

TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
February 20, 2012
9:00 a.m.

Present: Mayor Roberts, Deputy Mayor Mueller-Sparenberg, Councillors Fearon, Hudson, Shaffner and Power, CAO¹ Boyer, Administrative Assistant Monica Mills as recording secretary, Jeff Langstaff, Val Davies, Peter Davies, Corinne Frantel, and Dale Comeau.

Regrets: DOF² Robinson

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

APPROVAL OF REGULAR COUNCIL MINUTES

Motion 1:

It was moved by Councillor Power, seconded by Councillor Hudson that the minutes dated January 16, 2012 be approved. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

-one in camera item: negotiations

Corrections: Under the calendar, Environment meeting should be 9:30am

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the agenda dated February 20, 2012 be approved. Motion carried.

PRESENTATIONS

10:00 am Presentation of 2011 Design Awards by Peter Davies. Mayor Roberts assisted in the presentation of the 2011 Design Awards to Jeff Langstaff and Dale Comeau.

PUBLIC HEARING: none

¹ Chief Administrative Officer

² Director of Finance

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
1. Update on ADEDA ³ (Tab 1A and Tab 1B)	<p>Council reviewed the draft business plan. CAO Boyer stated that late Friday afternoon she had received another draft and will provide it to Council later today. Deputy Mayor Mueller-Sparenberg stated that this business plan was very transparent and clearly defined the goals of the organization. He asked Council if it was willing to make a decision regarding the Town's participation in the group as he would like to report back to the group on February 23, 2012. He added that ADEDA cannot hire new employees until it knows the intent of the Town. Council reviewed the tentative budget. It was noted that ADEDA had developed two budgets, one based on the Municipality of the County of Annapolis continued contribution, the other based on the County's withdrawal, as the County currently contributes 40% of the funding. It was noted that the Town currently contributes \$9,000-\$10,000 in funding.</p> <p>Councillor Fearon requested clarification on the \$10,000-\$15,000 ADEDA had allocated to conferences. CAO Boyer stated that she would request clarification from the Managing Director. Councillor Shaffner also requested clarification for the \$335,000 allocated to salaries. CAO Boyer stated that the figure based on the currently unfilled positions being filled. She added that she will request an organizational chart for clarification.</p>		
2. Market Lease	Request for in camera discussion on lease negotiations.		
3. Update on Draft Planning Services Agreement	Council is currently awaiting a second draft from the solicitor (John Cameron).		

NEW BUSINESS

³ Annapolis Digby Economic Development Agency

Item	Decision / Action	Responsibility	Target Date
1. Building and Design Awards Brochure (Tab 2)	Peter Davies presented the 2012 Building and Design Awards Brochure. He added that he hoped to have the award plaques and cheques ready for the presentation to the winners at the Natal Day ceremony.	Peter Davies	
2. Budget Discussions (Tab 3)	<p>Council discussed the following budget items: CPI⁴, ADEDA, funding for soccer, Town Hall windows, Christmas lights, letter from Admiral Desmond Piers Naval Association requesting advertising from \$75 to \$800 for the 57th Annual RCNA Reunion "Return to ROYAL Reunion" and a request from PeopleWorx for \$500 in funding. Mayor Roberts read a letter of request from the FAPS president. The society is requesting funding prior to the opening of the season to help with start-up costs. Council tabled the item until March's Council meeting.</p> <p>Council discussed purchasing a quarter-page ad in the promotional flyer. Deputy Mayor Mueller-Sparenberg stated that a lot of people would attend the event and may visit the Town and ultimately may purchase a house. Councillor Power declared a conflict of interest as she is a member of the group.</p> <p>Motion 3: It was moved by Councillor Fearon, seconded by Councillor Hudson that Council purchase a quarter-page ad for \$75.00. Motion carried.</p> <p>Council discussed the request from PeopleWorx. It was decided that the Town could not contribute funding and a letter of regret will be sent.</p>		
2. Budget Discussions continued	A request for tenders regarding the Christmas lighting will be placed in March's Town newsletter with emphasis on LED lighting. CAO Boyer		

⁴ Consumer Price Index

	<p>stated that she was waiting for information regarding the potential sale of the decorative wrought iron street lamps.</p> <p>Council discussed the request for funding for soccer. CAO Boyer explained that the Town historically paid for mowing at a cost of \$1280.00. She added that last year the Town also contributed approximately \$6000.00 for the repair and maintenance of the soccer field. Councillor Power stated that she was disappointed that the group had cancelled the tournament last year. Councillor Fearon added that two citizens mow and maintain the smaller field by AWEC for no cost. CAO Boyer stated that she will inform the organizer that the Town will continue to mow the field.</p> <p>Councillor Shaffner inquired on the status of the water retention pond for the Fire Department. CAO Boyer replied that the item was still a priority; she added that the design plan was developed and the cost information was still pending.</p> <p>Council discussed the Town's participation in ADEDA.</p> <p>Motion 4: It was moved by Councillor Power, seconded by Councillor Shaffner that the Town continue to be a member of ADEDA during the forthcoming financial year and that a letter be sent stating that due to the financial situation of the Town, renewal could only be considered on an annual basis. Motion carried.</p> <p>Discussions regarding CPI was moved to the in camera session.</p>		
3. Census results (Tab 4)	<p>Council reviewed the results. It was noted that the Digby and Annapolis Royal's population increased. CAO Boyer noted that it appears that the the population decrease has finally been turned around. .</p>		
4. Review of lease for Ye Olde Towne Pub (Tab 5)	<p>Request for in camera discussion – lease negotiations</p>		

