

DRAFT AGENDA
TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
December 20, 2010
9:00 a.m.

Present: Mayor Roberts (Chair), Councillors Pat Power, Sherman Hudson, Kathie Fearon and Holger Mueller-Sparenberg, CAO¹ Amery Boyer, DOF² Melony Robinson, Administrative Assistant Monica Mills as Recording Secretary, Chief Burt McNeil and Managing Director of ADPC³ Chrystal Fuller. Members of the public in attendance included: Corinne Frantel, Wayne Smith, Paul Paquette, Kent Thompson, Michael Thompson

Regrets: Deputy Mayor Doug Shaffner

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

APPROVAL OF REGULAR COUNCIL MINUTES

Moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the minutes of November 15, 2010 be approved. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

Under New Business	Two citizen complaints
Under New Business	Water Utility Operating and Capital Budgets

APPROVAL OF AGENDA

Moved by Councillor Hudson, seconded by Councillor Power, that the Agenda of December 20, 2010 be approved with additions. Motion carried.

PRESENTATIONS

ADPC: Plan Review by Chrystal Fuller, Managing Director ADPC at 9:00 am

Chrystal Fuller presented two options for Council to consider in proceeding with the Project Mandate for the Plan Review, as well as a request for

¹ Chief Administrative Officer

² Director of Finance

³ Annapolis District Planning Commission

direction on the composition of an oversight committee for the Plan Review Process. The first option to be considered was that PHAC⁴ act as the oversight committee. With this option, PHAC would lead the process separate from Council, who would become involved at the first reading of any amended by-laws. The second option would involve all members of Council and PHAC for a special Plan Review Committee with its mandate to act as the oversight committee for the Plan Review. Upon completion of the plan review, the committee would cease to exist. In this option, Council would have a formal role in the process and would be directly involved in the process. Mayor Roberts recommended that PHAC take the lead in the process and then make recommendations to Council prior to first reading. Councillor Mueller-Sparenberg recommended that PHAC and COW⁵ be combined; therefore time could be saved by not having one combined meeting and time constraints could be minimized. Mayor Roberts agreed stating that a combined PHAC and Special COW meeting with a one-item agenda would be good. Chrystal Fuller said that she would discuss this idea with PHAC's Chair Peter Davies and report the results back to Council.

PUBLIC HEARING None

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
1. Waterfront Development Funding Update	CAO Boyer reported that the Wharf Association was eligible for a \$500,000 grant from Heritage Canada. Since the waterfront development plan has changed to create a breakwater which would house approximately thirty-seven pleasure boats, rather than an extension of the wharf, which would hold ten pleasure boats, it is not known if Heritage Canada will fund the new proposal. The acting Director of ADEDA ⁶ , Dan Harvey, will assist CAO Boyer in securing funding for the revised plans.	CAO ⁷ Boyer	

⁴ Planning and Heritage Advisory Committee

⁵ Committee of the Whole

⁶ Annapolis Digby Economic Development Agency

⁷ Chief Administrative Officer

2. Pets at the Market	There was a review of a draft letter to Mr. Eyre regarding his previous complaint about the no pets in the market policy. It was agreed by Council that the letter could be sent. A discussion followed concerning the definition of a food establishment. Mayor Roberts mentioned that it would be advantageous to organize the market so that all food vendors would be within the market square which would make it easier to limit pets in that area.	CAO Boyer	
3. ACT ⁸ Project Development	The question of including the ACT recommendations in the strategic plan was raised by CAO Boyer. Chrystal Fuller from ADPC commented that the recommendations would be addressed in the Municipal Planning Strategy and that it was premature to address them now. Council decided to address them at a later date.	CAO Boyer	
4.Theft of Town Property	Constable Chase is handling the file and there is an ongoing investigation on the theft of four police car tires that were stolen on October 1, 2010 that should be resolved in the new year.		
5. Alien Invasive Species	CAO is scheduled to meet with the new Executive Director of CARP ⁹ to discuss drafting a policy and she will report her findings in the new year.	CAO Boyer	
6.. Budget Process	It was suggested by CAO Boyer that "Budget Process" become a standing item on Committee of the Whole and Council Meeting Agendas. Councillor Power requested a variance report divided departmentally. DOF Robinson replied that this would be done.	DOF Robinson	

