

TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
MINUTES
June 18, 2012
9:00 a.m.

Present: Mayor Roberts, Deputy Mayor Mueller-Sparenberg, Councillors Shaffner, Fearon and Powers, CAO¹ St-Amour, DOF² Robinson, Administrative Assistant Monica Mills as recording secretary.

Regrets: Councillor Hudson

CALL TO ORDER: The meeting was called to order by Mayor Roberts at 9:01 am.

APPROVAL OF REGULAR COUNCIL MINUTES:

Motion 1:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the minutes dated May 22, 2012 be approved.

ADDITIONS/DELETIONS TO AGENDA:

1. Engineering costs: Business arising #4
2. Request for funding from Bandfest: New Business #6
3. Concerns from Tax-payers regarding the budget: Budget discussions.
4. Recommendation #1 from Committee of the Whole moved in camera

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Shaffner, seconded by Councillor Power that the agenda dated June 18, 2012 be approved. Motion carried.

PRESENTATIONS:

9:00 am Heather Frenette and Audrey Shields presentation regarding Community Dialogue on Gambling, Audrey Shields, a clinical therapist with AVH³ stated that they will be hosting an open-dialogue, June 19, 2012 at the Fire Hall. The intent of the dialogue is to shift the focus of gambling as an individual issue to a community issue. She stated that communities have by-laws to protect the community and they are encouraging communities to take more responsibility in what types of gambling products are made available within the

¹ Chief Administrative Officer

² Director of Finance

³ Annapolis Valley Health

community. Councillor Power commented that since gambling addiction is a major health issue perhaps the Federal government should be the ones who initiate the legislation regulating the gambling products. Audrey Shields replied that the Federal government has been approached but they indicated that they had to see interest on the municipal level. Deputy Mayor Mueller-Sparenberg stated that the issue of gambling addiction should be addressed at the individual level primarily. Audrey Shields stated that gambling addiction harms not just the individual but also the community and that is why communities are being encouraged to attend the open-dialogues. She encouraged all members of Council to attend the open-dialogue.

9:15 am Linda Moffat, Derek Hawkins and Anne Esslinger, Friends of the Library.

Ann Esslinger, the representative for the Town on the Valley Library Board presented her annual report. (Appendix A)

Linda Moffat and Derek Hawkins stated that due to the limited space of the current library, the Friends of the Library were requesting Council's permission to undertake a feasibility study of the expansion of the current location. Linda Moffet stated that the Friends of the Library were proposing expanding the library by extending the exterior wall, closest to Petite Parc, in order to create a meeting room. The meeting room would be used for courses and other programing. If the expansion was deemed feasible, the Friends of the Library would then begin a fundraising campaign to raise the funds for the project, as well as create an endowment to cover increased operating costs. Councillor Fearon asked if the group had discussed the matter with Parks Canada. Linda Moffett replied in the negative, adding that one of their members worked for Parks Canada and had suggested that Council be approached first. CAO St-Amour asked if the increased operating costs to the Town would be covered in the feasibility study. Linda Moffat replied in the affirmative. She added that the group was not requesting any funding from the Town, rather Council's permission to begin the feasibility study of an extension.

PUBLIC HEARING : None

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
1. Queen's Diamond Jubilee Medal	Mayor Roberts stated that he had received an invitation from FCM ⁴ stating that every municipality in Canada is permitted to nominate one person to receive a Queen's Diamond Jubilee medal. He asked if Council would like to nominate an individual. It was decided that the matter be tabled until July 4, 2012 Committee of the Whole meeting in order to provide Council with time to determine possible nominations.		

