

TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
DRAFT MINUTES
June 20, 2011
9:00 a.m.

Present: Mayor Roberts, Deputy Mayor Power, Councillor Fearon, Councillor Hudson, Councillor Shaffner, Councillor Mueller-Sparenberg, DOF Robinson, Peter Davies, Keith Saunders from the ADPC, and Kevin McLean, Superintendent of Public Works.

Regrets: CAO¹ Boyer

CALL TO ORDER: Mayor Roberts called the meeting to order at 9:00 am.

APPROVAL OF REGULAR COUNCIL MINUTES May 16th

- page 11. Janet Slaunwhite should be Janice Slaunwhite

Motion 1:

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the minutes dated May 16, 2011 be approved with the above amendment. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

- deletion of LIU presentation by Keith Saunders. The presentation will be rescheduled.
- request from the Annapolis Royal Football Club Association for Port-a-Potty (New Business Item 12)
- outstanding taxes (New Business Item 13)
- 10:30 am Freedom of the Town, presentation by Peter Davies
- one in camera item (personnel matter)
- letter of appreciation (New Business Item 14)

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Shaffner, seconded by Deputy-Mayor Power that the agenda dated June 20, 2011 be approved with additions. Motion carried.

¹ Chief Administrative Officer

10:30am: Freedom of the Town, presentation by Peter Davies. Peter Davies presented the following request to Council:

Re-affirm the granting of the Freedom of the Town to the 84th Regiment of Foot, Royal Highland Emigrants in recognition of their attendance and encampment in Fort Anne over the Natal Day weekends since 1991, some twenty years of faithful contribution to the Town's festivities, and further, that the Freedom of the Town be granted to the Captain McPherson's Company, 4th Battalion, Royal Regiment of Artillery, for their conspicuous service to the Town in supporting the 84th Regiment of Foot, in all the Natal Days encampments in Fort Anne for the last 20 years. If granted, the appropriate ceremonies will take place on the morning of July 30th as part of this year's Natal Days activities. The ceremony will take place in front of Town Hall and require the presence of the Mayor or alternate. A suitable certificate will be developed for presentation to the commanding officer.

Motion 3:

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon that the Town reaffirm the granting of the Freedom of the Town to the 84th Regiment of Foot, Royal Highland Emigrants, and grant the Freedom of the Town to the Captain McPherson's Company, 4th Battalion, Royal Regiment of Artillery on the morning of July 30th, 2011. Motion carried.

10:45am: Presentation to Paul Rice for years of service. Mayor Roberts presented Paul Rice with a certificate commended him for his ten years of outstanding service.

PUBLIC HEARING :

9:00am Opportunity to be heard: 44 Prince Albert Road

Keith Saunders, ADPC, introduced Alan Melanson, owner of 44 Prince Albert Road, for his Opportunity to be Heard.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
1. Insurance for Skate Park.	Additional insurance has been obtained at a cost of \$336.00 annually.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
2. Light fixtures for Fortier Mills	For discussion and feedback. Council discussed the options for lighting at Fortier Mills. Council questioned if this type of lighting is in line with Provincial regulations. The topic will be tabled until more information from the developer is received.		

3. Response to insurance risk management report.	We have a quote from Fred Maxner to supply material and labour to brick over the fresh air vents on the south side of Town Hall. Two options have been presented for a decision. Council discussed the recommendation from the insurance company's risk management report. Council requested further information prior to making a decision. Clarification from the insurance company and Fred Maxner is required prior to making a decision.		
4. Photocopier charges and options.	For decision. Council discussed the options. Staff recommended proposal B. Motion 4: It was moved by Councillor Fearon, seconded by Councillor Hudson that the Town select proposal B from Valley Stationers . Motion carried.		
5. Expenses for Town Crier's escort.	DOF explained that the Policy on Expense outlines the limits to the claim. Council discussed the expense claim. Motion 5: It was moved by Deputy Mayor Power, seconded by Councillor Fearon that the expense claim for Town Crier's escort be approved. Motion carried.		
6. Complaint from antique car owner.	Council discussed the complaint. Mayor Roberts stated that the car was illegally parked on the sidewalk. He added that in discussions with the Market Coordinator last year that there would be no parking on the sidewalk. Council discussed options for parking for future antique car visits.		
7. Development Officer for Annapolis Royal	Ratification of telephone poll: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the motion to approve Chris Millier be appointed as a development officer effective June 7, 2011 be ratified. Motion ratified.		
8. CARP ¹ site plan	Site plan has been requested from CARP.		
9. Visitor Information Kiosk in Petite Parc.	Council discussed the relocation of the visitor information kiosk. Initially, Town Council had agreed to make a donation of \$1500.00 towards this project. The Town has since, spent an additional \$1290.00 The Town's Public Works Superintendant stated that the estimated cost of moving the kiosk would be \$3200.00. This project was a joint project between the ADBOT and ADEDA, therefore the responsibility of relocation will be theirs. Council requested to be informed on their plan of action.		

