

TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
MINUTES
March 19, 2012
9:00 a.m.

Present: Mayor Roberts, Deputy Mayor Mueller-Sparenberg, Councillors Hudson, Shaffner, Fearon, Power, CAO¹ Boyer, DOF² Robinson, Administrative Assistant Monica Mills as recording secretary, Dave McCoubrey, REMO Annapolis, Carolyn Young, Alternate REMO, Andrew Mitton, EMO NS, Monik Richard and Jackie Maxwell from CARP³ and Paul Paquette, member of the public.

Regrets:

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

APPROVAL OF REGULAR COUNCIL MINUTES:

Motion 1:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the minutes dated February 20, 2012 be approved. Motion carried.

ADDITIONS/DELETIONS TO AGENDA:

- Draft UNSM resolution: New Business #7
- Christmas Decorations: Business Arising #6
- Information regarding ADEDA salaries and organizational chart: Business Arising #7

APPROVAL OF AGENDA:

Motion 2:

It was moved by Councillor Hudson, seconded by Councillor Power that the agenda dated March 20, 2012 be approved as amended. Motion carried.

PRESENTATIONS

9:04 am Dave McCoubrey presentation: EMO⁴ Dave McCoubrey stated that there was training available online for Council, the CAO and staff

¹ Chief Administrative Officer

² Director of Finance

³ Clean Annapolis River Project

⁴ Emergency Measures Organization

regarding emergency measures. He stated that the training was free and he recommended it, especially for the individual that would be the first responder during an emergency. The training courses are available online at www.emo.gov.ns.ca. He stated that all councillors should have ICS⁵ 100 and those who served on the advisory board should also have ICS 400. He added that the County's EMO office has a training budget, which the Town could access.

9:20 am Presentation of draft report on Milestone 5, FCM⁶'s Partners for Climate Protection, Jackie Maxwell of CARP⁷. (See Appendix A)
Jackie Maxwell presented her preliminary report for Milestone 5.

PUBLIC HEARING : none

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
1. Report on Planning Services (Tab 1)	CAO Boyer reported that a new option has come to light, which would involve withdrawing from the Town's planning service contract, eliminating planning for three years. A similar situation occurred in Victoria, Prince Edward Island with little repercussion. She added that another option was relocating the GIS technician to ADEDA or NSCC. CAO Boyer added that she would be meeting with Bridgetown and Middleton's CAOs to discuss options and would report back to Council.	CAO Boyer	
2. Budget Discussions	Council reviewed the following request: Request from TCTS for \$500.00 (tabled from CoW) It was decided that the Town would decline funding TCTS.		
3. Rental of Market Square (Tab 2)	Mayor Roberts explained that this item was regarding a private individual's request to rent market square. Council moved this item in camera for further discussion.		

⁵ Incident Command System

⁶ Federation of Canadian Municipalities

⁷ Clean Annapolis River Project

4. Feedback on Leash-free dog times (Tab 3)	Council reviewed the feedback. Councillor Power stated that she had met with the County resident who initiated the issue and would request that she make a presentation. CAO Boyer stated that she was still waiting for a response from Ducks Unlimited as they lease the marsh. Council agreed that the French Basin Trail was not the ideal location for leash-free dog walking.	Pat Power to request presentation from the organizer.	
5. Motion required to appoint DRO ⁸ for upcoming elections	DOF Robinson stated that she is the DRO and a new Assistant Returning Officer would be required. Mayor Roberts stated that Council had met with Municipal Relations to discuss the resignation of CAO Boyer. He added that they would assist with the transition. Motion 3: It was moved by Councillor Fearon, seconded by Councillor Hudson that Council appoint the CAO of the Town of Annapolis Royal as Assistant Returning Officer in the October 2012 election. Motion carried.		
6. Christmas decorations	CAO Boyer stated that she was approached by Kathy Emin, Gail Robertson and Gary Freeman regarding Christmas decoration, in response to the Town's ad in the Town Crier.		
7. ADEDA ⁹ Organizational Chart and Salaries	Councillor Shaffner stated that he and Councillor Fearon had requested this information in February. CAO Boyer stated that the managing director of ADEDA had been away. She added that she would contact the managing director and report back to Council.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
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⁸ Deputy Returning Officer