⁴ Federation of Canadian Municipalities

<p>2. Budget Discussions (Hand out)</p>	<p>Council discussed the budget. DOF Robinson explained that the changes that had been suggested by Council at the Committee of the Whole meeting on June 6, 2012 had been made to the budget. She added that she had been able to meet with Superintendent of Public Works Kevin Mclean and Chief of Police Burt McNeil to clarify figures in their respective budgets. Council reviewed the 2012-2013 budget suggestions. They agreed with the changes. The remaining \$2709.95 which would be allocated to General Miscellaneous Expenditure for unforeseen costs.</p> <p>Councillor Shaffner stated that many tax-payers had approached him, expressing concern over the fact that the Town will continue to have Natal Day fireworks, when Bridgetown had to cancel theirs. He added that these tax-payers did not see this as financially responsible. Mayor Roberts stated that Bridgetown had to make many cuts as their financial situation was worse than the Town's. Deputy Mayor Mueller-Sparenberg stated that Natal Day celebrations bring a lot of people into the Town. Council decided that they would fund the fireworks for Natal Day.</p> <p>Councillor Shaffner stated that many tax-payers had expressed disappointment in the Town's continual funding of ADEDA⁵ when the federal government has pulled its funding. Mayor Roberts stated that a future council may wish to re-evaluate the current agreement, as the Town has already given notice that it may withdraw March 31, 2013. Deputy Mayor Mueller-Sparenberg stated that it was the only local development agency. Councillor Shaffner asked for evidence of what the agency has done for the Town. Deputy Mayor Mueller-Sparenberg stated that it was a regional agency. He added that he would request a list of benefits at the next meeting. CAO St-Amour stated that if the Town withdrew from the agency potential partnerships with other towns might be affected. Councillor Shaffner stated that he would vote against the budget due to the fact that the Town continues to fund ADEDA.</p>	<p>DOF Robinson</p>	
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⁵ Annapolis Digby Economic Development Agency

	<p>Motion 3: It was moved by Councillor Fearon, seconded by Deputy Mayor Mueller-Sparenberg that \$60,000.00 be transferred from Capital Reserves to Town Operating for the principal portion of debt payment due 2012-2013. Motion carried.</p> <p>Motion 4: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that the 2012-2013 operating budget of \$1.6 million be passed with tax rates of \$1.70 for residential and \$3.15 commercial, as amended. Motion carried with one nay vote from Councillor Shaffner.</p>		
	<p>Council reviewed the capital budget in conjunction with New Business, Item #3. It was felt that staff research alternatives prior to making a decision. DOF Robinson explained that the new capital budget reflects the changes that Council had suggested at the June 6, 2012 Committee of the Whole meeting. DOF Robinson added that it had recently come to light that the current water project will cost approximately \$44,000.00 more than anticipated, due to the fact that an inspector had to be hired to monitor the project. The issue is that the tender documents did not indicate that an inspector would be required on-site. Councillor Shaffner stated that the Town's engineers should have foreseen this when they created the tender documents. Deputy Mayor Mueller-Sparenberg added that the error was on their part not the Town's. Council directed CAO St-Amour to contact the Municipal Advisors for direction.</p>	Town Crier, The Spectator CAO	June 20, 2012

	<p>Motion 5: It was moved by Councillor Power, seconded by Deputy Mayor Mueller-Sparenberg that the 2012-2013 capital budget of \$772,000.00 be approved, \$213,500.00 for general capital and \$558,500.00 for capital water. Motion carried.</p> <p>Councillor Shaffner stated that he was concerned about the lack of planning for the fire pond. The matter was left with staff to investigate.</p> <p>DOF Robinson stated that under the FRAM⁶, sect 3-16, if there is a surplus than the surplus must be transferred to an operating reserve account. Since the Town does not have an operating reserve account, she requested a motion to create such an account and to make the transfer beginning in 2011-2012 fiscal year.</p> <p>Motion 6: It was moved by Councillor Fearon, seconded by Deputy Mayor Mueller-Sparenberg that any operating fund surplus be transferred to an operating reserve account beginning in the fiscal year 2011-2012, as per FRAM sect 3-16. Motion carried.</p>		
3. Report on Animal Control Officer (Tab 2)	<p>Council reviewed the report. CAO St-Amour explained that the Town had been requested by the County to appoint Keith Boudreau as the new animal control officer due to the absence of the former County animal control officer. A motion is required from Council regarding the appointment of a new animal control officer:</p> <p>Motion 7: It was moved by Councillor Shaffner, seconded by Deputy Mayor Mueller-Sparenberg that as per the Contract Agreement for Animal Control Services between the County of Annapolis and the Town of Annapolis Royal, Council appoint Keith Boudreau as the Town of Annapolis Royal Animal Control Officer. Motion carried.</p>		