¹ Clean Annapolis River Project

10. Heritage Society	The property is actually zoned institutional as per ADPC ² . Staff recommends that the Town continues to mow the property until further discussion.		
11. Request from recreational field hockey	Council discussed the request that the Town become an associate member of the Field Hockey Nova Scotia. If the Town were to become a member it would alleviate some of the cost of the program. Motion 6: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the Town become an associate member of Field Hockey Nova Scotia. Councillor Fearon declared a conflict of interest. Motion carried.		
12. Port-o potty request by the Soccer association	Mayor Roberts indicated that there have also been requests for a port-o potty at the skate park as well. The Town in the past has supplied one to the soccer field. Council agreed that it would be beneficial to have port-a-potties in both locations. DOF Robinson will research the cost of the port-a- potty and email the Council the financial figures.		
13. Outstanding taxes	DOF Robinson explained that outstanding taxes to date are approximately \$130, 000. She added that letters have gone out. Mayor Roberts stated that ultimately these outstanding taxes will be gathered when the houses are sold.		
14. Letter of Appreciation	Motion 7: It was moved by Councillor Shaffner, seconded by Councillor Fearon that a letter of appreciation be sent to Blaine and Heidi Schumacher for their efforts in attracting the Snappers Brass and Gas Lighthouse Trails tour to Annapolis Royal. Motion carried.		
15. Placement of the Lions Club Canteen Bus	Kevin McLean stated that there appears to be an issue with Council's suggestion for location of the Lion's Club canteen bus. Council discussed possible solutions. The view was expressed that the best to locate the canteen bus where it has originally been for the last fifty-one years. Mayor Roberts stated that he would communicate with Reg Ritchie to discuss the matter further.		

² Annapolis District Planning Commission

RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Recommendations from Committee of the Whole	Motion 1: It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that the Strategic Plan for 2011-2012 be approved. Motion carried		
	Motion 2: It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that Budget Version 6a be approved with a tax rate of \$1.70 residential and \$3.15 commercial at a total operating budget of \$1.7 million for the fiscal year of 2011-2012. Motion carried.		
	Motion 3: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the General Capital and Water Capital budget combined for a total of \$339,000.00 for the fiscal year 2011-2012 be approved. Motion carried.		
	Motion 4: It was moved by Councillor Hudson, seconded by Councillor Fearon that the water utility budget 2011-2012 be approved. Motion carried.		
	Motion 5: It was moved by Councillor Fearon, seconded by Deputy Mayor Power that the amended Policy on Procurement be approved. Motion carried.		
	Motion 6: It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that the MPS policy be approved. Motion carried.		

	<p>Motion 7:</p> <p>It was moved by Councillor Shaffner, seconded by Councillor Hudson that the proposed skate park signage with the addition the wording "use at your own risk" be approved. Motion carried</p>		
	<p>Motion 8:</p> <p>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that:</p> <p>In accordance with Subsection 32 (1) of the Municipal Services Agreement – FUNDYweb Broadband Board, that approval be given to divest the assets of FUNDYweb Broadband subject to appropriate arrangements being put in place to protect current system users and legal assurance that there are no re-payment encumbrances (other than vesting of assets and liabilities to the partners in proportion to ownership interests at the time of dissolution). Motion carried.</p>		
	<p>Motion 9:</p> <p>It was moved by Councillor Hudson, seconded by Councillor Fearon that the purchase of a new desk at a cost of \$2000.00 for the DOF office from Valley Stationers be approved. Motion carried with one negative votes from Deputy Mayor Power.</p>		

