief Administrative Officer

³ Capital Investment Plan

- Tree Report, New Business item #2
- Letter from a citizen, Correspondence item #2
- 100 KM bicycle run, New Business item #3
- one in camera item under the heading: possible land sale litigation or potential litigation
- one in camera item under the heading: acquisition, sale, lease and security of municipal property

APPROVAL OF AGENDA

Motion 3:

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon that the agenda dated August 15, 2011 be approved with the above mentioned deletion and additions. Motion carried.

PRESENTATIONS

PUBLIC HEARING

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
1. Playground signage (Tab 1)	Council discussed the options for the playground signage from Dieter Signs and Jim Todd. Motion 4 : It was moved by Councillor Fearon, seconded by Councillor Hudson that the second version of the playground sign from Jim Todd be approved. Motion carried.		

2. Nova Scotia Feed-in Tariff Forum	Council discussed sending both CAO Boyer and Carol Littleton-Hanson to the forum on September 21 and 22. Deputy Mayor Power asked Carol Littleton-Hanson if she would be interested in attending. Carol Littleton-Hanson stated that the forum appeared to be a showcase for developers. She added that she wasn't sure how much good solid information would be presented as opposed to industry advertisement. Deputy Mayor Power asked if she would be able to attend on behalf of the environment committee. Carol Littleton-Hanson replied that she would, she added that she would be prepared to minimize cost by staying with friends and carpooling with CAO Boyer.	DOF ⁴ Robinson	
3. Three Tenders Advertisement (Tab 2)	For information. The advertisements will run in the Spectator on August 25, 2011 and September 1, 2011, as well as in the Chronicle Herald on August 27, 2011 and September 3, 2011. Council reviewed the tender advertisement. These will be the tenders for the next five year period for legal, engineering and auditing services.		
4. ABL Environmental Consultants Ltd. report regarding the sewage treatment plant (Tab 3)	Council discussed the report. Councillor Shaffner stated that senior environmental engineer with ABL Environmental Consultants Ltd, John Lam, DOF Robinson, CAO Boyer, Bill Brown and Superintendant of Public Works Kevin McLean had met on the previous Monday to discuss the situation. He added that a lot of the aerators are too old and others have been damaged by muskrats. Also, new pipes and concrete blocks will have to be installed. There are recommendations from the engineer based on the report which included less expensive short term fixes. At the moment, chlorine is still being added. Since the repairs will be a capital expense, the Municipality of Annapolis County will be responsible for half of the cost of the repairs. The topic will be addressed again when more information from the engineers is received.		

⁴ Director of Finance

5. Budget Format	Update on changing the financial computer program to allow for options when presenting budget information to the public. DOF Robinson stated that she is waiting for more information from the Town's financial auditors and the computer programmers. She added that the auditors will help develop a template.	DOF Robinson	
6. Review of CIP ⁵ .	Council discussed the CIP. DOF Robinson reported that CAO Boyer is still waiting for clarification regarding the figure for the debt cost on page 14. She added that the report could be signed and the additional information could be forwarded to the province at a later date.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Parking at the Market (Tab 4)	Council discussed the continual issue of parking at the market. Councillor Fearon stated that the police have to be more active about the issue. Councillor Mueller-Sparenberg stated that there is a sign that indicates that vehicles will be towed and the Town should start towing the vehicles. Councillor Mueller-Sparenberg will take the issue to the local traffic authority and recommend that more signage be erected or the sidewalks be painted indicating no parking. He also stated that it would be beneficial to request signage stating "15 minute loading zone and unloading period".		
2. Tree Report	For information. The report discusses the Dutch elm injections. Angelika Waldow noted in her report the trees in Town that are showing symptoms of the disease.		
3. 100 km Bike Ride	Councillor Fearon asked why there was no rest station set up at Town Hall as there was in previous years. DOF Robinson replied that she would contact the recreation coordinator for the County for information and report back to Council.		

⁵ Capital Investment Plan

RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Committee of the Whole	<p>Motion 5: It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that the donation of \$500.00 to the local Natal Day Committee be approved. Motion carried.</p>		
	<p>Annual tax rebate listing and write-off. Motion 6: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the tax rebate listing for year ending March 31, 2012, which are Town owned properties or properties that are owned by not for profit organizations which are filed for tax rebate including roll numbers: 00479993 for the amount of \$3912.10 00100943 for the amount of \$362.50 02355256 for the amount of \$2415.70 000922428 for the amount of \$727.90 05596173 for the amount of \$42.05 06445721 for the amount of \$923.65 04997409 for the amount of \$6624.45 00092398 for the amount of \$1361.70 02045486 for the amount of \$137.75 0245494 for the amount of \$1493.50 03611957 for the amount of \$1213.65 be approved. Motion carried.</p>		
	<p>Motion 7: It was moved by Councillor Hudson, seconded by Councillor Fearon that roll number 10034434 for a credit of \$136.58 and roll number 07097042 for \$4.74 be written off. Motion carried.</p>		