⁶ Financial Reporting Accounting Manual

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1.. Composter Rebate (Tab 3)	Mayor Roberts asked Council if they would like to publicize that the Town had traditionally reimbursed 50% of the cost of backyard composters. Council decided not to increase the budget line or publicize the practice. Motion 8: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Power that the Town continue to reimburse 50% of the cost of a backyard composter with a cap of \$50.00 per household every five years. Motion carried.		
2. Request from AVH ⁷ for funding (Tab 4)	Council reviewed the request for \$5000.00 in funding. Council decided that the Town could not afford the request but suggested that AVH be encouraged to approach local service groups for raising funds.	CAO	June 20, 2012
3. Quotation for back-up system (Tab 5)	Discussed under budget discussions. It was decided that staff would research alternatives and report back to Council.	CAO	July Council meeting
4. Discussions regarding August 4 th , 2012 Committee of the Whole meeting and August 16, 2012 Council meeting. (Tab 6)	Council reviewed the request. CAO St-Amour explained that this request is due to the fact that they will be short staffed for the month of August. She added that it is common practice for councils to take a break during the summer months. Council agreed, adding that a special Council meeting could be held if there was an emergency. Motion 9: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon, that Council not meet in the month of August, unless a special meeting is required. Motion carried.		

⁷ Annapolis Valley Health

5. Request for decision regarding mobile canteen (Tab 7)	Council reviewed the request. CAO St-Amour explained that there are two requests. One individual would like to set up for both Canada Day and Natal Day and the other would like to set up for only Natal Day. Council decided to permit the two street venders under the conditions that they abide by the terms of the Town's Vending By-law. CAO St-Amour will communicate Council's decision with the two applicants.	CAO	July 19 & 29 2012
6. BandFest	Council reviewed the request. Councillor Fearon declared a conflict of interest, as she is a member of the Community Band. Motion 10: It was moved by Councillor Power, seconded by Councillor Shaffner that the Town donate \$500 to BandFest. Motion carried.		
7. Feasibility Study for the Library	Motion 11: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that the Town approve the feasibility study by Friends of the Library with no financial commitment from the Town. Motion carried.		

RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Committee of the Whole	Moved in camera for discussion. See motion #17. Recommendation 1: That the sale of Parcel A, PID # _____ and Parcel B, PID # 052905928 at a cost of \$1.00 per square foot for Parcel A and a cost of \$0.50 per square foot for Parcel B with all costs associated with the sale of the two parcels to be covered by the purchaser be approved.		
	Motion 12: It was moved by Councillor Power, seconded by Deputy Mayor Mueller-Sparenberg that the annual amount for stand-by pay for the police department be set at \$10,000.00 and the process for paying out will be agreed upon by the Town and the officers that it affects. Motion carried.		

	<p>Motion 13: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that Council approve the extension of the Noise By-law on July 7 and July 15 from 11:00 pm to 12:00 am for events at the Hillsdale House Inn. Motion carried.</p>		
	<p>Motion 14: It was moved by Councillor Shaffner, seconded by Councillor Power that the recommendation from PHAC⁸ regarding the replacement of the cornice at the Fort Anne Café, subject to the completion of the Town's Contractor Policy be approved pending ratification by PHAC. Motion carried.</p>		
2. Planning and Heritage Advisory Committee	No meeting.		
3. Board of Police Commissioners	No recommendations		
4. Environment Committee	No recommendations.		