	<p>Motion 10:</p> <p>It was moved by Councillor Fearon, seconded by Councillor Power that:</p> <ol style="list-style-type: none"> 1. The Town exchange a portion of land owned by the Town at Prince Albert Road, Annapolis Royal currently having PID 05002217 for a portion of land owned by Kaulbach Family Funeral Home Incorporated at 190 St. Anthony Street, Annapolis Royal currently having PID 05002654 in accordance with subsection 50(5) of the Municipal Government Act and on the terms of an Agreement of Purchase and Sale presented to the Town by the Kaulbach Family Funeral Home Incorporated on May 18, 2011. 2. The execution of the Agreement of Purchase and Sale by the Mayor and the CAO on May 18, 2011 be ratified and approved. 3. The Town perform all actions and deliver such agreements, conveyances and other assurances to Kaulbach Family Funeral Home Incorporated as may be required pursuant to the Agreement of Purchase and Sale. 4. The Mayor and the CAO execute the agreements, conveyances and other assurances required pursuant to the Agreement of Purchase and Sale with authority to affix the Town's seal as may be necessary be approved. Motion carried. 		
	<p>Motion 11:</p> <p>It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that the CAO make application with the Province of Nova Scotia to withdraw from the Annapolis District Planning Commission. Motion carried.</p>		
2. Recommendations from PHAC ³	<p>Review of amendments to Fortier Mills development agreement. This item has been withdrawn as PHAC had not made a recommendation to Council regarding this item.</p>		

³ Planning & Heritage Advisory Committee

	<p>Motion 12: It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that Council approve the application for alterations to a heritage property located at 253 St. George Street as presented. Motion carried.</p>		
	<p>Motion 13: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that Council approve the application for changes to 304 St. George Street, to install an interior window sign. Motion carried.</p>		
3. Board of Police Commissioners	<p>Motion 14: It was moved by Councillor Hudson, seconded by Councillor Fearon that the new police corporal be offered a salary of \$45,000.00 per year. Motion carried.</p>		
	<p>Motion 15: It was moved by Councillor Fearon, seconded by Councillor Hudson that Council table the motion to approve the purchase of two moveable speed bumps until Police Chief McNeil is available for discussions.</p>		
	<p>Motion 16: It was moved by Councillor Fearon, seconded by Deputy Mayor Power that the surveillance recordings be kept for three months. Motion carried.</p>		
	<p>Motion 17: It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that the new police corporal start August 1, 2011. Motion carried</p>		
	<p>Motion 18: It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that in return for \$1000.00 in relocation reimbursement (subject to receipts), there will be a return service commitment for five years from the new police corporal. Motion carried.</p>		

	<p>Motion 19: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the new police corporal reside no more than 15km from the traffic lights located on the corner of Prince Albert and St. George Streets. Motion carried</p>		
4. Environment Committee	<p>The Committee recommends to Council that the Town investigate means of controlling its increasing grey squirrel population. Council discussed the recommendation Motion 20: It was moved by Councillor Hudson, seconded by Councillor Fearon that the Environment Committee investigate means of controlling the grey squirrel population. Motion carried.</p> <p>Council discussed the issue of Public Works disposing of brush by burying it. Superintendant Kevin McLean explained that a wood chipper costs \$1400.00 to rent and it would take four men to operate it. He added that he would look into alternate means of disposing of the brush.</p> <p>The Environment Committee will not be meeting until September.</p>		

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	<p>Pat Power stated that the commission went over the draft offer of employment to the new corporal, Nathan Kardish. There was a presentation by David Walker president of the NS Association of Board of Police Commissioners. There will be a conference in September which Councillor Mueller-Sparenberg will attend. The DOJ audit will take place in late June. It was requested buy the commission. She stated that the commission discussed the possibility of a one-way street on St. James' Street, and that it was agreed that no change to the street take place. Due to the Chief's absence, Constable Nicole Campbell attended the meeting. The surveillance cameras are now all working.</p> <p>Cst.. Campbell stated that bike patrols will commence in July. There will be approximately 4 cadets to assist the police department in July. The Chief's overtime from March to May was approved. There was some interest by two citizens to become members of the Board of Police Commissioners.</p>	Deputy Mayor. Power & Councillor Mueller-Sparenberg	
(b) Mayor's Report	<p>Mayor Roberts attended the following events: Mayors and Wardens meeting on the 18th of May 25 May meeting of Friends of ARRA 25 May Apple Blossom Festival opening at the Legion 2 June FACHC meeting with Karen Smith</p>	Mayor Roberts	
(c) ADEDA ⁴	<p>Councillor Mueller-Sparenberg stated that there will be the AGM on Thursday and that Deputy Mayor Power will also attend. He added that there is a possibility that the budget will be passed. There is an increase in cost as cost-sharing is based on a town's uniformed assessment value.</p>	Councillor Mueller-Sparenberg	
(d) ADPC ⁵	<p>Council reviewed the following reports: 1. Fire-inspection Report 2. Development / Building Report</p>		

