

**TOWN OF ANNAPOLIS ROYAL**  
**REGULAR COUNCIL**  
**DRAFT MINUTES**  
**August 16, 2010**

The regular meeting of Council was held on Monday, August 16<sup>th</sup>, 2010 in Council Chambers at Town Hall. In attendance were Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Sherman Hudson, Holger Mueller-Sparenberg, Pat Power and Kathie Fearon. Also in attendance were Chief Administrative Officer Amery Boyer, Director of Finance Melony Robinson, Chief of Police Burt McNeil and Lynn Moar as recording secretary.

Annapolis Royal Volunteer Fire Chief Rick Smith, Landscape Architect Joy Elliott, Angelika Waldow (Town tree care) and resident Corinne Frantel were also in attendance.

**CALL TO ORDER**

Mayor Roberts called the meeting to order at 9:00 a.m. and welcomed visitors to the meeting.

**APPROVAL OF REGULAR COUNCIL MINUTES**

***Motion #1***

***It was moved by Councillor Fearon, seconded by Councillor Hudson, that the minutes of regular meeting of Council held on July 19<sup>th</sup>, 2010 be approved as submitted. Motion carried.***

**ADDITIONS/DELETIONS TO AGENDA**

Under New Business add item (g): playground equipment

And item (h) surplus property

Under Correspondence: add Item 2: accessible washrooms at the fire hall

**APPROVAL OF AGENDA**

***Motion #2***

***It was moved by Deputy Mayor Shaffner, seconded by Councillor Power that the agenda dated August 16, 2010 be approved as amended. Motion carried***

**PRESENTATIONS** There were no presentations.

# **BUSINESS ARISING FROM MINUTES**

Item	Decision / Action	Responsibility	Target Date
(a) Berm behind Fire Hall	<p>Annapolis Royal Volunteer Fire Department Chief Rick Smith was present to provide information regarding the request of the Fire Department to remove the berm behind the fire hall to allow for more parking for fire hall events.</p> <p>Joy Elliott, Landscape Architect and Angelika Waldow, tree care person, were present at the request of the Mayor who thought they might be able to provide helpful information to Council in consideration of this matter.</p> <p>Mr. Smith explained that the fire hall has been holding more and more events at the hall, such as benefits and dances, and that the berm is taking up too much space that could be used for parking for these events. He estimated that an additional 30-40 parking spaces could be realized.</p> <p>Ms. Elliott showed Council members diagrams of the land that was donated by the Province of Nova Scotia to the Fire Department and deeded to the Town.</p> <p>Mayor Roberts stated that the berm screens trail users from a view of derelict cars used for practice by the Fire Department. Mr. Smith noted that after the September exercise which has already been planned, the vehicles will be removed from the area. He also noted that Nova Scotia Power has agreed to move a light pole and to remove a large tree which has been causing power outages. He went on to say that once the berm, the power pole and the tree are removed, the truck would be able to turn around quite comfortably behind the fire hall.</p> <p>Mayor Roberts asked who would pay for these changes. Mr. Smith reported that the Fire Department would raise any funding required to pay for the project.</p> <p>After a short period of discussion, it was decided that Mr. Smith, Ms. Elliott and Ms. Waldow will meet and a concept drawing will be presented to Council at its September meeting.</p>	Rick Smith	

(b) Basement renovations	<p>Deputy Mayor Shaffner reported that since the last meeting of Council, he and Chief McNeil have had to come up with a revised plan for the renovations to the basement of Town Hall. He stated that the Police Department will have a separate entrance to the left of the current entrance which would mean that the public washrooms would remain intact as they are now. A new washroom would be built inside the entrance to the police station.</p> <p>Deputy Shaffner noted that they are still waiting for an updated quote from the contractor. In light of the fact that the planned excavations will not have to be done, and there was \$7,000 allocated to that expense, he did not expect the final cost to be any different than previously budgeted for.</p>	Deputy Mayor Doug Shaffner	
(c) Status of New Public Works building	<p>CAO Boyer reported that this project is now in the hands of the engineers who are preparing a quote to go to tender.</p>	CAO	
(d) Strategic Plan Update	<p>CAO Boyer reported that all committees have reviewed and provided input to the Strategic Plan except for the Environment Committee which will look at it in September when it meets again.</p>	CAO	