5. Revised Uniform Assessment (Tab 6)	Council reviewed the uniform assessment and the revision. CAO Boyer explained that it is beneficial for the Town when the assessment goes down as the Town will have to contribute less in mandatory financial contributions. She added that the actual amount of any decrease will not be determined until later in the year. She also explained that a report on Town-owned properties was currently being developed for Council's review.		
6. Consideration of application for a municipal intern (Tab 7)	CAO Boyer stated that her position was being reduced to part-time but her work load was not being reduced. One option would be applying for an intern to lessen the workload. She added that the grant application could be filed but the Town could pull out at any time it wished. Council decided to apply for the intern.		
7. Recommendation for window restoration/rebuilding (Tab 8)	<p>Council discussed this matter in conjunction with the budget discussions. They reviewed the recommendation from the Planning Technician. It was recommended that the tender be awarded with the stipulation that the windows would be repaired with wooden windows as needed.</p> <p>Motion 5: It was moved by Councillor Fearon, seconded by Councillor Hudson that the Town accept the recommendation from PHAC and that the Town proceed with the wooden window restoration as funds and plans allow. Motion carried. One nay vote (Councillor Shaffner).</p>		
8. Draft survey for Milestone 5 of the FCM ⁵ Partners for Climate Change from CARP ⁶ (Tab 9)	The survey was developed by CARP. CAO Boyer explained that the survey would be distributed with the March newsletter. Councillor Power asked if the cost of the survey was included in the funds that the Town had previously contributed to CARP. CAO Boyer will verify and report back to Council.		

⁵ Federation of Canadian Municipalities

⁶ Clean Annapolis River Project

9. Quotes for trucks	<p>Council had requested quotes for trucks for Public Works. Council reviewed the three quotes submitted.</p> <p>Motion 6: It was moved by Councillor Fearon, seconded by Councillor Shaffner that the Chevrolet truck be purchased for \$20,195.00 from Bruce Chevrolet. Motion carried. One nay vote (Deputy Mayor Mueller-Sparenberg).</p>		
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RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Recommendations from Committee of the Whole	<p>Motion 7: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that Council appoint Melony Robinson as Returning Officer and CAO Boyer be appointed Assistant Returning Officer for the October 2012 municipal elections. Motion carried.</p>		
	<p>Motion 8: It was moved by Councillor Shaffner, seconded by Councillor Power that the Town use the list of electors from the last provincial or federal election list. Motion carried</p>		
	<p>Motion 9: It was moved by Councillor Power, seconded by Councillor Hudson that Council approve the signing of the renewal agreement with ScotiaBank. Motion carried.</p>		

	<p>Motion 10: It was moved by Councillor Hudson, seconded by Councillor Fearon that the Town proceed with repairing the boat at the playground at a cost of \$5807.50 by March 31, 2012. Motion carried.</p> <p>Councillor Shaffner asked if grant money would be involved. CAO Boyer replied in the affirmative.</p>		
2. Recommendations from PHAC ⁷	<p>This recommendation was addressed under New Business item #7. (Recommendation : That the windows be replaced with wooden windows and that the windows deemed in the greatest need of repair should be replaced first with double-glazed glass, and special consideration should be given to the arch windows, so that they may be restored with internal storm windows.)</p>		
3. Board of Police Commissioners	<p>Motion 11: It was moved by Councillor Fearon, seconded by Deputy Mayor Mueller-Sparenberg that the process be undertaken to return to a flat-fee payment for stand-by-pay for the reason of controlling Police Department costs effective April 1, 2012. Motion carried.</p> <p>Councillor Power stated that Chief McNeil will approach his staff regarding the matter.</p>		
4. Environment Committee	No meeting in February.		

