

**MINUTES**  
**TOWN OF ANNAPOLIS ROYAL**  
**REGULAR COUNCIL**  
**February 18, 2008**  
**9:00 a.m.**

The regular meeting of the Council was held on Monday, February 18, 2008 in Council Chambers at Town Hall. In attendance were Chair Mayor John Kinsella, Deputy Mayor Jane DeWolfe, Councillors Phil Roberts, Sherman Hudson and Doug Shaffner, CAO Amery Boyer, Director of Finance Melony Robinson and Municipal Intern Tammy Bernasky as recording secretary.

Regrets: Councillor Ron Boulding.

**APPROVAL OF REGULAR COUNCIL MINUTES**

**January 21, 2008**

**Motion # 1**

*It was moved by Deputy Mayor Jane DeWolfe, seconded by Councillor Hudson, approval of the regular Council minutes dated January 21, 2008, as presented. Motion carried.*

**ADDITIONS/DELETIONS TO AGENDA**

Under New Business add:

- {h} Arts and Culture Recognition and Club 400 Program Award: Resolutions moved by Stephen MacNeil, MLA
- {i} Amendments to the Building Code
- {j} Replacement of Planning and Planning and Development Officer
- {k} Invitation from Annapolis Royal Planning and Heritage Society
- {l} Website

Under Correspondence add:

Letter from Richard Hawkins

**APPROVAL OF AGENDA**

**February 18, 2008**

***Motion # 2***

*It was moved by Councillor Roberts, seconded by Councillor Hudson, approval of the agenda dated February 18, 2008, as amended.  
Motion carried.*

**PUBLIC HEARINGS**          None

**PRESENTATIONS**

{b} Wayne Currie & Pat Paterson Presented on the HMCS Cornwallis Reunion Aug 22-24, 2008 (Chair, Ken Ilnitski, and Elaine Patterson were also present).

Mr. Currie stated that the Cornwallis Base group had a reunion two years ago and Town Council financially supported it. Not only military personnel but civilians went through the HMCS Cornwallis base; over 500 000 people in total. Attendees at the last reunion had been on the base as early as 1942 to the 1980s.

Mr. Currie gave a history of the base. In 1942, HMCS Cornwallis commenced as a base. In 1946, it was declared a surplus and the base closed. It was re-commissioned in 1949. It opened its doors to females in 1951. Training of naval personnel ceased in 1966 and in 1994 the base closed.

Objectives were outlined by Pat Paterson. Not only does the Committee wish to promote the reunion, but also what is going on in surrounding areas and how much the base contributed to the war efforts. People currently in Afghanistan went through Cornwallis. Visitors were impressed with the area when they were leaving the last reunion. It is hoped that next time, they will spend more time here. Mr. Currie said that there is a core of people who are developing their expertise in planning these events. They would like to have one every two years. They want to bring more people back to the area.

Benefits were discussed by Mr. Currie. He said that through the website they can demonstrate the success of the area. There is also a return of personnel who served in Cornwallis, a boost to tourism and a boost to the local economy. More people from outside the area were present last time. There is an opportunity to showcase the history of the area, attract new business, and encourage people to come back.

Achievements of the group were outlined. The Executive Committee has been operating for four years. They received seed money from ABBC in 2005 to establish the reunion group; they had a successful reunion; they developed a website and briefed businesses groups and organizations about the Committee.

Mr. Currie and Mr. Paterson said that the Town can help this reunion project by promoting it on the website and providing financial support, specifically \$1000. Funds received from municipalities will go directly to the event and for the Mayor and wardens reception.

Questions:

Deputy Mayor DeWolfe said there was a great group of people there last time. CAO Boyer indicated that the Town does offer \$1000 to support three-day events such as this.

{b} Annapolis Royal Points in Time Map: The Department of Tourism, Culture and Heritage will be making a presentation to the Town at 11:30am today.

#### BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Annapolis Royal Community Fund	Update: CAO Boyer indicated that the package was delivered for Kings Theatre.		
{b} Auxiliary Police Officer By-law	<p>Deputy Mayor DeWolfe indicated that the Board had been talking about this by-law for awhile and that it is meant to allow for extra police presence at public events. She indicated that there has already been expression of interest from the community in becoming an auxiliary officer.</p> <p><b>Motion #3</b> <i>It was moved by Deputy Mayor DeWolfe, seconded by Councillor Shaffner, to adopt the Auxiliary Police Officer By-law. Motion carried</i></p>		
{c} Renaming of Union Street	<p><b>Motion #4</b> <i>It was moved by Deputy Mayor DeWolfe, seconded by Councillor Hudson, to rename Union Street to Fortier Mills Lane. One nay vote from Councillor Roberts. Motion Carried</i></p> <p>Councillor Roberts stated that his preference was to use this opportunity to honour Membertou.</p>		

{d} Spring 2008 Debenture	<p>Mayor Kinsella asked for the interest rate and if the report showed five and ten year outlooks. Director of Finance, Melony Robinson could not give a rate at this time and confirmed that both five and ten year calculations were included. Deputy Mayor DeWolfe asked if the Town can adhere to this schedule. CAO Boyer said if the Town cannot, it will refinance in the future. Melony Robinson said it depends on what the Council agrees to for the coming budget. She also indicated she would rather the lower cost presented by the five year borrowing plan.</p> <p><b>Motion # 5</b>  <i>It was moved by Deputy Councillor Shaffner, seconded by Deputy Mayor DeWolfe, to accept the five year borrowing resolution</i>  <b>Motion carried.</b>          Note: Councillor Hudson requested to add that the loan can be refinanced if it needs to be.</p>		
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## NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Taxpayer Notification Policy	<p>Deputy Mayor DeWolfe mentioned privacy concerns that could arise from publishing a person's name in the newspaper for this type of issue. Tammy Bernasky noted that the Town has never actually enforced this policy.</p> <p>Mayor Kinsella asked how much in outstanding taxes or water is currently owed to the Town. Director of Finance, Melony Robinson could not give the exact figure and gave an estimate of \$30, 000. CAO Boyer indicated that \$9000 of that money comes from a single rate payer.</p> <p><b>Motion # 6</b>  <i>It was moved by Councillor Roberts, seconded by Councillor Shaffner, to rescind the Taxpayer Notification Policy. Motion carried.</i></p>		

{b}Power Point Presentation Guidelines	<b>Motion # 7</b> <i>It was moved by Councillor Hudson, seconded by Councillor Shaffner, approval of the Policy on Presentations to Council. Motion carried.</i>		
{c}Election Preparations	CAO Boyer indicated that the Town has a permanent list of electors  <b>Motion #8</b> <i>It was moved by Councillor Hudson, seconded by Deputy Mayor DeWolfe, to appoint Amery Boyer as Returning Officer, Jackie Longmire as Deputy Returning Officer, Melony Robinson as Assistant Returning Officer and Sandi Millet-Campbell as Poll Clerk during the upcoming municipal elections process. Motion carried.</i>		
{d} Town Gardener Report	This report is for information only. Councillor Shaffner asked how many months the gardener will work. CAO Boyer explained it would be as needed for the spring and summer months. Councillor Shaffner also asked what part of the budget the gardener, tree person and landscape are included in. Director of Finance, Melony Robinson indicated the Green Streets program. CAO Boyer indicated that the Town had used the funding to support a Green Streets application and that initiative complements the Communities in Bloom Program.		

