

MINUTES
TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
May 16, 2011
9:00 a.m.

Present: Mayor Roberts, Deputy Mayor Power, Councillor Fearon, Councillor Hudson, Councillor Shaffner, Councillor Mueller-Sparenberg, CAO¹ Boyer, DOF² Robinson, Chief McNeil, Administrative Assistant Monica Mills as recording secretary and members of the public.
Regrets:

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

APPROVAL OF REGULAR COUNCIL MINUTES:

It was moved by Councillor Fearon, seconded by Councillor Hudson that the minutes dated April 18, 2011 be approved. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

- CAPP Assessment Review, (Correspondence)
- Washroom tenders, (New Business #9)
- Thank you to Teacher for ARCAC art display, Correspondence
- Review on Paperless meetings (Business arising #3)
- In Camera: Personnel Matters

APPROVAL OF AGENDA

It was moved by Councillor Fearon, seconded by Councillor Hudson that the agenda dated May 16, 2011 be approved. Motion carried.

PRESENTATIONS

9:10am Angelika Waldow, Budget Presentation (Appendix A)

¹ Chief Administrative Officer

² Director of Finance

BUSINESS ARISING FROM MINUTES

| Item | Decision / Action | Responsibility | Target Date |
|--------------|---|---------------------------|-------------|
| 1. Budget 6A | <p>Council discussed the budget. The Town is still waiting for confirmation of several expenditure figures. Council decided to table the budget until the figures are received. Council discussed the need to replace the front door of Town hall. It was agreed that the front door should be fixed and that the budget line regarding Town Hall repairs should be increased to \$7500.00 to cover the cost.</p> <p>Motion 1: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the soccer field be repaired immediately at a cost of \$7800.00 plus tax. Motion carried.</p> <p>Motion 2: It was moved by Councillor Hudson, seconded by Councillor Shaffner that \$20,000.00 in funding for the Annapolis Royal Fire Department's fire truck be pre-approved. Motion carried.</p> <p>Council discussed the feasibility of the bicycle loan program. It was decided that the Town Council would approach other Town organizations to take over the program and/or the bikes..</p> <p>Council discussed the three tenders received for the public washroom renovations.</p> <p>Motion 3: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the washroom tender be awarded to the lowest tender of \$13,570.00. Motion carried.</p> | DOF ³ Robinson | |

³ Director of Finance

| | | | |
|--------------------------------------|---|------------------------|--|
| | | | |
| 2. Rental of Town Hall Space (Tab 2) | <p>Council discussed the potential rental of Town Hall space for a three-month term. It was determined that this rental would not be in competition with the business community due to the unique rental terms. CAO Boyer stated that this would not set a precedent for Town Hall rentals, adding that it could help offset office expenses.</p> <p>Motion 4: It was moved by Councillor Fearon, seconded by Deputy Mayor Power that the office space on the second floor of Town Hall be rented for a two month period, with the option to extend the lease to a third month for \$175.00 per month. Councillor Fearon, Councillor Shaffner and Deputy Mayor Shaffner voted in favour of the motion. Councillor Mueller-Sparenberg, Councillor Hudson and Mayor Roberts voted against the motion. Motion defeated.</p> <p>Mayor Roberts stated that Town staff should develop a proposal for renting Town Hall spaces for Council's review.</p> | CAO ⁴ Boyer | |
| 3. Paperless Project Review | <p>Council discussed the project. It was agreed that the project was worthwhile. Mayor Roberts stated that it was easier to chair the meeting with a hard copy of the package. He added that it would be beneficial to have a projector to display the agenda and tabs to the gallery, rather than printing hard copies for the public. Council instructed staff to research the various options for Council's review.</p> | | |

NEW BUSINESS

| Item | Decision / Action | Responsibility | Target Date |
|--|--|----------------|-------------|
| 1. Review of draft Strategic Plan, dated May 6, 2011 (Tab 3) | Council discussed the draft Strategic Plan. Council decided to further review the Strategic Plan at the next Committee of the Whole meeting on | | |