	<p>Motion 8: It was moved by Councillor Fearon, seconded by Councillor Shaffner that approval be given for the completion of water capital projects 920-2010-2, 920-2010-3, 920-2010-4 subject to approval of a Provincial Capital Assistance Program grant. Motion carried.</p>		
	<p>Motion 9: It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that the five year Capital Investment Plan for the fiscal years 2011/2012 to 2015/2016 be approved. Motion carried.</p>		
	<p>Motion 10: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the Town provide \$250.00 towards compensating the two summer students who assisted in the organizing of the Natal Day Soccer Tournament. Motion carried.</p>		
	<p>Motion 11: It was moved by Councillor Hudson, seconded by Councillor Fearon that the ADPC be dissolved and that the three remaining staff members be distributed to the three Towns subject to receipt and approval of a new ADPC detailed budget.</p> <p>Council discussed whether Bridgetown had requested to remain in the ADPC however Middleton and Annapolis Royal have given notice that to dissolve the ADPC. Motion carried.</p>		
	<p>Motion 12: It was moved by Councillor Fearon, seconded by Councillor Shaffner, that approval be given to reimburse the developer of Fortier Mills for the differential between nine (9) induction street lamps and nine (9) LED street lamps, subject to approval of actual costs.</p> <p>Motion carried.</p>		

	<p>Motion 13:</p> <p>It was moved by Councillor Shaffner, seconded by Councillor Muller-Sparenberg, to provide acting pay at 50% of the differential between the CAO's and the Director of Finance's salary to the Director of Finance when acting in the absence of the CAO from the area for reasons other than attendance at meetings and/or conferences for the current financial year. Motion carried.</p>		
<p>2. Recommendations from PHAC⁶ (Tab 5)</p>	<p>Motion 14:</p> <p>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the installation of a ground sign at 340 St George Street be approved. Motion carried.</p>		

⁶ Planning and Heritage Advisory Committee

<p>3. Recommendations from the Board of Police Commissioners</p>	<p>-Update and Funding source for Moveable Speed Bumps. Deputy Mayor Power reported that a notice had been placed in the monthly newsletter for public input on the installation of the moveable speed bumps. She stated that seven responses had been received; six were in favour of the speed bumps. DOF Robinson stated that the cost would come out of the Police Department equipment budget, which would result in an overage.</p> <p>Motion 15: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the purchase and placement of moveable speed bumps for test use be approved.</p> <p>Council discussed the issue. Councillor Fearon stated that Council would have to purchase the speed bumps even though they are for testing and there is still the issue of damaging the roads. Councillor Mueller-Sparenberg stated that he believed that the speed bumps would be a good investment because they could be used at different times. He added that Superintendent of Public Works, Kevin McLean stated that there was a compound that would fill the holes in the road created by installing the speed bumps. Councillor Shaffner expressed concern over the cost and the potential increase in noise pollution. Council voted for approval of the motion. One in favour and three against. Motion denied.</p>	<p>Deputy Mayor Power</p>	
<p>4. Environment Committee</p>	<p>N/A</p>		

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	Deputy Mayor Power reported that the DOJ ⁷ audit was completed and a final report should be received in September. The Board discussed the parking at Church and St James streets, she added that flower pots had been placed there to minimize traffic as a temporary measure, but boulders would be placed to block the exit soon.. She reported that the new corporal was having difficulty selling his home in Alberta, but Chief McNeil had advised a deadline had been placed in the corporal's contract that the deadline would be October 1, 2011. Other options would be reviewed if the deadline could not be met by the applicant. Deputy Mayor Power stated that the Board had discussed the skate park safety checklist and the Police Department would complete it on their patrols. Councillor Mueller-Sparenberg stated that the Board had reviewed the parking tickets. He added that the entire Board would receive the information regarding the Chief's overtime for approval, rather than only the Chair. DOF Robinson asked if the Board approved the overtime for the entire department. Councillor Mueller-Sparenberg replied in the negative. Councillor Fearon suggested that this would be beneficial. Council agreed.	Deputy Mayor Power & Councillor Mueller-Sparenberg	
(b) Mayor's Report	N/A	Mayor Roberts	
(c) ADEDA ⁸	Councillor Mueller-Sparenberg reported that ADEDA had a new managing director, Liz Morine. He added that a study was being completed to establish where the visitors to the Wharf Rat Rally originate from. He said that ADEDA intended to completing similar studies for the various local events. This would help indicate where advertising should be concentrated. He added that there are good sector representatives involved in ADEDA that provide feedback for their sectors. This type of direct feedback is very important for discussions and decision-making.	Councillor Mueller-Sparenberg	