{e} Dutch Elm Disease	<p>Mayor Kinsella asked what the expense is for removal of a tree. CAO Boyer indicated that for larger trees, the maximum cost would be two thousand dollars (\$2000), but on average it would be five hundred dollars (\$500) to seven hundred dollars (\$700) per tree. Mayor Kinsella asked if this would be a one-time incident of tree removal. CAO Boyer indicated that the property owner could not have known about the condition of the tree prior to purchasing the property.</p> <p><b>Motion #9</b> <i>It was moved by Councillor Shaffner, seconded by Councillor Hudson, to remove the tree at 695 St. George Street. Motion carried.</i></p>		
{f} Recommendations from the Annapolis Royal Board of Police Commissioners	<p>Skateboard Park: Deputy Mayor DeWolfe indicated that Rion McCroys asked at the Board of Police Commissioners if the police have been involved in the process so far. From those discussions the Commission is recommending that Constable Gegan be involved in the planning phase and be consulted in the future because he has some experience with skateboard parks.</p> <p><b>Motion #10</b> <i>It was moved by Councillor Hudson, seconded by Councillor Roberts, to have Constable Gegan involved in the planning phase of the skateboard Park project in the future. Motion carried.</i></p> <p>Councillor Roberts asked where they are on the project. CAO Boyer said they have a site in mind and are consulting with the neighbours in the area.</p> <p>Councillor Roberts asked about the location of the site. CAO Boyer indicated that it was close to the parking lot created by Ducks Unlimited</p>		

{g} Provincial Capital Assistance Funding for water and sewer project on Union Street	The Department of Service Nova Scotia and Municipal Relations will provide fifty percent of the cost for the project to extend the water and sewer service on Union Street. A letter communicating this information was passed along to Council		
{h}Resolutions from Stephen MacNeil, MLA	Mayor Kinsella said the Town should thank the Member for bringing this to the legislature.		
{i}Building Code Amendments	For information		
{j}Replacement of Planning and Development Officer	<p>CAO Boyer recommended the services of 4SITE as the consulting company for the purposes of a Planning and Planning and Development Officer. CAO Boyer indicated that this is the company used by Berwick. She indicated that the Town needs someone right away. She indicated that even though the Town would go over budget with this item, it is necessary to operate. She explained the recommendation and that the Town is currently awaiting an estimate of cost. Deputy Mayor DeWolfe asked if the contract would be until the end of the fiscal year. CAO Boyer said that this would be until the Planning and Development Officer for the ADPC (Annapolis District Planning Commission), returns from sick leave.</p> <p>Councillor Shaffner asked why the ADPC hasn't done this hiring. CAO Boyer said that the ADPC are taking a long time to decide, but the Town is currently faced with a new subdivision.</p> <p>Mayor Kinsella asked if it is through the ADPC that the Town is hiring this Planning and Development Officer. CAO Boyer said that if Bridgetown and Middleton do not agree, it cannot be done. Mayor Kinsella indicated his preference to have this hiring process through the ADPC and if it is possible we should try to get agreement with the other parties.</p> <p>Councillor Shaffner asked if the Town has a contract with ADPC. CAO Boyer confirmed this. She said the Town will go over budget no matter what decision is made. She indicated that the issue is that there is currently no agreement with the three units.</p>		

	<p>Director of Finance, Melony Robinson said that the Town gives the ADPC \$66, 000 a year. CAO Boyer indicated that the Town makes good use of the services provided by the ADPC.</p> <p>Mayor Kinsella said this option would be the most appropriate way to move forward with this issue because it is necessary.</p> <p>Councillor Roberts asked what Middleton is doing if they want to develop. CAO Boyer said that the CAO in Middleton has indicated that the Town does not have money to do this. CAO Boyer pointed out that the ADPC solicitor is now being paid two hundred dollars (\$200) per hour for development work and the Town will save money by hiring someone.</p> <p>Councillor Shaffner asked to put off the vote until we know what the partners are going to do.</p> <p>CAO Boyer indicated that Donnie Brown has his subdivision on hold waiting for the Town to provide the necessary services.</p> <p>Deputy Mayor DeWolfe asked if the ADPC is absorbing the current Planning and Development Officer's salary while he is out sick. CAO Boyer indicated that she will obtain information regarding expiry of sick leave.</p> <p><b><i>Motion #11</i></b> <b><i>It was moved by Deputy Mayor DeWolfe, seconded by Councillor Roberts, approval to hire 4SITE as the consulting company to take on the responsibilities of the Planning and Development Officer, subject to cost considerations. Motion carried.</i></b></p>		
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{k}Heritage society	Members of PHAC will attend the presentation by Jeffrey Reed to be held at Town Hall on February 19, 2008. Mayor Kinsella talked about a similar presentation he had attended in Halifax and how useful it had been and encouraged other people to attend.		
{l}Website	Councillor Shaffner asked why there is a delay in the Council minutes being posted. The most recent is December. CAO Boyer said she will ensure the minutes are up-to-date. Deputy Mayor DeWolfe mentioned the amount of spam on the guestbook. Tammy Bernasky indicated that the Marketing and Events Coordinator, Sally Burnie, does her best to deal with the spam.		

