

**DRAFT MINUTES**  
**TOWN OF ANNAPOLIS ROYAL**  
**REGULAR COUNCIL**  
**February 15, 2010**  
**9:00 a.m.**

The regular meeting of Council was held on Monday, February 15, 2010 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. Several members of the public were also present.

**APPROVAL OF REGULAR COUNCIL MINUTES**

**January 18, 2010**

**Motion # 1**

*It was moved by Councillor Hudson, seconded by Councillor Power, that the regular Council minutes dated January 18, 2009 be approved. Motion carried.*

**ADDITIONS/DELETIONS TO THE AGENDA**

Under In Camera add:

1. To discuss outstanding accounts, the NSPI appeal and two personnel matters

**APPROVAL OF AGENDA**

**February 15, 2010**

**Motion # 2**

*It was moved by Councillor Fearon, seconded by Councillor Shaffner, that the agenda dated February 15, 2010 be approved as amended. Motion carried.*

**PRESENTATIONS** - The following presentations were given as part of the continuing budget discussions:

1. **ARDMA** – Paul Stackhouse presented on behalf of ARDMA and said this presentation was a follow up to an informal meeting that was held with the Mayor to discuss the Town's position on Marketing. The Town is not replacing the Events Coordinator who left employment with the Town in December 2009. Mr. Stackhouse provided graphs that displayed a steady decrease since 2002, in rooms sold, monthly occupancy, overnight guests, and visits to Historic Gardens, Fort Anne, Port Royal and the Graveyard Tours. He said that considering the decline in numbers over the past seven years that the estimated economic impact is in excess of one million dollars. He said that tourism is an economic development activity and the biggest economic generator for Annapolis Royal but tourism does not stand out as one of the economic pillars of the Town.

In the 2009/10 budget, ARDMA was granted approximately \$21,500.00 to handle marketing issues that were identified at the time. Mr. Stackhouse said that approximately 20% of those funds have been spent and the remainder will be spent over the next month when memberships, advertising, trade show registrations and other fees come due. ARDMA is working on a business plan and identifying goals and targets which will include a 5-year marketing plan for Annapolis Royal.

Mr. Stackhouse said that ARDMA is prepared to provide a budget for 2010/2011 and is willing to take the lead on implementing the recommendations from the Roger Brooks report. ARDMA wants to partner with Council and is looking to fill seats on its Board. It was noted that one of the available positions on the Board is that of the former Events Coordinator for the Town.

Councillor Mueller-Sparenberg said that the decline in visitors has happened over the time that the Town was investing in marketing and had a dedicated marketing person on staff. It was noted that someone who is professionally trained in marketing may make the difference. It was noted that visits to the Upper Clements Park have increased over the past seven years and there may be a way to tap into that market. Bus tours and the fate of the CAT ferry service were also discussed.

Councillor Power said that she attended an all-day marketing workshop with John Hokin in 2009 and an inventory of the Town was suggested. She asked if that inventory had been taken and if there had been any follow up to the recommendation of Mr. Hockin. Lillian Stewart said that the inventory was taken and it was then that the group realized that Annapolis Royal was rich in product. It was noted that each attraction has developed its own programs as a result of the Hockin report. Joy O'Neill of ADEDA is working on a database of experiential activities in Annapolis Royal and the surrounding area.

It was noted that some visitors are pleasantly surprised by all the things that are available in Town and comment that they would have stayed longer if they had known. It was agreed that everyone needs to get together as a group, everyone has to have a part and work towards common marketing and advertising goals.

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Mr. Stackhouse will confirm with Board members a proposed budget for 2010-2011 and the percentage of funds spent to date for 2009-2010.

**2. Annapolis Royal Police Department** – Chief McNeil reviewed the policing budget with Council and the following items were addressed:

- There is no control over the salaries, insurance and related expenses.
- The overtime expenses in 2009-2010 increased based on the several short staffed periods over the course of the year. With the department up to full strength and Chief McNeil covering some shifts, the overtime expenses should be reduced in 2010-2011. However, overtime is a unforeseen item and no actual cuts will be made to the \$12,000.00 that was allotted. It was suggested that the overtime formula be reviewed and noted that the only signed agreement with any officer is the agreement with the Chief. It was the understanding of Council that the new formula developed in 2009 was going to save the Town money in overtime expenses.
- A contract has been signed with Tenant Verifications Services for criminal records checks. This contract has the potential to bring in approximately \$36,000.00 in revenue. It was noted that this potential revenue may offset the renovations planned for the new office space in the basement.
- Police clothing was reduced by \$500.00. Chief McNeil said that all officers are fully outfitted but new items may be required.
- Police recruitment was reduced from \$5,000.00 to \$2,500.00. Moving expenses for potential new officers will be addressed in letters of offer.
- Repairs to the older police vehicle were more than expected. The car is in good working order now and is used for travelling to conferences, meetings and other events. This eliminates most of the travel expense claims for mileage. Chief McNeil has a plan in place that will replace the older vehicle in 18 months.
- The phone expenses for 2009-2010 seem unusually high and the amounts will be confirmed.

**3. Public Works** – The Superintendent of Public Works Kevin McLean reviewed the Public Works budget with Council and the following items were addressed:

- The shouldering on Prince Albert Road has been neglected for several years and must be completed this year. This is a provincial road but the Town is responsible for the shouldering.
- The fuel expense for the one-ton truck was reduced from \$2,200.00 to \$1,200.00 based on a new half-ton truck being purchased and the one-ton being used less.

- The backhoe will be painted this year as part of its maintenance program. An estimate of \$4,000.00 was received and this has been worked into the budget.
- STP/UV Lighting and Maintenance was increased from \$3,000.00 to \$4,000.00 to cover the expense of replacement bulbs.
- Options were discussed for the leaf and yard waste drop off site and it was determined that the service must remain as is.
- There is \$30,000.00 in the capital budget for a used machine for sidewalk snow removal. If the existing machine breaks down there is no other way to clear the sidewalks of snow and this is considered a liability issue. Mr. McLean will confirm whether or not a machine from Greenwood is still available.
- A modular Public Works building can be constructed for approximately \$200,000.00 and this amount has been included in the budget. The existing Public Works building must be replaced and the modular building may be the most reasonable option. A Building Committee has been established to review all of the options and this matter will be raised with the members.
- An amount of \$1,500.00 is in the capital budget for the purchase of gas detectors. The detectors are required for employee safety when working in and around the sewer treatment plant. The existing gas detectors could be repaired at a cost of \$900.00 but it is considered reasonable to replace the outdated detectors.
- A three-phase generator is needed for the lift station; this is not reflected in the budget.

The Superintendent of Public Works reminded Council about the Town-owned well on Alan Hubley's property that produces 50 gallons a minute. This well could be used in the event of failure of the Town's water system.

**4. Annapolis Royal Volunteer Fire Department** – The Fire Department must replace the aging Town truck and has found a suitable used truck in the US. The truck has been inspected and limited maintenance including snow tires will be required. The Fire Department has negotiated a loan for the purchase and is asking the Town to make semi-annual payments of \$8,750.00 for a period of ten years. The Arlington, Virginia Fire Department will deliver the vehicle for an additional expense of \$3,000.00 which the Annapolis Royal Department will cover. The existing Town truck will be sold with the amount applied directly to the principal of the loan for the new truck. Fire Chief Rick Smith said that he is waiting to receive the maintenance records for the vehicle and has not made a final decision on purchasing the vehicle.

The annual grant from the Town to the Fire Department is \$51,500.00 and that will remain the same for the upcoming budget year. Keith Hatchard and the Fire Chief will review the budget to see if the annual grant can be reduced.

***Motion #3***

***It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner, that the proposal to purchase a 2002 used Fire Truck from the***

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***Arlington Police Department at a cost of \$175,000.00 with semi annual payments in the amount of \$8,750.00 plus interest to be made by the Town be approved. Motion carried.***

**5. Tree Care – Dutch trig vaccination** – Angelika Waldow prepared a budget for tree care and Dutch trig vaccination based on the request from Council after a presentation at the Committee of the Whole meeting. Ms. Waldow has identified 14 Town-owned trees that would be suitable to receive the vaccination with a total estimated cost of \$2,409.00. The vaccination must be completed on a yearly basis to be effective and there are no guarantees. This product is not widely used in Nova Scotia and the initiative could be considered a pilot project that may be funded through Green Streets.