⁴ Chief Administrative Officer

| | | | |
|--|---|--|--|
| | June 8, 2011. | | |
| 2. Review of Annapolis Royal Police Department Goals and Objectives for 2011-2012 (Tab 4) | Chief McNeil presented the Police Department's goals, priorities and objectives that members of the Board of Police Commissioners and the Chief developed. It was recommended by Council that tentative dates be added to the goals and objectives prior to including them in the Town's strategic plan. | | |
| 3. Policy on Procurement (Tab 5) | Council reviewed the recommendations from the Town's solicitor regarding the policy. Council decided that the policy would be revisited at the next Committee of the Whole meeting. | | |
| 4. Ornamental lights in the downtown, on poles and free standing in front of commercial businesses such as the Bank of Nova Scotia | <p>Council discussed the future of the ornamental (lantern-type) street lights. CAO Boyer explained that the issue is that there are many light fixtures that are degrading; staff is requesting direction on the future of the ornamental streetlights. Council decided to refer this to PHAC for consideration.</p> <p>Mayor Roberts stated that he noticed that there are many power poles throughout Town that have coils of TV cable wire hanging from them. CAO Boyer explained that in order to commence action it would be necessary to have the addresses of the poles. Mayor Roberts stated that he would collect the addresses and provide them to staff for action.</p> | | |
| 5. Request to write off invoice number 2011WC34058305, in the amount of \$8.70 for interest. (Tab 6) | <p>Motion 5:</p> <p>It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that Council write off invoice number 2011WC34058305 in the amount of \$8.70. Motion carried.</p> | | |
| 6. Annapolis County Bike Rentals (Tab 7) | This item was discussed in budget discussions. | | |
| 7. Request for \$2000.00 from Sister Fair (Tab 8) | <p>Council discussed providing funding to Sister Fair. It was decided that this would qualify under the Town's practice of providing \$1000.00 in funding to three-day festivals.</p> <p>Motion 6 :</p> <p>It was moved by Deputy Mayor Power, seconded by Councillor Hudson that \$1000.00 in funding be provided to Sister Fair.</p> <p>Motion carried.</p> | | |
| 8. Request to write off invoice | Council reviewed the request. | | |

| | | | |
|--|--|--|--|
| number 2011T001059095, in the amount of \$770.00 for tree removal. (Tab 9) | Motion 7: It was moved by Councillor Fearon, seconded by Councillor Hudson that Council write off invoice number 2011T001059095 in the amount of \$770.00 for tree removal. Motion carried. | | |
| 9. Washroom Tenders | This item was discussed in budget discussions. | | |

RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

| Item | Decision/Action | Responsibility | Target Date |
|--|--|----------------|-------------|
| 1. Recommendations from Committee of the Whole | It was agreed that the following resolution would be tabled until final expenditure numbers are received. Motion 8: It was moved by _____, seconded by _____ that Budget version 6a be approved with a tax rate of \$1.70 residential and \$3.15 commercial per \$100.00 assessed value at a total operating budget of \$1.7 million for the fiscal year of 2011-2012. | | |
| | It was agreed that the following resolution would be tabled until final expenditure numbers are received. Motion 9 : It was moved by _____, seconded by _____ that the General Capital and Water Capital budget combined for a total of \$323,790.00 as amended for the fiscal year 2011-2012 be approved. | | |
| | Motion 10: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the Annapolis Royal Fire Department request for pre-approval of \$51,500.00. Motion carried. | | |

