

DRAFT MINUTES
TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
December 21, 2009
9:00 a.m.

The regular meeting of Council was held on Monday, December 21, 2009 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Sherman Hudson, Pat Power, Holger Mueller-Sparenberg and Kathie Fearon, CAO Amery Boyer, Director of Finance Melony Robinson and Jackie Longmire as recording secretary. Corrinne Frantel was also present as an observer.

APPROVAL OF REGULAR COUNCIL MINUTES

November 16, 2009

Motion # 1

It was moved by Councillor Power, seconded by Councillor Hudson, that the regular Council minutes dated November 16, 2009 be approved. Motion carried.

ADDITIONS/DELETIONS TO THE AGENDA

Under Business Arising add:

- {c} Town Hall Door
- {d} Annapolis Royal Coat of Arms

Under New Business add:

- {f} Notes from the December 2 public meeting
- {g} CAT Ferry Service

APPROVAL OF AGENDA

December 21, 2009

Motion # 2

It was moved by Councillor Power, seconded by Councillor Hudson, that the agenda dated December 21, 2009 be approved as amended. Motion carried.

PRESENTATIONS

1. Joy Naime – Roger Brooks Presentation – Joy Naime from ADEDA showed clips of the presentation from Roger Brooks. Mr. Brooks completed a community market-ready presentation in August that would improve readiness for the tourist season in Annapolis Royal and Digby. Ms. Naime said that Roger Brooks was impressed with Annapolis Royal and that Annapolis Royal has product that is unequalled in Canada and the United States. He stressed beautification and way-finding signage.

The clips highlighted the following points: lack of signage for the Lighthouse Tours, need for information on the actual construction of the Fort, educational classes at Historic Gardens and information kiosks. Mr. Brooks criticized the appearance of the Tidal Power Plant and suggested that the Visitor Information Centre be moved to the heart of Annapolis Royal.

It was agreed that all of the recommendations were worthy of further discussion and follow up. More details on the Roger Brooks presentation are available on www.annapolisdigby.com

2. Oath of New Chief – Peter Joseph Burton McNeil took oath as the new Chief of the Annapolis Royal Police Department.

3. 25 Year Long Service Medals – Provincial long service medals for 25 years of police service were presented by MLA Steven McNeil to Ross Campbell and Dale Miller. Both of these officers were thanked for their long period of service to the community.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
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{a} Heritage By-law	<p>The Heritage By-law covers the heritage portion of the Planning and Heritage Advisory Committee only. The effective date of the by-law will be the date of publication.</p> <p><i>Motion #3</i> <i>It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg, that the Annapolis Royal Heritage By-law be approved.</i> <i>Motion carried.</i></p>	Administrative Assistant/CAO	
{b} Crossing time at the traffic lights	<p>The Traffic Authority has suggested that the light be reprogrammed to a 40-second cross time. The Public Works Department will be asked to make the change and comments will be tracked over a period of time before the change is made permanent.</p>	Administrative Assistant/CAO	
{c} Town Hall door	<p>Mayor Roberts said that the problems with the front door at Town Hall seem to be with the latch rather than the door itself. CAO Boyer said that the last problem was with the latch and that has been fixed. She said that the wooden door has been cured and repaired but Adrian Nette still suggests that the steel door be used for the winter months.</p>		
{d} Coat of Arms	<p>Mayor Roberts has sent a letter to her Majesty the Queen regarding the use of the Annapolis Royal Coat of Arms. A copy of an original drawing of the crest dated 1918 was included with the letter.</p> <p>It was also mentioned that that an invitation has been extended to Royalty for the 300th anniversary celebration. Mayor Roberts said that the Anglican Church has also extended an invitation for its 300th anniversary in 2010.</p>		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	The tests continue to show limits within the required parameters.	CAO Boyer	