⁹ Annapolis Digby Economic Development Agency

1. Draft Milestone 4 Report, Partners for Climate Protection, Federation of Canadian Municipalities (FCM) (Tab 4)	Council reviewed the Milestone 4 report. CAO Boyer explained that this was a companion piece to the material presented by Jackie Maxwell. She added that this information would complete the municipal climate change requirements for the FCM.	CAO	
2. Report on FCM Expert Workshop on Water Technology and Best Practices for Water and Wastewater Management for First Nations and Small Rural Communities, Ottawa, March 13 & 14, 2012 (Tab 5)	CAO Boyer reported on the workshop she attended March 13 and 14. She stated that she received an informative manual on renegotiating expired shared-services contracts. She added that this appears to be a nationwide issue. She added that she also received a water utility governance manual which will be available for Council's review.	CAO	
3. Cleaning Contract (Tab 6)	<p>Council reviewed the cleaning contract. This is the third year of a 3-year cleaning contract where the rates are subject to renegotiation each year; our cleaners have offered the Town the same rates as the 2011-2012 fiscal year.</p> <p>Motion 4: It was moved by Councillor Fearon, seconded by Deputy Mayor Mueller-Sparenberg that the contract for cleaning services for the year 2012-2013 be approved. Motion carried.</p>	CAO	
4. Annapolis Valley Health Board	For the information of Council, a meeting will be scheduled for some time in April 2012 to see how the Town can assist with the new Family Practice Residency program (without any financial commitments).	CAO	
5. Proposed Revisions to Town Procurement Policy (Tab 7)	CAO Boyer stated that the Province has amended the Procurement Act which resulted in these changes. She added that she sent the policy to the Town's solicitor and the changes marked in red will make the Town compliant.	CAO/Town Solicitor	

6. Locating neighbourhood compost collector	Council discussed the location of the compost collector, which was formerly located on Prince William Street. Council decided to discuss the matter with Superintendent of Public Works, Kevin McLean.		
7. UNSM Draft resolution	<p>Councillor Power stated that shared-service agreements have lapsed in various vital areas. She had discussed this matter with the Minister of Service Nova Scotia. The minister suggested that a resolution regarding the matter be sent to the UNSM.</p> <p>Motion 5: It was moved by Councillor Hudson, seconded by Councillor Fearon that the following draft resolution be sent to UNSM:</p> <p>Whereas certain municipal units operate shared critical systems such as water distribution, sewage treatment systems, fire protection services, and other critical systems and services, and</p> <p>Whereas certain agreements governing such systems and/or services have either expired or are about to expire, and</p> <p>Whereas there is currently no mechanism to effectively and efficiently resolve disputes arising between municipal units over the renewal of shared service agreements, the operation of the agreements, and the costs of the various systems and services governed by the agreement,</p> <p>Be it resolved that it is in the public interest to incorporate into all inter municipal system and/ or service agreements, whether by amendment of existing agreements or drafting of new agreements, specific mechanisms for performance review, dispute resolution and default terms for renewal.</p> <p>Motion carried.</p>	Councillor Power	

RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Committee of the Whole	<p>Recommendation : That Superintendent of Public Works. Kevin McLean be approved for signing authority.</p> <p>Mayor Roberts stated that he had mentioned this matter to the municipal advisors and they had suggested that it be a member of administration staff. DOF Robinson explained that this was not possible as there had to be segregation of duties. Since, Accounting Clerk Sandi Millett- Campbell was responsible for payables and Administrative Assistant Monica Mills was her back-up there was no one available. Councillor Hudson suggested contacting the municipal advisors regarding the matter. DOF Robinson will also contact the Town's auditors regarding the matter. The recommendation was tabled until further information from the municipal advisors and Town auditors was received.</p>		
	<p>Motion 6: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that \$6,000.00 in funding to Friends of Annapolis Pool Society be pre-approved. Motion carried, one nay vote from Councillor Fearon.</p> <p>Council discussed whether there was money allocated in the budget for this. DOF Robinson replied in the affirmative. It was noted that the Pool Society does not wish to enter into a lease. CAO Boyer explained that the Town's solicitor had recommended that the Town and the Society each have insurance to minimize liability. CAO Boyer explained that the Pool Society President, Ken Eyre, was still away and had requested making a presentation to Council. Councillor Power stated that there will be no change in the upcoming fiscal year.</p>		