| | | | |
|---|--|--|--|
| | <p>Motion 11: It was moved by Deputy Mayor Power, seconded by Councillor Hudson that the mileage rate of 40 cents per kilometer be pre-approved effective May 4, 2011. Motion carried.</p> | | |
| | <p>Motion 12: It was moved by Councillor Shaffner, seconded by Councillor Hudson that tax roll number 02471612 for a \$300.00 tax reduction be written off as per the policy on Low Income Tax Reduction. Motion carried.</p> | | |
| | <p>Motion 13: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the interim taxes for roll number 04997409 in the amount of \$3312.23 and roll number 00092398 in the amount of \$680.85 for Town-owned properties be written-off. Motion carried.</p> | | |
| 2. Recommendations from PHAC ⁵ | <p>Motion 14: It was moved by Councillor Hudson, seconded by Councillor Fearon that the ADPC be asked to prepare a comprehensive review of locations in the downtown where directional commercial signs might be placed to help with the marketing of the businesses not on St. George Street. Motion carried.</p> | | |

⁵ Planning & Heritage Advisory Committee

| | | | |
|--|---|--|--|
| | <p>Motion 15: It was moved by Councillor Fearon, seconded by Councillor Hudson that the application for a sandwich board sign advertising Harris House Antique Lighting to be located on the corner of Victoria St. and St George St. on a temporary basis, pending consideration by Council of the comprehensive directional commercial signage location review previously recommended by PHAC be approved. CAO Boyer explained that the Council does not have jurisdiction on the placement of the sign as the property is owned by the Royal Bank. The applicant has to get permission from the Royal Bank. The mover and the seconder agreed to withdraw the motion.</p> | | |
| | <p>Motion 16: It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that Council approve the application for changes to 258 St. George Street, subject to the second-floor windows having the same number of panes and configuration of glass being as the existing windows and the ground floor leaded windows covered with a single sheet of clear glass and that the three-pane clear glass windows being replaced with one sheet of clear glass. Motion carried.</p> | | |
| | <p>Motion 17: It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that Council approve the application for changes to 36 Drury Lane to replace the enclosed front porch and add a deck. Motion carried.</p> | | |
| | <p>Motion 18: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that Council approve the application for changes to 23 St. James Street, to add dormers and wooden windows on the rear roof of the building. Motion carried.</p> | | |

| | | | |
|----------------------------------|--|--|--|
| | <p>Motion 19: It was moved by Councillor Hudson, seconded by Councillor Fearon that Council approve the application to install a wall sign at 210 St Anthony Street. Motion carried.</p> | | |
| | <p>Motion 20: It was moved by Councillor Fearon, seconded by Deputy Mayor Power that Council approve the application for changes to 286 St. George Street, to install a projecting wall sign and paint the business area in similar colours. Motion carried.</p> | | |
| | <p>Motion 21: It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that Council approve the application to register 44 Prince Albert Road as a municipal heritage property. Motion carried.</p> | | |
| 3. Board of Police Commissioners | There were no recommendations from the Board of Police Commissioners. | | |

| | | | |
|--------------------------|--|--|--|
| 4. Environment Committee | <p>Motion 22: The Committee recommended to Council that a by-law be adopted mandating installation of low-flush and dual-flush toilets in all new construction in the Town and for all replacements of older models.</p> <p>Mayor Roberts informed Council that there is already a provision in the provincial building code that mandates the installation of low-flush and dual flush toilets in new construction. He added that the issue would be brought to the Mayors and Wardens meeting to try to create unity with the County regarding water conservation.</p> <p>Motion 23: It was moved by Deputy Mayor Power, seconded by Councillor Mueller-Sparenberg that a mandate regarding the installation of low-flush and dual flush toilets be included in the Town's policy on water conservation. Motion carried.</p> | | |
| | <p>The Committee suggests that Council consider instituting a 35 kph speed limit and/or "school zone" signs on Champlain Drive. This topic had been referred to the Police Commission and is currently being reviewed by the Traffic Authority.</p> | | |
| | <p>The Committee recommends that the Town hold a "carless" Sunday sometime this summer, possibly as part of the Incredible Picnic. Council discussed the possibility of a carless Sunday. It was decided that the Environment Committee should have discussions with the BLC.</p> | | |