⁸ Affordability & Choice Today

⁹ Clean Annapolis River Project

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been viewed and are within the required parameters	CAO Boyer	
2. Standing Committees	Clarification was requested concerning the membership of the Standing Committees. Mayor Roberts reported that Wayne Morgan had resigned from the Environment Committee. Councillor Power stated that she was the alternate for ADEDA. Mayor Roberts questioned whether CAO Boyer should be on REMO ¹⁰ . CAO Boyer replied that it was not necessary as she is the first person to be called in the event of a town emergency and that there are already two councillors on REMO.	CAO Boyer	
3. Park and Walk Signs (Tab 4)	The signs were developed as an incentive for people to park their vehicles and to walk around town. Councillor Power stated that the signs were a good idea but may be costly. CAO Boyer replied that the signs are part of the Green Mobility grant that was applied for by the late Grant Potter, Also included in the grant were six benches, ten bike racks and trail connectors. In regards to the placement of the signs, Mayor Roberts asked Kent Thompson, an avid bicyclist, for his opinion. Kent Thompson recommended placing them at the corner of St. Anthony and St. George Street because that is where most bicycle traffic begins. Chief McNeil suggested locating a bike rack in the "No Parking" zone across from the Source. Mayor Roberts questioned the safety of the location and Chief McNeil replied that it would be quite safe due to the location of the crosswalk and that the bikes would be parked parallel to the street.	Council	

¹⁰ Regional Emergency Measures Organization

4. Strategic Planning	<p>CAO Boyer presented an overview of the feedback received from the Open House held at Town Hall. It was agreed by Council that Open Houses will be held four times a year. There was a concern regarding high tax assessments; Councillor Mueller-Sparenberg stated that all Council could do is to continue lobbying for them to be lowered. Councillor Power stated that the Open House was a good forum to gather opinions from the public through the use of surveys. CAO Boyer advised Council that surveys were quite labour intensive but with planning it could be done.</p>	CAO Boyer	
5. Renewal of Line of Credit	<p><u>Motion 1:</u> Moved by Councillor Hudson, seconded by Councillor Fearon that the renewal of the Line of Credit relating to the Town's Operating Loan for the year 2011 be approved. Motion carried.</p>	DOF Robinson	
6. Citizen Complaints	<p>Councillor Mueller-Sparenberg reported two complaints: The first being that after the first snowfall, there was very little snow on the ground yet the snowplows were out. The citizen thought it was too early. Councillor Mueller-Sparenberg said that the Town has to consider its liability in these matters and could not be too cautious. The second complaint was regarding a non-functioning streetlight on Riverview Drive. It seems that the light is constantly on. CAO Boyer asked if it is the same light that was leaning against the power pole because an urgent work order had already been issued. Councillor Mueller-Sparenberg could not confirm that it was as he had no street address. At this time, Mayor Roberts addressed the citizens attending the meeting, reminding them that any concerns regarding power lines or street lights could be relayed to Town Hall but it was necessary to have the correct civic address.</p>		

7. Water Utility Budget	<p>The Water Utility Budget was presented by DOF Robinson for Council approval. It is this budget that is sent to Utility and Review Board. It is a one-year budget with projections for three years. Councillor Power raised some questions concerning item 02-23700, Water Testing, and why the cost is projected to go down. DOF Robinson explained that the County was assisting with water testing so costs had been reduced. CAO Boyer mentioned that in regard to a water-holding pond, the Town is still waiting on plans from the engineers. Councillor Fearon questioned why the French Basin was not being used. CAO Boyer and DOF Robinson answered that it was too expensive. Mayor Roberts questioned why the standing hydrant in the river was not being used by the Fire Department. CAO Boyer responded that the Fire Department felt that using it could wreck their equipment and that the standing hydrant was too dependant on the tides to be reliable.</p> <p><u>Motion 2:</u> Moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg that the three-year operating and three-year capital budget for the Water Utility Budget be approved. Motion carried.</p>	DOF Robinson	
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RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Recommendations from Committee of the Whole	<p><u>Motion 3:</u> Moved by Councillor Power, seconded by Councillor Mueller-Sparenberg, that the amended water budget presented in Committee of the Whole meeting December 8, 2010 be approved. Motion carried.</p>		

