

DRAFT MINUTES
TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
May 17, 2010
9:00 a.m.

The regular meeting of Council was held on Monday, May 17, 2010 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Sherman Hudson, Holger Mueller-Sparenberg, Pat Power and Kathie Fearon, CAO Amery Boyer, Director of Finance Melony Robinson and Jackie Longmire as recording secretary. Kent Thompson, Mike Fearon and Corinne Frantel were also in attendance.

A Special meeting of PHAC was called to order to address two issues that required immediate attention to allow the projects to proceed. The members of PHAC reviewed an application for new signage at 274 St. George Street and made the following recommendation:

It was moved by Grant Slinn, seconded by Ian Lawrence, to recommend to Council that the application for new signage at 274 St. George Street be approved as presented.

An application from the new owners of the DragonFly Inn was also reviewed. The application was for a new deck space on the roof area indicated and a new solarium addition under an existing deck.

It was moved by Ian Lawrence, seconded by Councillor Fearon, to recommend to Council that the application for changes to heritage property located at 124 Victoria Street be approved as presented.

The Special PHAC meeting was adjourned.

CALL TO ORDER

Mayor Roberts called the regular Council meeting to order at 9:07 a.m.

APPROVAL OF REGULAR COUNCIL MINUTES

April 19, 2010

Motion # 1

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the regular Council minutes dated April 19, 2010 be approved. Motion carried.

ADDITIONS/DELETIONS TO THE AGENDA

Under In Camera add:

2. To discuss a personnel matter

APPROVAL OF AGENDA

May 17, 2010

Motion # 2

It was moved by Councillor Power, seconded by Deputy Mayor Shaffner, that the agenda dated May 17, 2010 be approved as amended. Motion carried.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Budget Discussions	<p>The recommendation from the Committee of the Whole was reviewed. If the tax rate is set at \$3.15 commercial and \$1.70 residential, a surplus of approximately \$22,500.00 would be generated. It was noted that there are several pending requests for funding that are not included in the current budget; decisions on those requests would affect any surplus that may be generated,</p> <p>Motion #3 <i>It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg, that the recommendation to increase the commercial tax rates to \$3.15 and the residential tax rates to \$1.70 be approved. Motion carried with one nay vote recorded.</i></p>		
{c} ARDMA Request	<p>A marketing meeting with Grace Butland is scheduled for May 25, 2010 at 2:00 p.m. A decision on the ARDMA request will not be made until after the scheduled meeting.</p>		

{b} Police Department Renovations	Two quotes have been received for the proposed renovations for the Police office space; a third quote is required. The expense is not able to be capitalized as it does not extend the life of the building. The renovations, as presented, would mean that the public washroom will be closed; options were discussed for keeping that washroom open to the public.		
{d} Public Works new building/ stabilization of existing building	The Building Committee recommends that Harry Jost be retained to design a 40 x 70 building. The Committee did not discuss the possibility of a rental unit and the option remains open to Council. A quote was received from ModSpace for a small rental and a larger unit that would have room for equipment storage. The larger unit has a one-time charge of \$4,720.00 and a monthly rental fee of \$395.00. The smaller unit has a one-time charge of \$1,650.00 with a monthly rental fee of \$125.00. The Superintendent of Public Works has obtained three quotes, one of which was for a metal building that could be erected in a few weeks and completed over a period of time. Council had agreed at a previous meeting of Council that the project go to tender with no commitment to build. It was agreed that the tendering process should begin with the requirements of the building forming the basis of the tender. The tender process will provide the total expense for all-in costs.		
{e} Strategic Plan	A second draft was provided for review. All of the changes suggested by Council have been incorporated into the report including an Appendix B with a "list of firsts" for the Town. The appendix was reviewed and some updates are required. Pages 9-12 and 19-20 have not been reviewed by Council and will be an agenda item at the next Committee of the Whole meeting. It was agreed that the list of firsts would be forwarded to the Annapolis Heritage Society for review and corrections.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	The tests continue to show limits within the required parameters. CAO Boyer said that an annual water report is now required by the Province. A form is provided in WordPerfect but the information must be exported from Excel. Mike Fearon and Councillor Power offered assistance in completing the report and the required conversion from Excel to WordPerfect.	CAO Boyer	
{b} Letter to the Post Office	<p>A proposal has been completed by Joy Elliot for beautification of the Post Office area on Victoria Street. Ms. Elliot has not received a response from the local Post Office authority and requested that a letter be forwarded from the Town to Head Office. The beautification project is the initiative of Jane Nicholson and it was suggested that any correspondence regarding the project come from Ms. Nicholson rather than the Town.</p> <p>There are parking concerns around the Post Office and the Traffic Authority will be asked to address those concerns before the new sidewalk on St. Anthony Street is constructed. Mayor Roberts and the Traffic Authority will follow up the parking issues as soon as possible to coincide with the new sidewalk construction.</p>		
{c} Request from Bridgetown – To lobby the provincial government about the latest idea of consolidating court houses and lock-ups.	Mayor Roberts will get involved in the effort and provide more details to Council as they are known.		
{d} Development/Building Permit Report and the Fire Inspection Report	For information only.		
{e} Building and Alteration Guidelines	This item was discussed at the November 4, 2009 Committee of the Whole meeting and referred to the Planning and Heritage Advisory Committee for further review. The Committee is in the process of reviewing the document.		