	<p>Motion 7: It was moved by Councillor Shaffner, seconded by Councillor Power that the flag-flying policy be amended to include the Maryland flag on Maryland Day, March 25. Motion carried. Council noted that the inclusion of the Maryland Flag in the policy was due to the fact that Annapolis, Maryland was twinned with Annapolis Royal.</p>		
	<p>Motion 8: It was moved by Councillor Power, seconded by Councillor Hudson that salaries be increased using the Provincial Consumer Price Index 2.8% effective April 1, 2012 for all non-unionized permanent employees whose performance have been deemed fully satisfactory, in accordance with Town policy. Motion carried. Councillor Fearon asked if all employees received performance reviews. CAO Boyer stated that all of the administrative staff had received theirs but she was unsure if the Police Department had received theirs. Councillor Power stated that she would verify this with the Police Department. The Board of Police Commissioners is responsible for the performance review of the Chief of Police and Council is responsible for the CAO's performance review.</p>		
2. Planning and Heritage Advisory Committee	<p>Motion 9: It was moved by Councillor Hudson, seconded by Councillor Fearon that the Town write a letter to the appropriate department regarding the designation of ARRA¹⁰ as a heritage property, seeking their agreement to the Town proceeding with the municipal registration process. All opposed. The motion was voted down. Councillor Fearon stated that the matter was too expensive and would require a lot of legal advice. She added that she would inform PHAC about Council's decision.</p>	Councillor Fearon will notify PHAC	

¹⁰ Annapolis Royal Regional Academy

	Motion 10: It was moved by Councillor Fearon, seconded by Councillor Hudson that the property located at 340 St George Street be given heritage approval to alter its exterior appearance to allow for removal of the damaged section of chimney down to the eaves. Motion carried.		
3. Board of Police Commissioners	No recommendations		
4. Environment Committee	No recommendations		

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	Councillor Power reported that the Board had received an update on the hiring process for the corporal position. She stated that two candidates would be interviewed today. She stated that the Board had reviewed their budget. She added that Brian Keevill stated that he would contact the business community to reimburse individuals who were ticketed at AWEC; however, there was no support for the matter. Coordinators of events are now informing the Police Department in advance.	Deputy Mayor Mueller-Sparenberg & Councillor Power	
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(b) Mayor's Report	Feb. 22: Volunteer Awards Selection meeting in Bridgetown Feb 22: French interview with Radio Canada regarding the potential closing of the academy and the potential of a French school in Annapolis Royal March 7: Friends of the Health Centre Working Group March 12: met with two representatives from Annapolis Valley Health regarding anti-gambling initiative.	Mayor Roberts	
(c) ADEDA ¹¹	No meeting.	Deputy Mayor Mueller-Sparenberg	
(d) Planning Services (Tab 8)	Council reviewed the planning services report.		
(d) King's Theatre	Councillor Fearon reported that the AGM ¹² is on March 28 th , 2012. She added that the treasurer is doing a great job. She stated that the fundraising is going well. She added that there are rotten boards in the washroom that will be replaced by the end of the month. She noted that she and the general manager, Jeff Keymer would be completing a walk-through of the building in order to create a capital improvement plan.	Councillor Kathie Fearon	
(e) REMO ¹³	No meeting	Councillor Sherman Hudson and Mayor Roberts	
(f) Historic Gardens	Councillor Power stated that the Board met last week. She added that they reviewed the budget; as a result, they were able to reduce the deficit from \$50,000.00 to \$20,000.00. She added that the AGM would be held on March 29, 2012. Councillor Power stated that this would be the last meeting she would attend as a member of Council.	Councillor Pat Power	