	<p><u>Motion 4:</u> Moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the proposal for an addition to the Public Works building with a budget of \$115,000.00 be approved. Motion carried.</p>		
	<p><u>Motion 5:</u> Moved by Councillor Hudson, seconded by Councillor Fearon that the old outstanding amount of \$355.00, GL W32900 (02-32900) in the Water Utility books be written off. Motion carried.</p>		
	<p><u>Motion 6:</u> Moved by Councillor Fearon, seconded by Councillor Power, that the Green Gym and the playground be renamed "the Grant Potter Park", after the late Grant Potter. Motion carried.</p>		
	<p><u>Motion 7:</u> Moved by Councillor Power, seconded by Councillor Mueller-Sparenberg, that the new policy for the Reduction of Motor Vehicle Emissions be approved. Motion carried.</p>		
	<p><u>Motion 8:</u> Moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the expenditure of \$250.00 towards a plaque honouring the late Hugh Shaw for the new flag pole be approved. Motion carried.</p>		

	<u>Motion 9:</u> Moved by Councillor Hudson, seconded by Councillor Fearon, that partial funding in the amount of \$1100.00 be approved for a Visitor Information Kiosk this fiscal year, 2010- 2011.		
2. Recommendations from PHAC ¹¹	There was no PHAC meeting in December, 2010.		
3. Board of Police Commissioners	Following discussion regarding the terminology and the necessity for a Firearms By-law. It was agreed by all members of council to table this matter until further research was done by Town staff.		

¹¹ Planning & Heritage Advisory Committee

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

<p>(a) Board of Police Commissioners</p>	<p>Councillor Power reported on the meeting held December 15, 2010. Both Councillor Power and Councillor Mueller-Sparenberg were sworn in. The next item was the appointment of Jim McGinis as Board Chair, Jane DeWolfe as Vice- Chair and Councillor Mueller-Sparenberg as Secretary for a one-year term.</p> <p>Thank you was expressed by the board members to Councillor Fearon and Deputy Mayor Shaffner for their time served on the board.</p> <p>The Department of Justice will be giving its presentation on "Safe Communities" some time in the new year.</p> <p>The renovations of the new Police Department located in the basement of Town Hall were completed on December 17, 2010.</p> <p>There was no feedback from the officers regarding legal-aid protection. It is the part of the agreement that is holding up the process.</p> <p>There was a brief look at the Police Manual with a more detailed discussion proposed in January.</p> <p>A response will go to the Board from Council regarding the proposed Board of Police Commissioners By-law.</p> <p>The issuing of the new parking tickets is delayed until approval from the Yarmouth Court Administrator arrives.</p> <p>Councillor Mueller-Sparenberg included that Chief McNeil reported that there were no increases in criminal activities.</p> <p>CAO Boyer reported that the City of Annapolis, Maryland was donating a police car to Annapolis Royal's Police Force.</p>	<p>Councillor Power & Councillor Mueller-Sparenberg</p>	
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(b) Mayor's Report	<p>Mayor Roberts attended and reported on the following events:</p> <p>November 17, 2010: Mayor Roberts and Councillor Hudson went to Halifax to present the gift from the Governor of Annapolis, Maryland to the Lieutenant Governor of Nova Scotia. They also attended a provincial recreation event and dinner where Grant Potter was honoured.</p> <p>November 18, 2010: Friends of Annapolis Royal Community Health Centre. Mayor Roberts reported that the emergency room would now be offering emergency coverage twenty-four hours a day, seven days a week.</p> <p>November 25, 2010: Friends of Annapolis Royal Regional Academy. Mayor Roberts reported that there was discussion regarding getting a satellite campus of NSCAD¹² to occupy the ARRA. According to Stuart Jamieson, the timeline for closing the Academy would be 2013. Councillors Mueller-Sparenberg and Fearon expressed interest in joining the group.</p> <p>November 26, 2010: Christmas-tree lighting and carol singing</p> <p>November 29, 2010: Friends of Annapolis Royal Community Health Centre Steering Committee</p> <p>December 4, 2010: Teddy Bear Tea</p>	Mayor Roberts	
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¹² Nova Scotia College of Art and Design