<p>{b} Accounting and future of the Visitor Information Centre</p>	<p>The Director of Finance said that the final figures for the 2009 operation of the VIC shows a small surplus but the figures do not include the wages of the coordinator.</p> <p>It was noted that the Town will not be able to run the VIC in coming years as a result of budget cutbacks and the loss of staff. A letter will be drafted to the Board of Trade and ARDMA advising of the Town's position.</p> <p>It was also suggested that a copy of the clip from the Roger Brooks presentation that addresses the Tidal Power Plant should be forwarded to Nova Scotia Power.</p> <p>Councillor Mueller-Sparenberg said that the VIC could be funded by the accommodation surtax that he brought up at a recent Business Liaison Committee meeting. Other municipal units successfully collect the surtax and Annapolis Royal could do something similar. The businesses have to agree to the surtax and it was suggested that this item be added to the next Business Liaison Committee agenda for January 12, 2010. The Board of Trade and ARDMA will be invited for the discussion. The possibility of a commercial tax rate increase will also be discussed on that day.</p>	<p>CAO Boyer</p>	
<p>{c} Development/Building Permit Report and Fire Inspection Report</p>	<p>Councillor Shaffner said that the St. George and St. Andrew United Church is having difficulty complying with the requirements following a recent fire inspection. He commented on requirements for rooms around the furnace, the installation of several exit lights and the recommendation to have a fire door installed on the side of the building. It was noted that it cost the Baptist Church a significant amount to comply with the regulations as a result of a fire inspection.</p> <p>The fire regulations also had an effect on the Christmas market at the Legion. Several of the vendors were not able to sell outside and the inside space was limited to fewer vendors.</p> <p>Kathie Fearon said that she mentioned parking in the fire lane at ARRA during evening events and the Recreation Director was to be asked to mention the parking issue to the instructors.</p>		

{d} Partners for Climate Protection Program	The Town received notice that it has successfully completed Milestone #2. The Town has now achieved 3 of the 5 milestones through the program.		
{e} Capacity of Sewage Treatment Plant	Hatch Mott MacDonald has reviewed the options to increase the capacity of the sewer treatment plant and completed an order of magnitude cost estimates for three scenarios. CAO Boyer said the capacity issues affect the expansion plans for the Town and there is currently a ban on all new hook ups from the County of Annapolis. There are still infiltration issues that need to be addressed and inspections will continue when time allows.		
{f} Notes from the December 2 Public Meeting	A list of comments and suggestions recorded by CAO Boyer and Councillors Fearon and Power were provided for all members of Council to review. There are some good ideas and all reasonable suggestions will be considered.		
{g} CAT Ferry Service	The CAT ferry service between Yarmouth and Portland Maine has been discontinued. Mayor Roberts asked if the Town should express displeasure by sending a letter. CAO Boyer said that all letters should be directed to Destination South West Nova Scotia and the appropriate Minister. <i>Motion #4</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, that a letter be drafted to Destination South West Nova Scotia and the appropriate Minister regarding the recent closure of the CAT Ferry service between Yarmouth and Portland, Maine. Motion carried.</i>		

RECOMMENDATIONS FROM COMMITTEES, BOARDS, COMMISSIONS

Item	Decision / Action	Responsibility	Target Date
{a} Recommendations from Committee of the Whole	<i>5. It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the signage application for 208 St. George Street be approved. Motion carried.</i>		

	<p><i>6. It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg, that the application for changes to heritage property located at 223 St. George Street be approved on the condition that the panel be boxed into the existing structure and that the existing window be removed. Motion carried.</i></p> <p>The property owner was in attendance and said that a smaller panel will be used and it will fit under the existing window.</p> <p><i>7. It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that Mayor Roberts write a supportive letter on behalf of Council for the proposed Annapolis Royal Car Institute. Motion carried.</i></p> <p><i>8. It was moved Councillor Hudson, seconded by Councillor Fearon, that the Fire Chief and Inspector travel to the United States to inspect the surplus fire trucks of the Arlington Fire Department with the option to purchase and that the Annapolis Royal Volunteer Fire Department provide funds to cover the expense of the trip. Motion carried.</i></p> <p><i>9. It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner, that the Idling Control Policy be approved. Motion carried.</i></p> <p><i>10. It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the Influenza Pandemic Personnel Policy be approved. Motion carried.</i></p> <p><i>11. It was moved by Councillor Power, seconded by Councillor Hudson, that a letter be drafted to the Nova Scotia Utility and Review Board outlining concerns raised over the discontinuation of the Kentville to Digby Acadian Lines bus route. Motion carried.</i></p> <p><i>12. It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the interest in the amount of \$8.29 be written off account # 01054139. Motion carried.</i></p>		
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{b} Recommendations for the Environment Committee	The Environment Committee has an interest in drafting a policy for the utilization of sustainable and local building materials. All members of Council agreed to review and consider the policy when it is complete.		
{b} Board of Police Commissioners	A regular monthly meeting was held on December 16, 2009. There were no members of the Police Department in attendance and most items were deferred until the next meeting.	Deputy Mayor Shaffner and Councillor Fearon	
{c} Mayor's Report	<p>Mayor Roberts attended the following functions:</p> <p>November 16 – AWEC announcement November 19 – Olympic Torch Run November 20 – ADEDA Presentation in Halifax – Mayor Roberts said that this was the ADEDA mid-year review and it was quite interesting. The results of the review affect ADEDA funding in the future. November 27 – Christmas Tree Lighting December 2 – Public Meeting at the Legion December 5 – Teddy Bear Tea at Town Hall. December 6 – Christmas Daddies telethon in Digby December 7 – Visit of Minister Jennex</p>	Mayor Phil Roberts	
{d} ADEDA	Councillor Mueller-Sparenberg attended the ADEDA Christmas party and had nothing special to report.	Councillor Mueller-Sparenberg	