#### RECOMMENDATIONS FROM COMMITTEES, BOARDS, COMMISSIONS

Item	Decision / Action	Responsibility	Target Date
{a} Recommendations from Committee of the Whole	<p><b>Motion #12</b> <i>It was moved by Deputy Mayor DeWolfe, seconded by Councillor Roberts, approval of the purchase of a new 4x4 Public Works vehicle, through the tendering process. Motion carried.</i></p> <p><b>Motion #13</b> <i>It was moved by Councillor Roberts, seconded by Councillor Shaffner, approval of the purchase of a new plow for the Public Works Department in the amount of \$8,200.00. Motion carried.</i></p>		

	<p><b>Motion #14</b> <i>It was moved by Councillor Hudson, seconded by Councillor Shaffner, approval of the recommendation to Council that staff proceed with a Building Canada Infrastructure application of water and storm sewer replacement at Ritchie and Grange Streets and St. Patrick's Lane (Phase 2 and 3 of the Champlain Drive, Ritchie &amp; Grange Streets and St. Patrick's Lane water and sewer project). Motion carried.</i></p> <p><b>Motion #15</b> <i>It was moved by Councillor Shaffner, seconded by Councillor Hudson, approval of the recommendation to Council that the CAO be authorized to borrow on behalf of the Town from the Bank of Nova Scotia. Motion carried.</i></p> <p><b>Motion #16</b> <i>It was moved by Deputy Mayor DeWolfe, seconded by Councillor Roberts, approval of the recommendation to Council to affirm the Town of Annapolis Royal's commitment to Green Streets Canada, thereby confirming that municipal funding be available, if the application to Green Streets Canada is successful, as outlined in the application. Motion carried.</i></p> <p><b>Motion #17</b> <i>It was moved by Councillor Roberts, seconded by Councillor Hudson, approval of the request for pre-approval of \$2,500.00 in the 2008-2009 budget for Apple Blossom expenses. Motion carried.</i></p> <p><b>Motion #18</b> <i>It was moved by Councillor Hudson, seconded by Deputy Mayor DeWolfe, approval of the recommendation to Council that the Town withdraw from further participation in the Apple Blossom Festival, beyond 2008-2009. Motion carried.</i></p> <p><b>Motion #19</b></p>		
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	<p><i>It was moved by Councillor Shaffner, seconded by Councillor Hudson, approval of the Application for new signage located at 278 St. George Street. Motion carried.</i></p> <p><b>Motion #20</b>  <i>It was moved by Deputy Mayor DeWolfe, seconded by Councillor Roberts, approval of the application for new signage at 324 St. George Street. Motion carried.</i></p> <p>This motion originally stated “pending clarification of material and hanging bracket. Information had been communicated to Jackie Longmire, Administrative Assistant that wood will be used for this signage. This information was passed along to Council through CAO Boyer in Mrs. Longmire’s absence.</p>		
{b} Board of Police Commissioners	Deputy Mayor DeWolfe indicated that the Board is dealing with a series of policies and that it is moving along. Councillor Hudson asked if Sgt Miller is back to work yet. Deputy Mayor DeWolfe said he will be off until at least April 29, 2008.	Deputy Mayor Jane DeWolfe	
{c} Mayor’s Report	<p>Mayor Kinsella attended the Family of National Historic Sites of Nova Scotia. He said that one of the things that was suggested to the Parks representative was that the next session of this nature should be held in Annapolis Royal</p> <p>Mayor Kinsella also attended the opening of Heritage Week hosted by PHAC. There was good attendance.</p> <p>Mayor Kinsella will also be attending the Annapolis County Council meeting on February 19, 2008 in Inglewood and invited anyone who wishes to join him..</p>	Mayor John Kinsella	