<p>(e) Waterfront Development Funding Update</p>	<p>Councillor Power reported that she and CAO Boyer have been visiting members of the public and business owners in Town trying to raise money for the project. As a result of the “roadshow” visits to 4 parties, the wharf association has obtained commitments for funding from three parties, and promise of “in kind” support from the other.</p> <p>She noted that they found they needed to do a bit of research to answer questions put to them by the people they were visiting regarding the use of existing marinas in the area. She reported that to that end they have spoken to Justice Haliburton who is with the Royal Yacht Squadron in Digby. He gave some input as to what could be expected in the way of use.</p> <p>She also said that she had spoken with Jeff Sunderland, the Port of Digby Manager, and got an idea of what there is and what fees are being charged there. It was noted that while the fees charged for moorage will never make anyone rich, it is estimated that most people who moor spend about \$200 per day in town on other items.</p> <p>They also reported that they had a meeting with the Wharf Association and our MP Greg Kerr last week. Mr. Kerr mentioned that there may be federal funding available for the project, but only if it is the larger version that was originally planned. He voiced his feeling that the federal government may not come in on a less than optimum project. CAO Boyer reported that since that meeting the Association has approached the engineers for technical advice and will have more to report in a couple of weeks.</p> <p>As well, the Association is trying to obtain charitable status for donations to the project and have asked the Canada Revenue Agency for an opinion letter regarding this.</p> <p>They also noted that businesswoman Jane Nicholson has offered her assistance with this project.</p>	<p>Councillor Power</p>	
<p>(f) Status of Swimming Pool Lease</p>	<p>CAO Boyer reported that the Friends of the Swimming Pool Society have sent the lease to their lawyers for input.</p>	<p>CAO</p>	

(g) Draft Reduction of Motor Vehicle Emissions Policy	The draft policy was discussed at the last Management Meeting and CAO Boyer will have comments to bring to the September Committee of the Whole.	CAO	
---	--	-----	--

## NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
(a) Water Tests	Water tests have been received and are within the required limits. A discussion was held regarding the need for a policy on the conservation of water in the town. The Mayor noted that Canada is first in the world in terms of water usage and Nova Scotia use is higher than the Canadian average. It was noted that the strategic plan mentions the need for a conservation policy.		
(b) Review and approval of Capital Investment Plan (CIP)	CAO Boyer noted the two items that had been left off of the original Capital Investment Plan. <b><i>Motion #3</i></b> <b><i>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the Capital Investment Plan be submitted to the Province as written with the additions mentioned. Motion carried.</i></b>		

<p>(c) Appointment of Managing Director of ADPC</p>	<p>It was reported that Chrystal Fuller has been retained by Annapolis District Planning Commission as Managing Director for a term of 6 months with an option to renew the contract for an additional 6 months. Based on a recommendation by staff at ADPC, the following motion was passed:</p> <p><b><i>Motion #4</i></b> <b><i>It was moved by Councillor Fearon, seconded by Councillor Hudson that Chrystal Fuller be appointed as Planner and Development Officer for the Town of Annapolis Royal for a period of 6 months with an option of another 6 months. Motion carried.</i></b></p> <p>Councillor Fearon asked for more information on Ms. Fuller and CAO Boyer promised to provide a copy of her resume to Council for information.</p>		
<p>(d) Request for Donation</p>	<p>A letter was received from the Commanding Officer of HMCS Acadia (cadet squadron) asking for a donation to help with graduation celebrations. It was noted that in the past all costs were covered by the national program, but that this is no longer the case. Councillor Fearon pointed out that the cadets come to Annapolis Royal on Natal Day and present the Sunset Ceremony at no cost to the Town. Therefore, the following motion was made:</p> <p><b><i>Motion #5</i></b> <b><i>It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner that a donation of \$300 be made to the HMCS Acadia to be used for their graduation ceremonies. Motion carried.</i></b></p>		
<p>(e) 12 Month Notice Letter</p>	<p>CAO Boyer noted that this letter was for the information of Council. Since there are no petroleum storage tanks in the Town, there should be no negative impacts.</p>		

