

DRAFT MINUTES
TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
March 15, 2010
9:00 a.m.

The regular meeting of Council was held on Monday, March 15, 2010 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Sherman Hudson, Pat Power and Kathie Fearon, CAO Amery Boyer and Jackie Longmire as recording secretary. Kent and Michael Thompson and Corinne Frantel were also in attendance.

Regrets: Councillor Holger Mueller-Sparenberg and Director of Finance Melony Robinson

APPROVAL OF REGULAR COUNCIL MINUTES

February 15, 2010

Motion # 1

It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner, that the regular Council minutes dated February 15, 2010 be approved. Motion carried.

ADDITIONS/DELETIONS TO THE AGENDA

Under Budget add:

4. Public Works building

Under Business Arising add:

- {f} DED testing – motion required for write-off of charges

APPROVAL OF AGENDA

March 15, 2010

Motion # 2

It was moved by Councillor Power, seconded by Councillor Hudson, that the agenda dated March 15, 2010 be approved as amended. Motion carried.

PRESENTATIONS - The following presentations were given as part of the continuing budget discussions:

1. Liz Morine – Destination South West Nova and the 300th anniversary of the naming of Annapolis Royal – Liz Morine, Director of Marketing, described the role of Destination South West Nova and how it promotes events and locations. The Association works with the Province of Nova Scotia and follows up on the provincial marketing campaign with more detailed information. If an application for funding is submitted to the Province of Nova Scotia, a letter of support from DSWNA is expected. She described the publications and website of DSWNA and said that highlighted businesses are reporting an increase in sales and visitors.

Ms. Morine thanked Linda Brown and the 300th Committee for such an active interest in marketing the Town. She said that most of the events planned will become annuals events. DSWNA is using the events in campaigns throughout the Province and will promote the events to ensure that they get more exposure. Ms. Morine is also working with the 300th Committee on other opportunities to highlight events. A packaging workshop was held in February through the 300th Committee, with great success. Another workshop is being planned for April. The packages designed through the workshops will be posted on the DSWNA website. Ms. Morine estimated that the value of the marketing and advertising contribution from DSWNA to the 300th Committee is approximately \$10,000.00. The contribution includes on line advertising, promotion at upcoming trade shows, promotion to the Moncton market and print-outs.

The next DSWNA meeting is scheduled to take place in Annapolis Royal.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Budget Discussions	<p>The budget was reviewed with several proposed tax rates. All members of Council agreed that the proposed \$3.40 commercial rate may be too high and it may be necessary to cut further in order to have a balanced budget without increasing the commercial rate to \$3.40. It was requested that a budget be prepared with a commercial rate of \$3.30 and \$3.20 and a residential rate of \$1.70.</p>	Director of Finance	
	<p>The Annapolis Royal budget had been compared to the Bridgetown budget and comments were made about the high engineering and legal expenses in the Annapolis Royal budget. CAO Boyer said that the Town is preparing to sell every possible piece of Town-owned land and legal expenses are a part of that process. CAO Boyer said that engineering expenses can be reviewed but there are expenses associated with ongoing projects. It was noted that the majority of engineering costs in the Bridgetown budget are included in the contract costs.</p>		
	<p>1. Webmaster fees – The current expense for webmaster fees is \$1,760.00 which includes e-mail and tech support. CAO Boyer said that 18 other municipal units are part of a co-op that share webmaster services for a fee of \$1,000.00. CAO Boyer will provide more details on the co-op.</p>	CAO Boyer	
	<p>2. Kubota for Public Works – CAO Boyer will clarify all of the details with the Superintendent of Public Works.</p> <p>3. Property Valuation Services – The invoice for the quarterly contribution was received; the total required contribution appears to have gone down by approximately \$1,000.00. The new figure will be inserted into the budget.</p>	<p>CAO Boyer</p> <p>Director of Finance</p>	

