

TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
DRAFT MINUTES
July 19, 2010

The regular meeting of Council was held on Tuesday, July 19th, 2010 in Council Chambers at Town Hall. In attendance were Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Sherman Hudson, Holger Mueller-Sparenberg, Pat Power and Kathie Fearon. Also in attendance were CAO¹ Amery Boyer, Director of Finance Melony Robinson and Lynn Moar as recording secretary.

Annapolis Royal residents Corinne Frantel and Thorning Little were also in attendance.

CALL TO ORDER

Mayor Roberts called the meeting to order at 9:00 a.m. and thanked Deputy Mayor Doug Shaffner for having acted on his behalf during the Mayor's absence.

APPROVAL OF REGULAR COUNCIL MINUTES

June 22, 2010

Motion #1

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the minutes of the regular meeting of council held on June 22, 2010, be approved as amended. Motion carried.

ADDITIONS/DELETIONS TO AGENDA:

Under Business Arising from Minutes, add:

- (e) 46 Drury Lane

Under New Business add:

- (d) Waterfront Development
- (e) Thorning Little Signage

¹ Chief Administrative Officer

APPROVAL OF AGENDA

Motion #2

It was moved by Councillor Power, seconded by Councillor Hudson, that the agenda dated July 19, 2010 be approved as amended.

Motion carried

PRESENTATIONS

None

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
(a) Discussion re disposition of marketing funds	CAO Boyer reported that there is a meeting planned between various entities including the Destination South West Nova Scotia, the Board of Trade, Biosphere, County of Annapolis and Town of Annapolis personnel to discuss how to come up with a sustainable way of marketing the area. The meeting will be held the week of July 26 th , and the CAO will advise Council by email of the time and place. Councillor Mueller-Sparenberg noted his wish to be in attendance.	CAO	
{b} Basement renovations	Deputy Mayor Shaffner reported that the Chief of Police is hoping to have the renovations to the basement of Town Hall underway in September. He voiced his concern that there are no funds available for contingencies in the event of cost overrun.	Deputy Mayor Doug Shaffner	

{c} New Public Works Building	<p>Superintendent of Public Works, Kevin McLean provided Council with the quotes for a new Public Works building along with his recommendation to accept the quote from Eastern Canadian Structures Ltd., dated July 13, 2010 to provide a prefabricated metal building at a cost of \$98,200.00.</p> <p>Council was informed that the Building Committee is divided on this matter, and that it is now up to Council to determine how the project proceeds.</p> <p>Motion #3 It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Power that the quote from Eastern Canadian Structures Ltd. dated July 13, 2010 in the amount of \$98,200.00 be accepted and that Superintendent McLean be told to move forward with the ordering of the metal building and the preparation of the site. Motion carried.</p>	CAO	
{d} Strategic Plan Update	<p>CAO Boyer noted that all changes had been made to the strategic plan, but that she had encountered technical difficulties in printing the documents. She noted that copies would be put in all Council members' mailboxes for their review.</p>	CAO	

(e) 46 Drury Lane	<p>Mayor Roberts wished to discuss the confusion surrounding the demolition and re-building of a porch at 46 Drury Lane. After approval of the project was recommended by the Planning and Heritage Advisory Committee to Council, it was relayed to members of Council that the Building Inspector from ADPC² had verbally disallowed the project.</p> <p>CAO Boyer explained that the Building Inspector had been approached by phone and that no formal application had been submitted to ADPC. She noted that the problem has been resolved with an official application going to the ADPC. CAO Boyer also reassured Council that the hiring of a new Planning Officer should cut down on this type of confusion.</p>		
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NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	Water tests have been reviewed and are within the required parameters.	CAO	
(b) Website Advertising	<p>There was discussion regarding the recommendation by Committee of the Whole to charge businesses outside of the town limits the sum of \$100 to advertise on the Town website.</p> <p>After some discussion, it was decided that letters would be sent to current advertisers from outside of the town limits advising of the new policy, and that charges will begin in 2011. It was also mentioned that there would need to be some housekeeping regarding business listings that now appear on the website and which require changes.</p>	Administrative Assistant	

² Annapolis District Planning Commission

(c) Canadian Urban Forest Conference host proposal for 2012	After some discussion it was agreed that this proposal should be brought up to the marketing collaborative meeting being held next week by CAO Boyer.	CAO	
d) Waterfront Development	<p>CAO Boyer explained that the 300th Committee had applied for a \$500,000 Legacy Fund Grant on behalf of the Wharf Association, and that the application is short \$86,700 for the total project cost of \$1,000,000. CAO Boyer stated that the Wharf Association is working very hard on fund raising, but that they did not see how they could raise that much money. Without the wharf extension, she noted, it was unlikely the Wharf Association would be able to maintain the wharf, and the wharf would most likely have to be sold to private interests.</p> <p>Councillor Hudson voiced concerns on committing taxpayers' money to such a project.</p> <p>Councillor Power stated that a couple of years ago, a public meeting was held regarding the wharf extension project and that there was a great deal of support for it.</p> <p>Councillor Mueller-Sparenberg voiced his concerns about whether project's completion would add anything to the local economy. Mayor Roberts noted that he also was sceptical of the project being a boom to the local economy until he visited Annapolis, Maryland and saw the traffic in their harbour.</p> <p>Councillor Power noted that Southwest Nova Scotia is open for both provincial and federal funding since the discontinuation of the CAT Ferry and that this project could possibly take advantage of that.</p>		