(c) ADEDA ¹³	Councillor Mueller-Sparenberg reported that during the last meeting, the Board appointed an acting managing director, Dan Harvey. He also reported that improvements to the business plan are a step in the right direction. Both CAO Boyer and Councillor Mueller-Sparenberg attended a working group where governance issues were being resolved. CAO Boyer stated that the inter-funding agreement has been reviewed and revised by John Cameron. If the parties approve the inter-funding agreement, that will trigger a by-law review to ensure consistency with the ministerial order and funding agreement. The next step is to forward it to all municipal units for review and approval.	Councillor Mueller-Sparenberg	
(d) ADPC ¹⁴	Council reviewed the following reports: 1. Fire-inspection Report 2. Development / Building Report		
(d) King's Theatre	Councillor Fearon reported on the success of the Rhapsody Quintet. King's Theatre will be closed for Christmas and New Year's. There are plans to repaint the lobby and to install new lighting. She also reported that attendance at the Theatre is down and an increase of twelve to fifteen more people per show would make a huge financial difference. Regarding the fire inspection, Councillor Fearon reported that all inadequacies had been addressed with the exception of the posting of a fire escape plan. She also reported that there had been a request to nominate a person from the King's Theatre Board to the Wharf Development Project Board. Freeman Butland was nominated.	Councillor Kathie Fearon	
(e) REMO ¹⁵	There was no REMO meeting this month.	Councillor Sherman Hudson and Mayor Roberts	

¹³ Annapolis Digby Economic Development Agency

¹⁴ Annapolis District Planning Commission

¹⁵ Regional Emergency Measures Office

(f) Historic Gardens	Councillor Power reported that on November 23, 2010 a new board member, Sue Bonnington was appointed. Regarding the financial report of the Gardens, Councillor Power reported that it is the first time in a while that the Gardens has not had to use its line of credit. This was due in part to the funds being managed well, but also receiving government grants for summer students. A new fundraiser for the gardens will commence called "Weeders Digest". Councillor Power also reported that a draft of the business plan by Hopkins and Associates will be reviewed by the Board over the Christmas vacation. Mayor Roberts reported that the Winter Market that is being held in the Historic Gardens Gift Shop is doing well. A special Winter Market will be held on Wednesday, December 29, 2010 because Christmas and New Year's are both on Saturday and there will be no market on those two days.	Councillor Pat Power	
(h) Twinning Committee	There was no meeting this month.	Mayor Phil Roberts	
{i} Hanse Society	There was nothing to report because Deputy Mayor Shaffner was absent for this meeting.	Deputy Mayor Doug Shaffner	
{j} Environment Committee	Mayor Roberts reported that two recommendations to Council arose from the meeting. The first recommendation was that Town Hall install a low-flow toilet on the first floor to promote water conservation. The second recommendation was the Reduction of Motor Vehicle Emissions Policy.	Mayor Phil Roberts	
{k} Planning and Heritage Advisory Committee	There was no PHAC meeting this month.	Councillors Kathie Fearon and Sherman Hudson	

CORRESPONDENCE There were no correspondences this month.

OTHER BUSINESS

Calendar: Committee of the Whole: January 5, 2011
Council Meeting: January 17, 2011
Board of Police Commissioners': January 12, 2011
PHAC: will be set at a later date.

IN CAMERA

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting go in camera at 10:45am to discuss:

- Personnel Matters
- Negotiations
- Personnel Matters

Motion carried.

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting come out of camera at 11:15am. Motion carried

NEXT MEETING **Monday, January 17, 2010 at 9:00 am**

ADJOURNMENT

Moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting be adjourned. Motion carried.

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