***Motion #4***

***It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg that a budget amount of \$2,409.00 be approved for the Dutch trig vaccination. Motion carried with one nay vote recorded from Councillor Power.***

The remainder of the tree care budget is \$8,500.00 and the amount includes magnolia care. The Magnolia Festival organizers have asked that the Town make an in kind donation to the 2010 Magnolia Festival of paper and printing for brochures. It was agreed that the Town would make this donation.

**6. Recreation** – Grant Potter gave an overview of the Recreation Department including programs, events and activities. The budget was reviewed and the following items were addressed:

- The Farmers' Market rink has proved to be a great success and will continue next winter and could possibly be made larger at a different location. The skatepark group and the Fire Department are interested in discussing an outdoor rink/multi-use court project.
- The Recreation Department applies for many grants during the year but there are no guarantees on what funds will be received. The \$8,000.00 contribution from the County of Annapolis is the only grant confirmed at this time.
- The program revenues are less than what is taken in for school programs. Mr. Potter said that there are some programs, activities and events that do not produce any revenue. They are community events where no admission is charged.
- The amount used for facility maintenance included an expense for the French Basin Trail; additional details are available in the budget variance report. This expense was used to leverage \$25,000.00 for interpretive panels on the trail. Additional expenses under facility maintenance include repairs to the playground, port-a-potti at the playground, soccer field mowing and the outdoor rink.
- It was noted that the community is very supportive of the playground and a donation book should be created. Mr. Potter said that he has a pending grant application for outdoor exercise equipment that could be used by people of all ages.

### BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Budget Discussions	Budget discussions were limited to the presentations listed above. Discussions will continue during the Committee of the Whole meeting scheduled for March 3, 2010.		
{b} CUPE	The Director of Finance conducted a survey of other municipal units through the list serve. Other units that have unionized employees have negotiated a 3% wage increase over the next three years. It was noted that the provincial CPI increase is 2.6% and the national is 1.3% Any further discussions on the issue will be held in camera.		

### NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	The tests continue to show limits within the required parameters.	CAO Boyer	
{b} Police Space	Chief Burt McNeil presented a draft sketch of the proposed changes for the new police office space in the basement of Town Hall. Harry Jost and a local contractor will provide estimates for the renovation expense. The proposed changes would reduce the size of the public washroom. Additional information will be made available as it is received.		

{c} Request to write off old Business Occupancy Accounts	The Director of Finance explained that account #'s 07087608 and 07094884 both have credit balances that need to be refunded. Account # 07093381 is an old business occupancy account that needs to be written off but it does not require a motion from Council.		
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#### RECOMMENDATIONS FROM COMMITTEES, BOARDS, COMMISSIONS

Item	Decision / Action	Responsibility	Target Date
{a} Recommendations from Committee of the Whole	<p><b><i>4. It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the decorative lanterns attached to the poles on St. George Street remain attached but the light bulbs be removed so that the lanterns are decorative only. Motion carried.</i></b></p> <p><b><i>5. It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg, that a policy be drafted to address requests for flags to be flown from the pole at Town Hall. Motion carried.</i></b></p> <p><b><i>6. It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that Chief Burt McNeil be appointed Traffic Authority for the Town of Annapolis Royal. Motion carried.</i></b></p> <p><b><i>7. It was moved by Councillor Fearon, seconded by Councillor Shaffner, that the surveillance cameras on St. Anthony Street, Victoria Street and the Wharf be repaired so that they are functioning and recording properly. Motion carried.</i></b></p>		
{b} Recommendations from the Environment Committee	<b><i>8. It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner, that the Town proceed with the cycling project. Motion carried.</i></b>		
{c} Recommendations from the Planning and Heritage Advisory Committee	<b><i>9. It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the Town's standards on curb and sidewalks be amended to read that each property/residence have only one standard-size sidewalk cut for each driveway.</i></b>		

	<p>After further discussion on this motion, Council agreed that the issue should be forwarded to the Annapolis District Planning Commission for further review and advice. The motion was not carried.</p> <p><b><i>10. It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg, that the signage application from Best Friends Fashion Bins for placement at 195 St. Anthony Street be approved. Motion carried.</i></b></p> <p><b><i>The following recommendation from PHAC was reviewed:</i></b></p> <p><i>... to recommend to Council that the mandate of the Planning and Heritage Advisory Committee be: To provide advice and recommendations to Council on any and all matters and issues pertaining to possible or proposed changes to the environment of the Town including but not limited to physical and built heritage, socio-economic change and heritage.</i></p> <p>Council discussed the motion and agreed that it should be forwarded to the Annapolis District Planning commission for further review and advice.</p>		
{d} Recommendation from the Business Liaison Committee	<p>A recommendation from the Business Liaison Committee to have the newsletter distributed via e-mail only was discussed and reviewed. The former marketing coordinator had tried to do the newsletter via e-mail only and received several complaints. It was agreed that the newsletter would continue to be made available through mail, e-mail and website postings.</p>		