⁴ Annapolis Digby Economic Development Agency

⁵ Annapolis District Planning Commission

(e) King's Theatre	Councillor Fearon stated that there was a meeting last week. She stated that shows on June 11 and 12 were well attended. She stated that the Theatre is planning a series of Newfoundland music shows in July. There was also mention of workshops and other shows. She reported that handrails have been manufactured for the front of the stage. They are very sturdy and are moveable. The treasure sale went well. She stated that there will be no more meetings until September.	Councillor Kathie Fearon	
(f) REMO ⁶	No report.	Councillor Sherman Hudson and Mayor Roberts	
(g) Historic Gardens	There are two new board members, Bill Bent and John Millden. They were happy to have the Town's snowshoes last winter. They are looking at hiring a book keeper jointly with the Historic Association. There will be a presentation at the meeting next week with a professional fundraiser. The dinner and auction went well. There will be a change in the hours of operation potentially closing at 5:00pm., June July August 9-8pm.	Deputy Mayor Pat Power	
(h) Twinning Committee	No report.	Mayor Phil Roberts	

⁶ Regional Emergency Measures Office

{i} Hanse Society	<p>Councillor Shaffner reported that there was a board meeting Thursday, June 9, 2011. He stated that the society had received a grant of \$14500 from economic development. He added that they have yet to receive funds from tourism or ACOA. The Adventure Park planning is continuing. They hope to have the adventure park open by late fall. When they incorporate the existing picnic park there may be problems with access to the shoreline for the clam diggers. It may be necessary to build another road to the shore. There is some opposition from the first nations as they feel that the Adventure Park may infringe on native hunting rights. Negotiations are under way with Destination Nova Scotia to establish an information kiosk. A Ferris wheel has been purchased from Saint John and is now running. July 25, 2011 there will be a staff appreciation day at Upper Clement's Park. July 2, 2011. There will be an appreciation day for Lottie Trimper who will be retiring from the Park. He added that the park is looking good.</p>	Councillor Doug Shaffner	
{j} Environment Committee	<p>Mayor Roberts reported that the Committee had recommended that a neighbourhood compost collection site be located on the French Basin trail. Superintendent Kevin McLean will address this item. Mayor Roberts stated that a four-stream waste receptacle will be located in the parking lot of the trail.</p> <p>Mayor Roberts stated that the official opening of the skate park will be Saturday at 11:00am which will coincide with the International Gathering of the Clans.</p> <p>He stated that David Walton has been working on a new waste management circular. They would like it printed in colour. The committee also recommended a car-less day that could coincide with the great Incredible Picnic; however, there may not be an incredible picnic this year.</p>	Mayor Phil Roberts	

{k} Planning and Heritage Advisory Committee	Mayor Roberts stated that the conference that Councillor Hudson attended in Truro was very informative. Councillor Fearon reported on the meeting on June 6, 2011. The Harris House owners wanted permission to put up signs, she added that they have been putting up signs in various unapproved locations. There have been complaints about the inflatable air dancer at Loose Ends; building inspector Hank Sawchuk will investigate this issue. She reported that there has only been one application for the heritage award and the deadline is in the middle of July. Alternatives for the kiosk location were discussed.	Councillors Kathie Fearon and Sherman Hudson	
{l} CAO's Report (Tab 17)	Council reviewed the CAO report.	CAO Boyer	

CORRESPONDENCE.

Council reviewed the correspondence. Mayor Roberts was concerned that the fire department had removed the berm but had not constructed the trail at the end of their parking lot. He added that he would discuss this with the Chief of the Fire Department.

1. Letter from Annapolis Royal Volunteer Fire Department
2. Letter from Jane DeWolfe

GENERAL DISCUSSION:

For information: The Town had two visitors from the recent FCM conference in Truro. Zyg Janecki, Councillor from Kitchener, Ontario, and James Atebe, Mayor of Mission, British Columbia.

OTHER BUSINESS

Calendar: CARP AGM tomorrow night
July 2nd House and Garden tour
PHAC: July 4, 2011
Committee of the Whole: July 6, 2011
Board of Police Commissioners': July 13, 2011
Council Meeting: July 18, 2011
Special COW for Keith Saunders to present LIU: July 8th at 9:00am,

IN CAMERA:


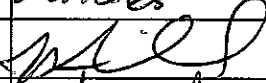

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting move in camera at 10:15am. Motion carried.

1. Personnel Matter
2. Personnel Matter

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting move out of camera at 10:30am. Motion carried.

NEXT MEETING Monday, July 18, 2011 at 9:00 am

ADJOURNMENT: It was moved by Copuncillor Fearon, seconded by Councillor Mueller-Sparenberg that the meeting be adjourned at 11:20am.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2011.08.03	
Changes made by CAO	Aug 3, 2011	
Approved for website by CAO	Aug 3, 2011	
Sent to webmaster	Aug 3, 2011	