	<p>4. The Superintendent of Public Works has said that it is not necessary to spend \$5,000.00 to secure the existing Public Works building if a new building is being constructed. The cost of the building is estimated at \$194,000.00 without heating or water. It is possible that the building could be completed over 2 fiscal years. The Building Committee has been considering all options and agrees that the most cost effective building must be considered.</p> <p><i>Motion #3</i> <i>It was moved by Councillor Power, seconded by Deputy Mayor Shaffner, that the Public Works building project go to the tender process with no commitment to build. Motion carried.</i></p>		
{b} Cycling Project	<p>The project has been discussed and reviewed by Council. It was agreed that two possible benefits of the project may be a safe route for bike travel across the causeway and improvements to the rail trail within the Town.</p> <p><i>Motion #4</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, that the Annapolis Royal Cycling Project be approved. Motion carried.</i></p>		
{c} Non-Profit Organization Property Tax Reduction By-law	<p>Second and final reading complete. A letter will be sent to all organizations that qualify for the reduction.</p> <p><i>Motion #5</i> <i>It was moved by Councillor Fearon, seconded by Councillor Power, that the Non-Profit Organization Property Tax Reduction By-law be approved. Motion carried.</i></p>		

{d} Meeting minutes	The Environment Committee has agreed to take its own minutes and forward recommendations to Council. The Business Liaison Committee has requested that a staff member continue to transcribe its minutes. It was noted that there is no need for detailed minutes from either Committee. The BLC will be asked to maintain records and forward recommendations to Council.		
{e} CMHC ¹ Borrowing Resolution	<p>This borrowing resolution will replace the two through the Municipal Finance Corporation. CMHC is offering a better rate and longer term. Ministerial approval is required.</p> <p><i>Motion # 6</i> <i>It was moved by Councillor Fearon, seconded by Councillor Power, that the CMHC borrowing resolution be approved, subject to legal review. Motion carried.</i></p>		
{f} Dutch Elm Disease Testing	<p>This item was discussed at a previous meeting of Council and a motion is required to write off two invoices for testing of trees on two properties.</p> <p><i>Motion #7</i> <i>It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner, that two invoices in the amount of \$62.70 each for Dutch Elm Disease testing be written off. Motion carried.</i></p>		

¹ CMHC – Canada Mortgage and Housing Corporation

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	The tests continue to show limits within the required parameters.	CAO Boyer	

{b} Employee Assistance Program	It was agreed that a fee-for-service contact for the Employee Assistance Program would be signed for one year. A contingency of \$2,500.00 would be added to the budget to replace the current expense of \$5,000.00.		
{c} Development/Building Permit Report and Fire Inspection Report	For information only.		
{d} Lower St. George Street Phase II	A time line was provided for the completion of sidewalks, storm drain and repaving on Lower St. George Street. The work is expected to begin on April 1 and be complete by May 8. It was noted that the Drury Lane sidewalks should also be completed before the Famers' Market season begins on May 22.		
{e} Public Hearing Notice – Municipality of the County of Annapolis	For information only.		

RECOMMENDATIONS FROM COMMITTEES, BOARDS, COMMISSIONS

Item	Decision / Action	Responsibility	Target Date
{a} Recommendations from Committee of the Whole	<p>8. It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the ADEDA funding request of \$9,092.00 be approved for the 2010-2011 budget. Motion carried.</p> <p>9. It was moved by Councillor Power, seconded by Councillor Hudson, that the Flag Flying Policy be approved as presented. Motion carried.</p> <p>10. It was moved by Councillor Mueller-Sparenberg, seconded by</p>		

	<p><i>Councillor Hudson, that eligible staff receive a salary increase of 1.3% as per the Human Resources Policy. Motion carried.</i></p> <p><i>11. It was moved by Councillor Fearon, seconded by Councillor Shaffner, that the position paper on the Annapolis Community Health Centre be approved and forwarded to the Minister of Health and the President and CEO of the Annapolis Valley Health Board. Motion carried.</i></p>		
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BOARDS, COMMITTEES and COMMISSIONS