¹¹ Annapolis Digby Economic Development Agency

¹² Annual General Meeting

¹³ Regional Emergency Measures Office

(h) Twinning Committee	No meeting.	Mayor Phil Roberts	
{i} Upper Clements Society	Councillor Shaffner stated that he was unable to attend the monthly meeting. He added that according to the agenda everything is progressing well. He noted that the Adventure Park should be opening in June. The AGM will be the third Thursday in June.	Councillor Doug Shaffner	
{j} Environment Committee	No report. Minutes had been previously circulated.	Mayor Phil Roberts	
{k} Planning and Heritage Advisory Committee	Councillor Fearon stated that Sefton Squires discussed the window project with the Committee. She added that they had discussed designating ARRA as a heritage property. She noted that the Legion had rejected their previous cenotaph design. She added that Deputy Mayor Mueller-Sparenberg and Ian Lawrence will approach the Legion regarding their plans for the cenotaph.	Deputy Mayor Mueller-Sparenberg and Councillors Kathie Fearon and Sherman Hudson	
{l} CAO's Report (Tab 9)	Council reviewed the CAO's report.	CAO Boyer	

CORRESPONDENCE.

1. Letter from the Town of Bridgewater dated March 6, 2012 regarding RCMP contract (Tab 10): Mayor Roberts suggested that Council write a letter of support to the Minister or the Premier. Deputy Mayor Mueller-Sparenberg and Councillor Fearon agreed that a letter be sent.

OTHER BUSINESS

Councillor Power asked if repairs to the boat in the playground have started. DOF Robinson explained that they should begin today and should be completed by March 31, 2012.

CALENDAR:

April 2, 2012 9:30 am PHAC

April 4, 2012 9:00 am CoW (Mayor Roberts stated that he would be away for this meeting and Deputy Mayor Mueller-Sparenberg would be

Acting Chair)

April 11, 2012 9:00 am Board of Police Commissioners

April 12, 2012 9:30 am Environment Committee

April 16, 2012 9:00 am Council

Motion 11:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the meeting move in camera at 11:21 am. Motion carried.

IN CAMERA

1. Negotiations

Motion 12:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the meeting move out of camera at 11:55 am. Motion carried.

ADJOURNMENT

Motion 12:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the meeting be adjourn at 11:55 am. Motion carried.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts <i>Dep. Mayor Mueller</i>	<i>March 21/2012</i>	<i>[Signature]</i>
Changes made by CAO		<i>[Signature]</i>
Approved for website by CAO	<i>March 21/2012</i>	<i>[Signature]</i>
Sent to webmaster	<i>March 22/2012</i>	<i>[Signature]</i>

The Town of Annapolis Royal: Milestone 5 Report

Presented by Jackie Maxwell, Clean Annapolis River Project

Hand out prepared for Town Council Meeting, March 19, 2012.

Note: This is a draft document and subject to change as more data becomes available.

Environmental Initiatives

The Town's Environmental Initiatives are being evaluated as part of Milestone 5 of the Partners for Climate Protection Program. Where possible, they are evaluated in terms of their decrease in tonnes of Carbon Dioxide equivalents (CO₂e). The table below shows draft estimates for some of the initiatives whose impact can be measured.

Table 1: An estimate of the GHG reductions that have resulted from the Town's environmental initiatives.

Program	Years	GHG Reduction (tonnes CO ₂ e per year)
Bicycle Loan Program	2009-2011	6.4
Energy Management Policy	2008	38.6
LED Holiday Light Exchange Program	2010	6.09
LED Streetlights	2009	46.98
Plastic Bags	n/a	2 673.7
Zero Waste Enhancements	2005-2011	21.84
Total	-	2 793.6

Greenhouse Gas Inventory

The GHG emissions inventory is composed of three sectors: the Corporate Town of Annapolis Royal (CTAR); Small Business and Residential; and Industrial, Commercial, and Institutional (ICI) sector. To date the inventory of the CTAR sector has been completed. The results are summarized in the tables below.

Table 2: A comparison of the greenhouse gases (GHGs) emitted from the CTAR sector in 2006 and 2011.