⁷ Planning and Heritage Advisory Committee

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	Councillor Power reviewed the draft minutes from the Board of Police Commissioners. She reported that approximately ten applications had been received for the corporal, however, only four candidates met the requirements. The Board had reviewed the budget and it has been forwarded to DOF Robinson. She added that there was a long in-camera session. Mayor Roberts stated that he will facilitate a meeting with Chief McNeil and DOF Robinson to address issues with payroll and scheduling.	Councillor Power & Deputy Mayor Mueller-Sparenberg	
(b) Mayor's Report	Mayor Roberts reported on the following events: January 17: meeting with the Minister and Council January 23: FACHC ⁸ Steering Committee January 24: Mayors' and Wardens' meeting in Bridgetown January 25: FARRA ⁹ February 2: FACHC February 7: NSURB ¹⁰ hearing regarding the downsizing of Council February 14: ARRA review public meeting February 17: Queen Annapolis fundraiser dinner	Mayor Roberts	
(c) ADEDA ¹¹	Deputy Mayor Mueller-Sparenberg stated that his report was covered earlier in the meeting.	Deputy Mayor Mueller-Sparenberg	
(d) Planning Services	Council reviewed the report.		

⁸ Friends of Annapolis Community Health Centre

⁹ Friends of Annapolis Royal Regional Academy

¹⁰ Nova Scotia Utility and Review Board

¹¹ Annapolis Digby Economic Development Agency

(d) King's Theatre	Councillor Fearon reported on future events at the Theatre which are listed on its website. She added that grant proposals are currently being filed. There will be no new windows as the washrooms, floors and doors need repairs. She reported that the fundraising campaign for the new digital projector is doing well. She added that there are four vacancies on the board, which the King's HR ¹² Committee will address.	Councillor Kathie Fearon	
(e) REMO ¹³	Councillor Hudson reported that there had been a telephone meeting. He noted that the management coordinator, Dave McCoubrey stated that both a member of staff and Council should be attending the meetings. CAO Boyer stated that she had most of the required training. Mayor Roberts stated that more training would be required. He added that he had invited Dave McCoubry to attend the March Council meeting to provide clarification.	Councillor Sherman Hudson and Mayor Roberts	
(f) Historic Gardens	Councillor Power reported that there was a presentation regarding the community kitchen project by Doug Dockrill. She added that the Gardens have received the assessments for its properties. The Gardens are projecting a \$50,000.00 deficit. There was discussion regarding the development of a tea/café in the interpretive centre. The AGM ¹⁴ will be held on March 26, 2012, and a special meeting of the Board of Directors will be held the Saturday prior to the AGM.	Councillor Pat Power	
(h) Twinning Committee	There was no meeting of the Twinning Committee.	Mayor Phil Roberts	

¹² Human Resources

¹³ Regional Emergency Measures Office

¹⁴ Annual General Meeting

{i} Upper Clement's Park Society	Councillor Shaffner reported that the audited reports from last year have been reviewed. Construction of the Adventure Park is progressing. Clearing of the park has been completed, lumber that was cleared was sold for \$6000.00. Equipment for the zip lines should arrive in March. He reported that the tentative date for opening will be in June or July. He added that the current manager, Greg Gaul, is considering retirement and would like to hire an operations manager who can be groomed as his replacement.	Councillor Doug Shaffner	
{j} Environment Committee	No meeting	Mayor Phil Roberts	
{k} Planning and Heritage Advisory Committee	Councillor Fearon reported that the Committee discussed the development of the sculpture committee and Chair Davies has contacted a member of ARCAC. She mentioned that the committee had concerns regarding the plan for the cenotaph. She added that the Committee requested the Planning Technician to research the group signs at the market and who was in control of them. CAO Boyer explained that Council had reached an agreement regarding the signs years ago. Councillor Hudson stated that the Committee is still researching designating ARRA as a heritage property.	Councillors Kathie Fearon and Sherman Hudson	
{l} CAO's Report (Tab 10)	Council reviewed the CAO's report.	CAO Boyer	

CORRESPONDENCE.

Council reviewed the correspondence.

1. Letter from Executive Director of Service Nova Scotia and Municipal Relations regarding tax sales (Tab 11)
2. Towns Caucus Meeting Feb 24, 2012 (Tab 12) Deputy Mayor Mueller-Sparenberg and Councillor Power will attend.

OTHER BUSINESS

Motion 12:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting move in camera at 11:40 am. Motion carried.

CALENDAR:

Environment Committee: March 1, 2012 9:30 am

PHAC: March 5, 2012 9:30 am

Committee of the Whole: March 7, 2012 9:00 am

Board of Police Commissioners: March 15, 2012 9:00am

Council: March 19, 2012 9:00 am

IN CAMERA

- 1) Personnel matters
- 2) Lease negotiations
- 3) Negotiations

Motion 13:

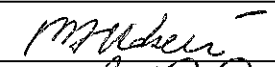

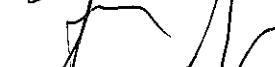
It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting come out of camera at 12:00 pm. Motion carried.

NEXT MEETING Monday, March 19, 2012 at 9:00 am

ADJOURNMENT

Motion 14:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting be adjourned at 12:00 pm. Motion carried.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2012.02.22	
Changes made by CAO	Feb 22, 2012	
Approved for website by CAO	Feb 22, 2012	
Sent to webmaster	Feb 22, 2012	