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

| | | | |
|-----------------------------------|---|--|--|
| (a) Board of Police Commissioners | Councillor Power reviewed the discussions held at the meeting of the Board of Police Commissioners. She requested a monthly budget of the Police Department from DOF Robinson. She added that Chief McNeil would be going on a CPIC ⁶ course in June. Councillor Mueller-Sparenberg stated that the interviews for the vacant corporal position went well. | Councillor Power & Councillor Mueller-Sparenberg | |
| (b) Mayor's Report | <p>Mayor Roberts attended the following events:</p> <ul style="list-style-type: none"> -April 20, 2011: Volunteer Awards at Kings Theatre -April 23, 2011: Easter Eggstravaganza -April 27, 2011: ARRA⁷ meeting -April 27, 2011: meeting with Michael Hames regarding property tax issues -April 28, 2011: meeting with Kent Thompson regarding harassment -April 28, 2011: meeting with CCAR⁸ with Councillor Mueller-Sparenberg and Deputy Mayor Power -April 30, 2011: Catholic Women's League (represented by Deputy Mayor Power) -April 31, 2011: Battle of the Atlantic (represented by Councillor Mueller-Sparenberg) - May 4, 2011: ACHC⁹ Auxiliary greetings - May 6, 2011: Swearing in of ADBOT¹⁰ president and vice-president -May 12, 2011: Meeting with Deb Ryan and Wanda Atwell regarding the Town's participation in Volunteer Recognition - May 14, 2011: Cadet inspection at ARRA | Mayor Roberts | |

⁶ Canadian Police Information Centre

⁷ Annapolis Royal Regional Academy

⁸ Concerned citizens of Annapolis Royal

⁹ Annapolis Community Health Centre

¹⁰ Annapolis District Board of Trade

| | | | |
|-------------------------|---|---|--|
| (c) ADEDA ¹¹ | Councillor Mueller-Sparenberg stated that a meeting was held last week and that there was a lot of interest from sector representatives. He added that the partners should see more results and better governance. | Councillor Mueller-Sparenberg | |
| (d) ADPC ¹² | Council reviewed the following reports: 1. Fire-inspection Report (Tab 10) 2. Development / Building Report (Tab 11) | | |
| (e) King's Theatre | Councillor Fearon stated that there will be a meeting later this week. She added that Wayne Currie seems to be a good Chair. Since Janet Slaunwhite resigned in April, six candidates were interviewed for the vacancy. Madeline Akin was selected to be the house manager. Val Stackhouse will be the treasurer. She added that handrails will be installed on the staircase to the stage. | Councillor Kathie Fearon | |
| (f) REMO ¹³ | Councillor Hudson reported that there had been a reduction in government funding. He added that the Annapolis Royal fire department had applied and received funding for a new boat through REMO. He stated that the Department of Justice and REMO have combined. The next REMO meeting will be September 8, 2011. | Councillor Sherman Hudson and Mayor Roberts | |
| (f) Historic Gardens | Deputy Mayor Power reported that the regular board meeting would be on May 17, 2011. She stated that the Magnolia Festival and plant sale went well. She stated that the Winter Market's last day had been the previous weekend. Deputy Mayor Power stated that 170 season passes have been sold. She added that the Historic Gardens had received confirmation of three Young Canada grants for summer students and a provincial grant for hiring a gardener. She reported that the Gardens are appealing its property assessment. A representative from PVSC ¹⁴ will be coming to Annapolis Royal to explain the appeal process. | Deputy Mayor Pat Power | |
| (g) Twinning Committee | There was nothing to report. | Mayor Phil Roberts | |