⁷ Department of Justice

⁸ Annapolis Digby Economic Development Agency

(d) ADPC ⁹	<p>1. Building Inspection Report (Tab 6) For information.</p> <p>2. Fire Inspection Report (Tab 7) For information. DOF Robinson stated that if the report was a nil report, there is no need to include it on the agenda.</p> <p>3. Letter from Krista Jane May regarding signage (Tab 8) Administrative Assistant Monica Mills presented the information from the ADPC and the correspondence from citizens. Council discussed the issue. Councillor Mueller-Sparenberg stated that he was in favour of advertising businesses; however, he added that six signs throughout Town for one business was excessive. He noted that the Town would become overrun by signage if each business put up six signs. Councillor Fearon noted that PHAC¹⁰ had assisted the gallery in obtaining sandwich board signage. Deputy Mayor Power stated that the land use by-law supports the action that must be taken and the Building Inspector must be allowed to do his job.</p> <p>4. Ad of the Notice of Approval for Fortier Mills (Tab 9) For information.</p>		
(d) King's Theatre	No meeting.	Councillor Kathie Fearon	
(e) REMO ¹¹	No meeting, next meeting Sept.8	Councillor Sherman Hudson and Mayor Roberts	
(f) Historic Gardens	Deputy Mayor Power reported that there was a Board of Directors meeting on July 26, 2011. Two crane sculptures have been installed at the Gardens. They are on loan from the owner. The Gardens are now taking part in the online coupon agency, Groupon, which offers discounted admission rates. This has been quite successful. She added that the Gardens will be celebrating their 30th anniversary this month and she added that it would be a low-key affair, centered on the various sculptures installed onsite.	Deputy Mayor Pat Power	

⁹ Annapolis District Planning Commission

¹⁰ Planning and Heritage Advisory Committee

¹¹ Regional Emergency Measures Office

{h} Twinning Committee	No report.	Mayor Phil Roberts	
{i} Upper Clement's Park Society	Councillor Shaffner reported that this month's meeting was very informative. There was a presentation from the firm, Prism. This is the firm who will be designing and installing the equipment for the adventure park, which will include, rope bridges, climbing walls and zip lines. He added that the firm will use existing trees and will only need to install two poles for the equipment. Construction will commence once funding from ACOA ¹² is secured.	Councillor Doug Shaffner	
{j} Environment Committee	There was no meeting.	Mayor Phil Roberts	
{k} Planning and Heritage Advisory Committee	Councillor Hudson stated that the meeting has already been reported on under previous agenda items.	Councillors Kathie Fearon and Sherman Hudson	
{l} CAO's Report (Tab 10)	For review. Councillor Fearon requested a legend for the different colours on the report from CAO Boyer.	CAO Boyer	

CORRESPONDENCE.

- Letter from Lieutenant G.Cotton from HMCS Acadia (Tab 11)

Council reviewed the letter and discussed the request for financial assistance for their graduation ceremony on Thursday, August 18, 2011.

Motion 16:

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the Town donate \$200.00 to HMCS Acadia. Motion carried.

- Letter from a citizen regarding sanitation around a compost bin. Council reviewed the information. Deputy Mayor Power advised Council that the compost bin was exchanged the day following the complaint. She added that she was speaking with Bill Brown from Public Works and he

¹² Atlantic Canada Opportunities Agency

indicated that the bins are changed more frequently in the summer months. She added that that particular bin was for the use of the restaurants only. The shavings that are mentioned in the letter are located at the community compost collection sites only. DOF Robinson stated that she would address the issue and contact Public Works regarding the use of shavings.

- Notification from Kaulbach funeral home regarding the land swap. Council reviewed the correspondence which indicated that everything is in order.

OTHER BUSINESS

- Discussion regarding the donation to the Natal day committee to do as they will. Chair of the Natal Day Committee, Anne Marie Monk, had requested that the cheque be presented by Deputy Mayor Power. Deputy Mayor Power requested that Administrative Assistant, Monica Mills clarify with the Natal Day Committee that the cheque will be issued to the committee, not the princess.

Motion 17:

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting move in camera at 10:30am. Motion carried.

IN CAMERA

1. litigation or potential litigation
2. acquisition, sale, lease and security of municipal property

NEXT MEETING Monday, September 19, 2011 at 9:00 am

CALENDAR

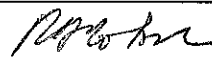

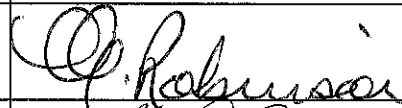
Committee of the Whole - September 7, 2011
Environment Committee - September 8, 2011
Board of Police Commissioners - September 14, 2011
Council - September 19, 2011

ADJOURNMENT

Motion 18:

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting be adjourned at 10:45am. Motion carried.

Town of Annapolis Royal
Council Agenda
August 15, 2011

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2011. ⁹ 10.19	
Changes made by acting CAO	2011. 9.23	
Approved for website by acting CAO	Oct Sept. 20/11	
Sent to webmaster	2011. 9.23	