	<p>Mayor Roberts suggested that Council make a commitment to provide the \$86,700 over a 2-year period, contingent on the rest of the funding being secured and understanding that the fundraising campaign will be continued by the Wharf Association and any funds raised will be applied to this project.</p> <p>After further discussion, the following motion was made:</p> <p>Motion #4 It was moved by Councillor Fearon, seconded by Councillor Power, that the Town of Annapolis Royal commit the sum of \$86,700 to the Wharf Expansion Project, contingent on the rest of the funding being secured and on the condition that any funds raised by the Wharf Association be applied against the committed amount. Funds will be released only after proper review by Council. Motion carried.</p>		
Signage – 200 St. George Street	<p>Mr. Thorning Little appeared regarding an application to the Planning and Heritage Advisory Committee to place new signage at 200 St. George Street, the old post office building. CAO Boyer reported that PHAC³ Chair Peter Davies had forwarded the application by email to members of the committee on July 16th for their consideration. After members of PHAC who were at Council noted their approval, the following motion was made:</p> <p>Motion #5 It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson to approved the signage for 200 St. George Street, subject to approval of the signage by ADPC⁴. Motion carried.</p>		

³ Planning and Heritage Advisory Committee

⁴ Annapolis District Planning Commission

RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Recommendations from Committee of the Whole	<i>Motion #6 It was moved by Deputy Mayor Shaffner, seconded by Councillor Power that the old computer back-up tapes be destroyed. Motion carried.</i>		
	<i>Motion #7 It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg that advertisements for businesses outside of the Annapolis Royal town limits be accepted for posting on the Town website at an annual fee of \$100.00. Motion carried.</i>		
	<i>Motion #8 It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that Council approve the advancement of \$500.00 to the Annapolis Digby Economic Development Agency from the marketing budget to support Investment Attraction Consulting Services once ADEDA has received the funding it has applied for from the Department of Foreign Affairs and International Trade and Nova Scotia Economic and Rural Development. Motion carried.</i>		
	<i>Motion #9 It was moved by Councillor Hudson, seconded by Councillor Fearon that the Town of Annapolis Royal Flag Policy be amended to include the flying of the following flags below the Canadian flag, annually on the following days: March 1st – St. David’s Day – The Flag of Wales March 17th – St. Patrick’s Day – The Flag of St. Patrick April 23rd – St. George’s Day – The Flag of St. George July 14th – Bastille Day – The Flag of France November 30th – St. Andrew’s Day – The Flag of St. Andrew Motion carried.</i>		

	<p><i>Motion #10</i> <i>It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner that a draft swimming pool lease be forwarded to the Friends of the Annapolis Pool Society for approval and signature. Motion carried.</i></p>		
2. Recommendations from PHAC	<p><i>Motion #11</i> <i>Moved by Councillor Power, seconded by Councillor Mueller-Sparenberg that the application by Mr. Grant Slinn to erect a garden shed on the property of 613 St. George Street be approved. Motion carried.</i></p> <p><i>Motion #12</i> <i>Moved by Deputy Mayor Shaffner seconded by Councillor Hudson, that a letter be written to the owners of the building bearing the Anna Gloria Sign (260-264 St. George Street) asking that the wording at the bottom of the sign be removed, but suggesting that the artwork may remain. Motion carried.</i></p> <p><i>Motion #13</i> <i>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that a proposed addition to the rear of the property at 23 St. James Street be approved. Motion carried.</i></p> <p><i>Motion #14</i> <i>Moved by Councillor Hudson, seconded by Councillor Fearon that a letter be written to Ms. C. Milligan thanking her for her concerns about the signage at the top of St. George Street and explaining that the matter has been considered and it has been found that the signs displayed there are necessary ones. It should also be mentioned that the “new” crosswalk signs are temporary and will be removed in due course. Motion carried.</i></p>	<p>CAO</p> <p>CAO</p>	