¹¹ Annapolis Digby Economic Development Agency

¹² Annapolis District Planning Commission

¹³ Regional Emergency Measures Office

¹⁴ Property Valuation Services Canada

| | | | |
|---|--|---|--|
| {h} Hanse Society | Councillor Shaffner reported that the monthly meeting and AGM were held on April 28, 2011. He stated that the sale of the wildlife park had been approved. He added that the Hanse Society received approval from Atlantic Opportunities Agency for an interest-free loan. He added that they were still waiting for confirmation from the Nova Scotia Economic and Rural development Agency. He stated that construction on the Adventure Park would commence in June. He reported that the Hanse Society's name will be changed to the Upper Clement's Park Society. | Deputy Mayor Doug Shaffner | |
| {j} Environment Committee | Mayor Roberts stated that much of the meeting had been covered earlier in the meeting. He added that the Committee requests a quad-stream waste receptacle to be placed at the beginning of the French Basin Trail. He added that they also suggested placing a neighbourhood compost collection site there. | Mayor Phil Roberts | |
| {k} Planning and Heritage Advisory Committee | Councillor Fearon stated that Jane Nicholson attended the last PHAC ¹⁵ meeting and presented the plans of what she intends to do with the Clothes Basket building. Construction will begin in June 2012. She added that the committee reviewed plans regarding tentative changes to the Fortier Mills development. She noted that these changes would have to go to a public hearing. | Councillors Kathie Fearon and Sherman Hudson | |
| {l} CAO's Report (Tab 12) | CAO Boyer explained that she had changed the format of her report to a task-list format. Council discussed the report. | CAO Boyer | |

CORRESPONDENCE.

Council reviewed the following correspondence:

1. Cap assessment review from UNSM
2. Thank you to Art Teacher for the art display.

GENERAL DISCUSSION

¹⁵ Planning and Heritage Advisory Committee

- Mayor Roberts stated that he had received a request from Ms. Wendy Chapman from Champlain Elementary School regarding bringing two groups of students to the Library and the Council Chambers for activities.
- Mayor Roberts stated that he would volunteer to run the Volunteer Recognition Award Program for the Town of Annapolis Royal as staff is unable to handle the increased workload it creates..
- Councillor Mueller-Sparenberg stated that since he has not received any interest for the BLC; he will canvas local businesses for involvement.
- Councillor Shaffner stated that there will be 35 pre-1985 antique automobiles touring in the middle of June.
- Deputy Mayor Power and Councillor Mueller-Sparenberg stated that they attended the UNSM conference. They added that it was very informative.

OTHER BUSINESS

| | |
|---------------------------------|---------------|
| Calendar: Environment Committee | June 2, 2011 |
| PHAC | June 6, 2011 |
| Committee of the Whole: | June 8, 2011 |
| Council Meeting: | June 20, 2011 |
| Board of Police Commissioners: | June 15, 2011 |

IN CAMERA

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the meeting move in camera at 12:10pm.

1. Personnel Matters (2)
2. Acquisition, sale, lease and security of municipal property

Motion 23:

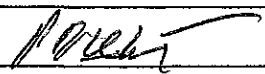
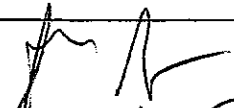
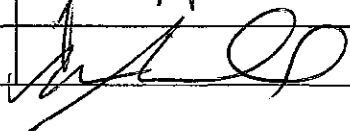
It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that effective next pay day, May 20, 2011, that Constable Foster receive an increase in pay of \$518.00 for purposes of pay parity. Motion carried.

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the meeting come out of camera at 12:50pm

NEXT MEETING June 20, 2011

ADJOURNMENT: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the meeting be adjourned at 1:35pm.

Town of Annapolis Royal
Council Minutes
May 16, 2011

| <i>Action:</i> | <i>Date</i> | <i>Signature</i> |
|-----------------------------|--------------|--|
| Reviewed by Mayor Roberts | 2011. 05. 30 |  |
| Changes made by CAO | | |
| Approved for website by CAO | June 6, 2011 |  |
| Sent to webmaster | June 7, 2011 |  |