{d} King's Theatre	<p>General Manager Geoff Keymer is on holiday until March 4, 2008 and Pat Bishop has been acting in his absence.</p> <p>There was a successful fundraiser on Saturday evening with a variety of entertainment.</p> <p>All requirements from the fire marshal have been met as far as Councillor Roberts is aware.</p> <p>A newsletter and fundraising letter mail out of 1500 is going out soon.</p> <p>Councillor Roberts has told the King's Theatre Board that he will not be the Chair after this year. The Board will determine the next Chair at the AGM on March 26 which will be followed by entertainment.</p>	Councillor Phil Roberts	
{e} REMO	Nothing new to report.	Deputy Mayor Jane DeWolfe	
{f} Hanse Society	No report.	Councillor Ron Boulding	
{g} Historic Gardens	<p>Councillor Shaffner indicated that the following items were discussed at the January meeting:</p> <p>Volunteer appreciation night.</p> <p>Trish Fry will be going to Newfoundland for a session on sustainable communities.</p> <p>Discussed potential projects.</p> <p>The Auction will be held on April 19.</p> <p>March 25 is the AGM.</p> <p>Discussed building up a financial reserve, but concluded that this is not possible.</p> <p>There had been a previous meeting discussing copyright issues on photos.</p> <p>There was a concern raised at the meeting over Trish Fry's work load.</p> <p>They also discussed the need for a policy manual.</p>	Councillor Doug Shaffner	

{h} FAPS	Councillor Roberts attended the fundraiser at the fire hall on Friday and Saturday. He indicated that there were a couple of large donations. Fundraising continues.	Councillor Phil Roberts	
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## CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} Richard Hawkins	Report from Richard Hawkins on helping to reduce the impact of climate change. Deputy Mayor DeWolfe asked if Champlain Drive will be going back to a two-way street in the future. CAO Boyer said that she didn't think so, but will review the file. Councillor Shaffner said the road is too narrow.		
{b} Destination South West Nova	A complete year end report was provided. Marketing and Events Coordinator, Sally Burnie has been invited to sit on the Marketing Committee of Destination South West Nova. CAO Boyer said our tourism association recognizes the importance of Annapolis Royal.		
{c} Fire hall – Diesel exhaust, truck bay area	There was discussion about whether or not Annapolis County will be responsible for any of the cost of the expenses to be incurred by the fire hall in Annapolis Royal. CAO Boyer indicated that it is all tied into the fire services agreement which will be re-negotiated.		

## GENERAL DISCUSSION

Councillor Shaffner asked about the progress of the acquisition of a new truck for the public works department. The Director of Finance, Melony Robinson and CAO Boyer indicated that the tender will go out today and that the deadline is Friday.

**NEXT MEETING** March 17, 2008 at 9:00 a.m.

## ADJOURNMENT

Town of Annapolis Royal  
Council Meeting  
February 18, 2008

***It was moved by Deputy Mayor DeWolfe to adjourn the meeting.***

<b><i>Action:</i></b>	<b><i>Date</i></b>	<b><i>Signature</i></b>
Reviewed by Mayor John Kinsella		
Changes made by Municipal Intern, Tammy Bernasky		
Approved for website by Mayor or CAO		
Forwarded to the Website		