(f) Assessment Cap Review	<p>CAO Boyer explained that the Union of Nova Scotia Municipalities has made this review a big priority and asked Council for direction as to how involved they wished to be.</p> <p>The Mayor voiced his wish to attend the upcoming meeting being held for Mayors and Wardens, but noted that there is no date shown. CAO Boyer promised to advise everyone of the dates as they become available.</p>		
(g) Adult Playground equipment	<p>The Mayor wished to discuss the adult playground equipment now installed at the playground. He noted that he had received an email complaint from a visitor and later a complaint from a resident whose child was hurt when playing on the equipment.</p> <p>It was noted that the signs showing that the equipment is only suitable for use by those 12 years of age and older are very small. CAO Boyer was asked to have a larger sign put up at the playground and bring up the matter with the Recreation Director.</p>	Recreation Director	
(h) Surplus Property	<p>A piece of land in Granville Ferry will be sold by Province and the Town was given advance notice of this to see if it had any interest in the land. This raised the issue of the properties put up for sale by the Town on the website. CAO Boyer reported that there has been interest in 2 of the properties presently listed.</p>		

# **RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS**

<b>Item</b>	<b>Decision/Action</b>	<b>Responsibility</b>	<b>Target Date</b>
1. Recommendations from Committee of the Whole	<p><i><b>Motion #6</b></i>  <i><b>It was moved by Deputy Mayor Shaffner, seconded by Councillor Power that the draft policy on procurement be approved. Motion Carried.</b></i></p> <p><i><b>Motion #7</b></i>  <i><b>It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg that a policy on the hiring of relatives be written and added to the Human Resources Manual. Motion carried.</b></i></p> <p><i><b>Motion #8</b></i>  <i><b>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the \$101.85 remaining in the Winter Market Account be invested in the Annapolis Royal Community Foundation. Motion carried.</b></i></p>		
2. Recommendations from PHAC	<p><i><b>Motion #9</b></i>  <i><b>It was moved by Councillor Hudson, seconded by Councillor Fearon, that changes to 477 St. George Street be approved, but that in the letter to the owners of the property it be noted that the owner is encouraged to consider revisiting the choice of window for the garden side of the addition.</b></i></p> <p><i><b>Motion #10</b></i>  <i><b>It was moved by Councillor Fearon, seconded by Councillor Hudson, that a letter be forwarded to Mr. Barret of the Province listing the comments and suggestions made by the Heritage Advisory Committee of the Town of Annapolis Royal regarding changes to the Heritage Property Act, shown under Tab 8. Motion carried.</b></i></p>	CAO	



## REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

<p>(a) Board of Police Commissioners</p>	<p>Councillor Fearon reported on the August Board of Police Commissioners Meeting held August 11<sup>th</sup>.</p> <p>She noted that Chief McNeil had borrowed a mobile speed sign from Kings County and would be setting it up near the new crosswalks in an attempt to alert residents to their speed.</p> <p>Contracts are not yet signed with Town's police officers as they are waiting for the inclusion of legal assistance wording that will be added to the contracts. CAO Boyer advised that the language had to be culled from various agreements in place in the Province, but that acceptable language has been found and will be presented at the next Committee of the Whole meeting.</p> <p>Councillor Fearon reported that there has been an increased police presence at the Farmers' Market in hopes of dealing with the problem of people bringing their pets to the market. Chief McNeil stated that several pet owners had been approached this past Saturday and that they had all removed their pets without incident.</p> <p>Mayor Roberts asked if the signs for the market could be altered to state No Pets instead of just No Dogs. After further discussion the following motion was put forth:</p> <p><b><i>Motion #11</i></b>  <b><i>It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner that the Town adopt a policy of no pets allowed in the Farmers' Market on market days. Motion carried.</i></b></p> <p>Councillor Fearon continued with her report, stating that the Board had decided to send both Chief McNeil and Chair McGinis to the Nova Scotia Chiefs of Police Association and Nova Scotia Association of Police Boards Conference in September.</p>	<p>Councillor Fearon &amp; Deputy Mayor Shaffner</p>	
--	---	--	--