⁸ Planning and Heritage Advisory Committee

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	<p>It was suggested at the last Board of Police Commissioners meeting that the Chief's Report be included for the information of Council on a monthly basis. Councillor Power explained the details of the report to Council. She stated that the Chief of Police advised the Board that the new corporal had signed the letter of offer and will start July 2, 2012. He will start the PROS course at the end of June, if he receives his access code in time for training. Councillor Power added that the Fall Police Board Conference is coming up in Kentville in September; Chair Power and Chief McNeil will attend. The pay roll submissions were reviewed. Councillor Fearon asked if Chief McNeil altered the original amount of lieu time as per past discussions. Councillor Power stated that she did not have a current copy of his lieu time with her. DOF Robinson stated that there must be a recommendation from Council regarding the lieu time prior to the audit. Deputy Mayor Mueller-Sparenberg stated that there should be a meeting with him, Councillor Power, CAO St-Amour and Chief McNeil to resolve the matter of the Chief's lieu time. Councillor Fearon asked if the officers were required to sign waivers, as the officers are now working 9-hour shifts which means that they will always accrue overtime. DOF Robinson noted that the Police Department is under-scheduled in winter and over-scheduled in the summer time. Councillor Fearon stated that the matter should be discussed with the Municipal Advisor.</p> <p>Mayor Roberts added that the Human Resource Committee had suggested that there be a procedural change with the Police Department payroll. All payroll, overtime and lieu hour sheets for the department are to go to the CAO for her review prior to being submitted to DOF Robinson.</p>	Councillor Power & Deputy Mayor Mueller-Sparenberg	

(b) Mayor's Report	Mayor Roberts reported that the HR ⁹ committee meets every Tuesday morning with CAO St-Amour at 10:00 am. Mayor Roberts attended the following events: June 4 at the Historic Gardens to meet with the Annapolis Princesses June 14 Adventure Park attendance June 16 at the Academy for the annual inspection of the cadets.	Mayor Roberts	
(c) ADEDA ¹⁰	Deputy Mayor Mueller-Sparenberg stated that the AGM ¹¹ would be held on June 21, 2012. He added that all of the RDAs ¹² would be meeting in Windsor to discuss the future of RDAs without federal funding.	Deputy Mayor Mueller-Sparenberg	
(d) Planning Services	No reports.		
(d) King's Theatre	Councillor Fearon stated that the meeting was delayed until next week. She added that Greg Kerr had announced \$36,000.00 in funding towards the Fast Forward Fundraising project. This will cover the cost of the project. The new digital projector will be installed by the end of the summer.	Councillor Kathie Fearon	
(e) REMO ¹³	No meeting.	Councillor Sherman Hudson and Mayor Roberts	
(h) Twinning Committee	Mayor Roberts reported that the committee had received a letter from Royan, France indicating that they will be visiting at the end of October. The committee decided that it would be better if they visited at the beginning of October. Correspondence has been sent to Royan, France conveying this suggestion.	Mayor Phil Roberts	
{j} Environment Committee	No report.	Mayor Phil Roberts	

⁹ Human Resource

¹⁰ Annapolis Digby Economic Development Agency

¹¹ Annual General Meeting

¹² Regional Development Agencies

¹³ Regional Emergency Measures Office

{k} Planning and Heritage Advisory Committee	No meeting.	Councillors Kathie Fearon and Sherman Hudson	
{l} CAO's Report	Council reviewed the report. She noted that she had met with Kevin McLean and that she had suggested that she would formally include a report from Public Works.	CAO St-Amour	
{m} Water Reports	Water tests have been viewed and are within the required parameters.		

Councillor Fearon asked for an update on the Wharf Association. Councillor Power stated that she had been attending the meeting but that she hadn't been invited to anymore. Mayor Roberts stated that he would contact Adrian Nette for an update on the project.

CORRESPONDENCE.

Council reviewed the correspondence.

- Correspondence from Trans County Transportation Society (Tab 9)

OTHER BUSINESS

Motion 15:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the meeting move in camera at 11:15 am. Motion carried.

IN CAMERA

1. Recommendation # 1 from Committee of the Whole.
2. Leasing Agreement

Motion 16:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the meeting move out of camera at 11:42. Motion carried.

Motion 17:

It was moved by Councillor Fearon, seconded by Deputy Mayor Mueller-Sparenberg that the sale of Parcel A, PID # _____ and Parcel B, PID # _____

052905928 at a cost of \$1.00 per square foot for Parcel A and a cost of \$0.50 per square foot for Parcel B with all costs associated with the sale of the two parcels to be covered by the purchaser be approved. Motion carried.

NEXT MEETING: July 16, 2012

ADJOURNMENT

Motion 18:

It was moved by Councillor Fearon, seconded by Councillor Shaffner that the meeting be adjourned at 12:10 pm. Motion carried.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2012.06.29	P.D. Roberts
Changes made by CAO		
Approved for website by CAO	2012-07-05	Paul Shaffner
Sent to webmaster	2012-07-06	NLO