{d} King's Theatre	<p>Councillor Fearon said that the epoxy repairs on the windows have not been completed and a quote for wooden windows has not been received. The Theatre needs a digital projector but it is a very expensive item.</p> <p>The financials have been reviewed and the Theatre is currently in the red but that should be taken care of by December 31, 2009. Councillor Fearon said that a check on current source deductions is always made and two signatures are required on cheques. The Board switched auditors and everything seems to be fine. The Board did agree to share a portion of the proceeds from the Valentines Day fundraiser with ARCAC.</p> <p>There was a question about when the Town plans to turn over the Theatre to the Society. A date in 2015 was published in the Theatre newsletter but CAO Boyer said that no date for such a transfer had been set. The lease does expire in 2015 and the Town may no longer be able to continue to pay for the maintenance on the building. She said that over the past 4 years the Town has spent in excess of \$300,000.00 on the building and that this does not include the \$75,000.00 sprinkler and electrical systems that are to be installed to meet the fire regulations.</p> <p>CAO Boyer said that grants are available to the Theatre through the provincial stimulus package which have an application expiry date of January 2010 and that someone should apply. All of the work covered under the programs must be completed by 2011. CAO Boyer said that she could assist in the completion of the grant applications. Councillor Fearon said that the Theatre would probably close if the Society had to assume the expense of maintaining the building.</p> <p>Councillor Mueller-Sparenberg said that the property is underutilized and there could be activities to increase income rather than concentrating on fundraising. He also said that he contacted the Theatre's manager three months ago about holding an event at the Theatre and never received a response.</p>	Councillor Fearon	
{e} REMO	No meeting was held and there is nothing new to report.	Councillor Hudson and Mayor Roberts	

{g} Historic Gardens	<p>A public meeting was held on December 1 for the wrap up of the season. A regular Board meeting was held on December 8, 2009; the Board is currently looking for two new members.</p> <p>The Gardens received an ACOA grant for capital expenditures and two other small grants, one of which is for a seniors program. The work for the capital grant must be completed by the end of January, 2010.</p> <p>Reducing the admission price for adults in 2009 did not increase attendance so the price will be adjusted back up to what it was before the reduction. Councillor Power said that there is nothing significant to report in regards to the financials. The Gardens did have a small deficit but an anonymous donor came forward and covered the full amount.</p> <p>Educational classes similar to those that were mentioned in the Roger Brooks presentation have been discussed at the Gardens. The horticulturist does not have the time to offer such classes at this point. Additional space at ARRA has been considered for gardening classes but nothing has been finalized.</p>	Councillor Power	
{h} Business Liaison Committee	There was no meeting in the month of December. The next meeting is scheduled for January 12, 2010.	Councillor Power	
{i} Twinning Committee	Mayor Roberts said that a meeting was held and approximately 12 people attended. There is interest in a visit from Royan in October 2010; all the details are in the process of being organized. The minutes from the meeting have been distributed to all members of Council.	Mayor Roberts	
{k} Hanse Society	Deputy Mayor Shaffner attended a meeting of the facilities committee. There are roof repairs required on a number of the buildings. The inspection tour was delayed until January 2010.	Deputy Mayor Doug Shaffner	
{l} Environment Committee	The minutes will be distributed to all members of Council. Corinne Frantel has joined the Committee.	Mayor Roberts	

CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} Letter re: Acadian Lines – Town response	For information only. Everyone was asked to encourage friends and family to sign the petition at the Annapolis Royal Inn.		

GENERAL DISCUSSION

1. **Goddard College** – It was the recommendation of Minister Jennex to contact the Minister of Education regarding the Goddard College Program in Annapolis Royal. CAO Boyer will draft a letter and try to revitalize the project.
2. **NASCAD** – This group is exploring a set up with ADEDA and looking for ways to extend its programs in Nova Scotia. Mayor Roberts said that this seems like a good fit for Annapolis Royal and he intends to meet with Mike Gushue to discuss the project.

NEXT MEETING January 18, 2010 at 9:00 am

ADJOURNMENT

It was moved by Councillor Fearon to adjourn the meeting.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Phil Roberts		
Changes made by Administrative Assistant, Jackie Longmire		
Approved for website by Mayor or CAO		

Forwarded to the Website		
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