	<p>She also noted that Chief McNeil has been in discussions with the Office of the Fire Marshall of Annapolis, Maryland regarding a surplus fire car which would work well for the town as an unmarked police car (to replace the existing older police car).</p> <p>It was reported that Chair McGinis, Chief McNeil and Department of Justice representative Jane DeWolfe will be meeting to draft a Police By-Law and Policy Manual. They will use the Bridgewater manual as a model.</p> <p>Lastly, Councillor Fearon noted that the provincial government is entertaining the idea of closing the Middleton Crown Office and stated that if that occurs Annapolis Royal matters will be handled from Digby.</p>		
(b) Mayor's Report	The Mayor reported that he attended 3 Natal Day events and that the weekend had gone very well.	Mayor Roberts	
(c) ADEDA	The next meeting of ADEDA is August 26 <sup>th</sup> .	Councillor Mueller-Sparenberg	
(d) ADPC	The Building Permit Report and Fire Inspection Report were provided for the information of Council.		
(d) King's Theatre	The next meeting will be in September.	Councillor Kathie Fearon	
(e) REMO	The next meeting will be on September 16, 2010.	Councillor Sherman Hudson and Mayor Roberts	

{f} Historic Gardens	Councillor Power advised that the Historic Gardens Board is looking at providing heat for the winter market this year. She reported that the Gardens has had several successful events this summer already and has another few planned.	Councillor Pat Power	
{h} Twinning Committee	Mayor Roberts reported that the CAO has sent an email to Royan asking for an update on the October visit. There has not yet been any reply.	Mayor Phil Roberts	
{i} Hanse Society	The Hanse Society will meet again on August 18 <sup>th</sup> . There was no meeting in July.	Deputy Mayor Doug Shaffner	
{j} Environment Committee	No meeting in August.	Mayor Phil Roberts	
{k} Planning and Heritage Advisory Committee	<p>The Planning and Heritage Advisory Committee met on August 9<sup>th</sup>. Councillor Fearon reported that it has been determined that the owners of 46 Drury Lane have never applied to ADPC for permission to make any changes to that property.</p> <p>She reported that once the new Planner has taken over, the Committee will be looking further into the question of a Heritage District in Annapolis Royal.</p> <p>The next meeting of the Committee is set for September 7<sup>th</sup> at 9:30 am.</p>	Councillors Kathie Fearon and Sherman Hudson	

<p>(I) Friends of the Annapolis Pool Society Annual Report (Tab 7)</p>	<p>The Friends of the Annapolis Pool Society submitted its annual report for the information of Council. The total cost of running the pool each year is approximately \$33,000 much of which comes in the form of grants with \$6,000 from the Town. That leaves a total of almost \$12,000 that must be raised by the Society. The Mayor stated that he mans a booth at the Farmers' Market and takes donations there of about \$100 per week for the pool. In addition they run a large garage sale and hold other activities to raise funds.</p> <p>It was noted that the Society wishes to buy solar panels to heat the pool, and that money for this has been coming in the form of donations from private parties. The Mayor noted that he will remind the Society that when they are ready to install solar panels, they will have to get Town permission for the project.</p>		
--	--	--	--

#### CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
<p>1. Email regarding King's Theatre</p>	<p>The CAO explained that due to a side door being installed below the grade of the alleyway on the west side of the theatre, there have been numerous issues with flooding during high rainfall. However, these issues are being worked on.</p>		

## **OTHER BUSINESS**

CAO Boyer stated that the paving and sidewalk work on St. Anthony Street is almost done and only a small amount of work needs to be done.

CAO Boyer informed Council that the sewage lift station at the new Home Hardware (former Annapolis Woodworkers) property appears to have been hit by lightning on August 10<sup>th</sup> and that the pumps are going to need to be repaired.

Council was reminded of the Incredible Picnic to be held at the market square on August 22<sup>nd</sup>. As well, they were reminded that the Lieutenant Governor will be at Fort Anne on August 29th.

The Mayor read a letter of support he has written to the New Horizons Program applauding the Volunteer Fire Department's efforts to add accessible washrooms to the second floor of the Annapolis Royal Fire Department.

## **IN CAMERA**

### ***Motion #12***

***It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the meeting move into camera to discuss negotiations.***

### ***Motion #13***

***It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the meeting move out of camera.***

## **NEXT MEETING**

**Monday, September 20th, 2010 at 9:00 am**

## ADJOURNMENT

### ***Motion #14***

***It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the meeting be adjourned.***

<b><i>Action:</i></b>	<b><i>Date</i></b>	<b><i>Signature</i></b>
Reviewed by Mayor Roberts		
Changes made by Administrative Assistant Lynn Moar		
Approved for website by CAO		
Sent to webmaster		