{b} Board of Police Commissioners	<p>Council accepted two recommendations from the Board of Police Commissioners with the following motions:</p> <p><i>Motion #12</i> <i>It was moved by Councillor Power, seconded by Deputy Mayor Shaffner, that the Annapolis Royal Board of Police Commissioners expand from 5 to 7 members. Motion carried with one nay vote recorded.</i></p> <p>The Commission will be asked if it wishes to define criteria for members.</p> <p><i>Motion #13</i> <i>It was moved by Councillor Hudson, seconded by Councillor Fearon, that Chief McNeil receive compensation of 1.5 hours of lieu time for every hour of shift covered for another officer, while on a regular scheduled day off and 1 hour of lieu time for every four hours of on-call time covered for another officer, all hours will be banked to be used as time off. Motion carried.</i></p> <p>It was noted that it may be possible for the schedule to be arranged so that there is no overtime accumulated during training or vacation.</p>	Deputy Mayor Shaffner and Councillor Fearon	
{c} Mayor's Report	<p>Mayor Roberts attended 4 meetings in February with the Annapolis Community Health Centre group and a presentation with Friends of the Valley Heath Executives in March. A wrap up meeting is scheduled for this afternoon. Mayor Roberts said the meetings were productive. It was stated at the last meeting that no changes or restructuring of the Health Centre can take place until next year. A public meeting will be scheduled to replace the one that had been cancelled earlier; the format for the meeting will be changed.</p>	Mayor Phil Roberts	
{d} ADEDA	<p>Councillor Mueller-Sparenberg was not in attendance; no report was available.</p>	Councillor Mueller-Sparenberg	

{d} King's Theatre	Councillor Fearon attended a meeting last week; the following items were discussed: new vertical projecting signage, window quotes and a safety harness. The Annual General meeting is scheduled for April 7, 2010.	Councillor Fearon	
{e} REMO	Councillor Hudson and Mayor Roberts participated in a conference call meeting. All elected officials are required to attend emergency training. All expenses for training and meetings can be claimed through REMO. The H1N1 virus seems to have left the area. The flu shot and the H1N1 shot will be combined for the next flu season. The next meeting is scheduled for May 6 at the Annapolis County office building.	Councillor Hudson and Mayor Roberts	
{g} Historic Gardens	Councillor Power attended a meeting on March 9; the 2010-2011 budget was presented and is almost balanced. There are facilities projects that are on-going. A staffing ad has been placed for a clerk in the gift shop. The Annual General meeting is scheduled for March 31.	Councillor Power	
{h} Twinning Committee	Mayor Roberts sent an invitation to the Annapolis, Maryland Mayor and others to visit Annapolis Royal. A group from Royan, France will be visiting in October; the 300 th Committee will organize an event around the visit.	Mayor Roberts	
{k} Hanse Society	Councillor Shaffner said that the installation of 2 zip lines across the lake at Upper Clements Park will begin in April. Mayor Roberts said he is willing to be the first to try out the new zip lines. The redevelopment of the wildlife park is expected to begin in 2011. A new interactive game has been rented for a trial period in the upcoming season. Mayor Roberts will meet with Greg Gaul to talk about marketing in general.	Deputy Mayor Doug Shaffner	
{l} Environment Committee	The minutes were provided to all members of Council for review.		
{m} Planning and Heritage Advisory Committee	A special meeting was held with Town Planner Chris Millier to discuss roles and responsibilities. The Committee will review relevant sections of the Municipal Planning Strategy and the Municipal Government Act at its next meeting to define roles and responsibilities.	Councillors Fearon and Hudson	

CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} None			

GENERAL DISCUSSION

Winter Market – There were 139 visitors to the Market last Saturday making it the best one of the season since Christmas. Mayor Roberts feels that the Historic Gardens may take over the Winter Market and staff it with volunteers. All members of Council thanked Mayor Roberts for taking on the project and making it a success. There is a \$500.00 grant available through Select Nova Scotia and whoever operates the winter market next year will apply for the funding. The Farmers' Market Association Annual General meeting is scheduled for tonight; a decision will be made on the opening date of the regular market.

IN CAMERA

It was moved by Deputy Mayor Shaffner, seconded by Councillor Fearon that the meeting move in camera to discuss negotiations and personnel matters.

It was moved by Councillor Fearon, seconded by Deputy Mayor Schaffner that the meeting move out of camera.

NEXT MEETING April 19, 2010 at 9:00 am

ADJOURNMENT

It was moved by Councillor Fearon to adjourn the meeting.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Phil Roberts		
Changes made by Administrative Assistant, Jackie Longmire		
Approved for website by Mayor or CAO		
Forwarded to the Website		