(3) Environment Committee	<p><i>Motion #15</i> <i>Moved by Councillor Fearon, seconded by Councillor Hudson, that the Town of Annapolis adopt the Reduction of Motor Vehicle Emissions Policy as provided by the Environment Committee.</i></p> <p>After discussion, it was decided that the proposed policy would be forwarded to all stakeholders, including the Police Department and Public Works Department for their input. This input is to be obtained prior to the next meeting of Council.</p> <p><i>Motion #16</i> <i>Moved by Councillor Fearon, seconded by Councillor Hudson that the proposed Reduction of Motor Vehicle Emissions Policy be tabled until the August 16th Regular Council Meeting and that the proposed policy be forwarded to stakeholders for comment prior to the next meeting of Council.</i></p> <p><i>It was recommended to Council by the Environment Committee that the organics bins at the Legion and on Champlain Drive be collected more frequently particularly during the summer.</i></p> <p>This recommendation came to Council following complaints to members of the Environment Committee regarding the large number of maggots at the organic bins during the summer season. After some discussion, it was decided that such complaints should be forwarded to the CAO for immediate action. Councillor Fearon asked if the CAO would have the Public Works Department monitor the organic bins and deal with the problem as it become apparent.</p> <p>The Mayor asked Ms. Frantel, who is a member of the Environment Committee to advise that Committee to forward such future complaints directly to the CAO.</p>	CAO	
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REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	There was no meeting of the Board of Police Commissioners in July. CAO Boyer asked that members of Council look at the strategic plan as it applies to the Police Commission and forward input prior to the August meeting.	Councillor Fearon & Deputy Mayor Shaffner	
(b) Mayor's Report	Deputy Mayor Shaffer reported that he had attended various functions on behalf of the Mayor, including a Mayors' and Wardens' Meeting in Bridgetown, the July 1 st Fireworks in Bridgetown, and the graduation ceremonies at Annapolis West Education Centre.	Mayor Roberts	
(c) ADEDA	There was no meeting of ADEDA this month.	Councillor Mueller-Sparenberg	
(d) ADPC	Council members reviewed the Building Permit Report, the Fire Inspection Report and the Project Status Report		
(d) King's Theatre	Councillor Fearon reported that new windows had been installed in the Theatre building. She also reported that preparations for the fundraising golf tournament are well underway and this endeavour should bring in revenue. Councillor Fearon noted that at the last Board meeting there was a discussion of programming and the lower levels of attendance at theatre events. She also noted that a discussion was held regarding the nominations for the next term of the Theatre Board.	Councillor Kathie Fearon	
(e) REMO	No meeting was held	Councillor Sherman Hudson and Mayor Roberts	

(f) Historic Gardens	Councillor Power reported that the Historic Gardens had received a new marketing grant from Tourism for \$5,500. As well, ScotiaBank did a fundraiser for the Gardens. Councillor Power reported that the Gardens had raised its admission price to \$7.75 per person plus HST as a direct result of the HST increase July 1st. The Wine and Roses event held on July 9th was very well received, with over 120 people in attendance.	Councillor Pat Power	
(h) Twinning Committee	The Mayor reported that there had been a change in the Council at Royan, France and he is unsure if the visit in October will proceed. He has sent an email to his contact there, but reported that that person is no longer on the Council and as yet he has had no reply.	Mayor Phil Roberts	
{i} Hanse Society	Deputy Mayor Shaffner reported that the July meeting was cancelled due to lack of a quorum	Deputy Mayor Doug Shaffner	
{j} Environment Committee	Minutes of the last meeting have been forwarded to Council.	Mayor Phil Roberts	
{k} Planning and Heritage Advisory Committee	Councillor Hudson reported that PHAC was holding a special meeting on the evening of July 20 th to discuss the provincial Heritage Property Act. He also noted that both he and the Chair, Peter Davies were hopeful that soon a Planner would be available to attend these meetings due to the nature of the discussions and recommendations being asked of the Committee.	Councillors Kathie Fearon and Sherman Hudson	

CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
1. Letter from NS Environment	It was reported that the Nova Scotia Environment had turned down a request for a reduction in the frequency of water sampling. Members of Council sought clarification around the meaning of the letter and the acronyms and abbreviations used.		
2. Letter from Canadian Union of Postal Workers	The Canadian Postal Workers Union had provided information and asked for the support of the Town in its bid to have changes made to the Canadian Postal Service Charter. After some discussion, it was decided that if the public requested that Council take a stance, it would consider it.		
3. Letter from Nova Scotia Community Services	For information. It was noted that the Annapolis Valley Housing Authority, the South Shore Housing Authority and the Tri-County Housing Authority will merge on December 1, 2010.		
4. Letter from Labour and Workforce Development	It was noted that amendments to the Nova Scotia Building Code Regulations will come into effect September 1, 2010.		
5. Municipal Auditor General Committee Report & Recommendations	For information only		
6. Ingeonuity Report to Stakeholders	CAO Boyer reported that this program is in a critical situation and will not survive without additional funding. She noted that the GIS system the town uses is old and cannot be serviced and that the only person who is capable of designing the next step has been graduated courtesy of this program. She noted that without this program, there would be no one who could fix the GIS system at a cost the participating municipal units could afford.		

7. Compliment Letter – Annapolis Royal Walking Festival	For information only		
8. Nova Scotia Utility Review Board	Amendments to Water Utility Accounting and Reporting Handbook for information		

OTHER BUSINESS - None

IN CAMERA

Motion #17

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the meeting move in camera to discuss personnel issues, pending litigation and the sale of town real estate.

Motion #18

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the meeting move out of camera.

Motion #19

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the Town proceed with the listing of four town-owned properties on the website.

NEXT MEETING

Monday, August 16th, 2010 at 9:00 am

ADJOURNMENT

Motion #20

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the meeting be adjourned.