Sector	2006 Emissions (kg CO ₂ e)	Percent of 2011 CTAR Emissions	2011 Emissions (kg CO ₂ e)	Percent of 2011 CTAR Emissions
Buildings and Facilities	232,000	49	181,690	51
Fleet Vehicles	42,200	9	59,530	17
Streetlights and Traffic Signals	77,700	17	25,680	7
Water and Sewage	118,125	25	91,055	25
Total	470,025	100	357,955	100

Overall, emissions from CTAR decreased between 2006 and 2011. With the exception of fleet vehicles, GHG emissions were reduced in every category. The most dramatic decrease was from Streetlights and Traffic Signals which decreased from 77 700 kg CO₂e from the 2006 to 25 680 kg CO₂e in 2011. This is due to the replacement of the old, inefficient lights with energy efficient LED lights.

Table 2 A comparison of GHGs emitted in the CTAR buildings and facilities sector in 2006 and 2011.

Facility	2006 CO ₂ e (kg)	2006 Percent	2011 CO ₂ e (kg)	2011 Percent	Percent Change
Public Works	27,400	12	22,900	13%	-16
Town Hall	53,500	23	38,100	21%	-29
Farmer's Market	1,300	1	2,240	1%	+72
Fire Department	105,000	45	76,860	42%	-27
King's Theatre	44,700	19	41,590	23%	-7
Total	232,000	100	181,690	100%	-22

The majority of facilities in the Buildings and Facilities sector saw a decrease in their GHG emissions. This is most likely due to the energy upgrades installed in the buildings.

Table 3 A comparison of GHGs emitted in the CTAR fleet vehicles sector in 2006 and 2011.

User	2006 CO ₂ e (kg)	2006 Percent	2011 CO ₂ e (kg)	2011 Percent	Percent Change
Public Works	16 400	39	21 850	37	+33
Police Department	10 200	24	27 200	45	+167
Fire Department	15 700	37	10 480	18	-33
Total	42 300	100	59 530	100	+41

Total emissions originating from CTAR owned and operated vehicles were 59 530 kg CO₂e in 2011. This is an increase from the 42 300 kg CO₂e emitted by this sector in 2006. The increase in GHG emissions from this sector is due to increase in size of the Police Department since 2006. In 2006 there was only one police vehicle; in 2009 a second vehicle was purchased. In addition to this, patrol time has double since 2006.

Table 4 GHGs emitted in 2006 in order to provide water and sewage treatment services to the residents on Annapolis Royal.

Facility	2006 CO ₂ e (kg)	2006 Percent	2011 CO ₂ e (kg)	2011 Percent	Percent Change
Sewage Lines/Lift Stations	32 108	27	9 643	11	+70
Sewage Treatment Plant	71 703	61	71 461	78	+0.3

Water Utility	14 314	12	9 951	11	+30
Total	118 125	100	91 055	100	+23

A total of 91 055 kg CO₂e were emitted by this sector in 2011. This is a 23% decrease in emissions since 2006 when a total of 118 125 kg CO₂e were emitted by this sector. The majority of this decrease is due to the decreased energy consumption in the sewage lines and lift stations.

The final report will also include:

- A Community Profile
- Evaluation of all of the following initiatives:
 - The Bicycle Loan Program;
 - Brownfield Site Remediation;
 - Energy Management for Town Owned Buildings Policy;
 - Policy on Idling Control;
 - Invasive Alien Species Policy;
 - LED Holiday Light Exchange Program;
 - LED Streetlight Installation;
 - Plastic Bags;
 - Procurement Policy;
 - Reduced Speed Limit;
 - Renewable Energy By-Law;
 - Tree Canopy Initiative;
 - Water Conservation;
 - And Zero Waste Enhancements.
- Greenhouse Gas Emissions Inventory
 - Corporate Town of Annapolis Royal Greenhouse Gas Emissions
 - Buildings/Facilities
 - Fleet Vehicles
 - Streetlights and Traffic Signals
 - Water and Sewage
 - Annapolis Royal Community Greenhouse Gas Emissions
 - Residential Sector
 - Industrial, Commercial, and Institutional Sector
 - On-road Transportation
 - Solid Waste
- Participation and Engagement
- Conclusions and Recommendations