## BOARDS, COMMITTEES and COMMISSIONS



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{b} Board of Police Commissioners	Councillor Fearon reported on the January and February meetings. Items such as training, budget, communication issues and new office design were discussed. A contract has been signed with Tenant Verifications Services for criminal record checks. This contract has the potential to generate approximately \$36,000.00 in annual revenue for the Town.	Deputy Mayor Shaffner and Councillor Fearon	
{c} Mayor's Report	Mayor Roberts met with Mike Gushue and Barry Dixon of ADEDA on January 18 to discuss Annapolis Royal as a possible location for the Nova Scotia College of Art and Design. During the month of February Mayor Roberts attended the Heart and Stroke flag raising-ceremony at Town Hall, the Valley Health Fundraising campaign at Valley Regional Hospital and a meeting with ARDMA regarding the Town's marketing. On February 3 Mayor Roberts attended a meeting with Marilyn More, Minister of Education regarding the possible closure of a school in Annapolis Royal. On February 11 the Mayor and Council attended a meeting with Annapolis County Council to discuss the future of the Annapolis Community Health Centre.	Mayor Phil Roberts	
{d} ADEDA	Councillor Mueller-Sparenberg said that a final report on population has been completed and an action group has been formed. There is a potential investor to build the pellet plant. A information program is being developed for new immigrants.	Councillor Mueller-Sparenberg	
{d} King's Theatre	Councillor Fearon attended a population forum in Wolfville and was not able to attend the King's Board meeting. The minutes from the meeting have not been distributed yet.	Councillor Fearon	
{e} REMO	A meeting is scheduled for February 25, 2010.	Councillor Hudson and Mayor Roberts	
{g} Historic Gardens	Councillor Power also attended the population forum in Wolfville and was not able to attend the Board meeting. The minutes from the meeting have not been distributed yet.	Councillor Power	
{h} Twinning Committee	Mayor Roberts plans to ask the Committee if any members are interesting in hosting the Annapolis, Maryland Mayor and other visitors.	Mayor Roberts	

{k} Hanse Society	<p>Councillor Shaffner said that on-going repairs, negotiations with operators of booths, engineering permits for the zip line and possible fee increases were discussed at the last meeting.</p> <p>Comments were made earlier about the increase in visitors at the Park during the 2009 season despite numbers being down in the general area. The Park's marketing team has been invited to the Historic Gardens to see if any marketing lessons can be learned.</p> <p>It was noted that the Park receives no remnants of any provincial or federal operating grants. The park is supported completely by the efforts of the Hanse Society.</p>	Deputy Mayor Doug Shaffner	
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## CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} Letter from Middleton re: Annapolis Royal Town Crier	For information only. A copy will be forwarded to Town Crier Peter Davies.		
{b} Letter from the Maritime Forces Atlantic re: Namesake Community Partnership Program	Mayor Roberts asked all members of Council what kind of ceremony they thought would be appropriate for this event. It was agreed that the Committee would be asked to attend an upcoming Council meeting and suggested that the committee be offered a notional deed in return. Councillor Fearon agreed to cover the \$10.00 cost of the deed.		

## GENERAL DISCUSSION

1. **Health Centre** – A meeting is being held by members of the community to prepare for the community discussions scheduled on February 16 at the Fire Hall. There was a feeling that the last community discussion meeting was not productive. It was agreed that Council should show support and presence at all of the meetings relating to the Health Centre.

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**IN CAMERA**

*It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner that the meeting move in camera to discuss outstanding invoices, the NSPI appeal and two personnel matters.*

*It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson that the meeting move out of camera.*

**NEXT MEETING**                      March 15, 2010 at 9:00 am

**ADJOURNMENT**

*It was moved by Councillor Hudson to adjourn the meeting.*

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