{f} FCM Rights of Way Outreach Campaign Website Invitation to Staff	CAO Boyer will review the issues and register for on-line discussions at no cost.		
{g} Report to the Minister of Justice – Personal Information International Disclosure Protection Act	For information only.		
{h} Letter from the Annapolis Community Health Board in support of Grant Potter and the Recreation Department	For information only.		

RECOMMENDATIONS FROM COMMITTEES, BOARDS, COMMISSIONS

Item	Decision / Action	Responsibility	Target Date
{a} Recommendations from Committee of the Whole	<p><i>4. It was moved by Deputy Mayor Shaffner, seconded by Councillor Mueller-Sparenberg, that the request for funding in the amount of \$3,000.00 for soccer field maintenance be approved. Motion carried.</i></p> <p><i>5. It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the following motion which was carried at the March 15th meeting of Council be rescinded: "...that the Annapolis Royal Board of Police Commissioners expand from 5 to 7 members." Motion carried.</i></p> <p><i>6. It was moved by Councillor Hudson, seconded by Councillor Fearon, that the following motion carried at the April 19th meeting of Council be rescinded: "...that the Green Streets application for possible funding in the amount of \$50,000.00 be approved." Motion carried.</i></p>		

	<p>7. It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner, that the Green Streets grant application for possible funding of \$15,000.00 be approved. Motion carried.</p> <p>8. It was moved by Deputy Mayor Shaffner, seconded by Councillor Mueller-Sparenberg, that the application received through the Low Income Tax Reduction Policy be approved and a \$300.00 credit be applied to the applicant's residential tax account #04572319. Motion carried.</p> <p>9. It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the rate for sidewalk lease rentals be increased to \$2.00 per square foot effective April 1, 2011. Motion carried.</p> <p>10. It was moved by Councillor Hudson, seconded by Councillor Fearon, that the request to write of taxes for Town-owned properties with roll # 04997409 in the amount of \$3,248.25 and roll # 00092398 in the amount of \$660.83 be approved. Motion carried.</p> <p>11. It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner, that the invitation to become a member of the Annapolis Valley Trail Coalition be declined. Motion carried.</p>		
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BOARDS, COMMITTEES and COMMISSIONS

{b} Board of Police Commissioners	The membership of the Board will be reviewed in November as per the Board of Police Commissioners By-law. It is possible that Jim MacIntosh and Jim McGinis may step down to allow a seat for Business Representative Brian Keevil and one other member at large. A meeting is scheduled with the Department of Justice on May 27, 2010; all members of Council and the Board of Police Commissioners are encouraged to attend.	Deputy Mayor Shaffner and Councillor Fearon	
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Town of Annapolis Royal
Council Meeting
May 17, 2010

{c} Mayor's Report	<p>Mayor Roberts has attended several events and meeting including the latest meeting with the Annapolis Valley District Health Authority to discuss the future of the Emergency Department at the Annapolis Community Health Centre. Mayor Roberts said there was a disappointing turn-out but the flow of the meeting was better than the previous meeting. He also attended the BLC Round Table meeting at the Board of Trade office which also had a disappointing turn out.</p> <p>The last Winter Market for the 2009-2010 season took place on May 15th with 290 patrons attending. The Winter Market will continue next season with the Historic Gardens responsible for table bookings and payment collection. The Winter Market was considered a great success and a wonderful addition. The Historic Gardens may install gas-radiant heaters in time for the 2010-2011 season. It was noted that the FAPS fundraising table made approximately \$875.00 over the course of the Winter Market.</p>	Mayor Phil Roberts	
{d} ADEDA	The next meeting is scheduled for May 27, 2010.	Councillor Mueller-Sparenberg	
{d} King's Theatre	Orientation for the new Board members took place at the last meeting. The VIC will be hosted in the outer lobby of the Theatre. It was noted that the first quarter was difficult financially for the Theatre. CAO Boyer said there is funding available through Arts, Culture and Heritage but that grant applications must be completed and submitted.	Councillor Fearon	
{e} REMO	A meeting was held on Thursday, May 13. Upcoming emergency management training courses are open to all staff members and will be paid for through REMO.	Mayor Roberts and Councillor Hudson	
{g} Historic Gardens	Councillor Power had no update at this time.	Councillor Power	
{h} Business Liaison Committee	A round table meeting was held to discuss opportunities to draw more people into Town. The meeting was poorly attended and those business owners that may benefits from such opportunities were not in attendance. The initiatives of the BLC are receiving disappointing responses.	Councillors Mueller-Sparenberg and Power	

{h} Twinning Committee	The Premier will write a letter to the Governor of Maryland with an invitation to visit Annapolis Royal during the 300 th Anniversary year. Mayor Roberts has also invited the Mayor of Annapolis, MD. A group from Royan, France will be arriving on or around October 8, 2010.	Mayor Roberts	
{k} Hanse Society	The next meeting is scheduled for Thursday, May 20, 2010.	Deputy Mayor Shaffner	
{l} Environment Committee	Upgrades on bike trails were discussed at the last meeting. CAO Boyer and Mayor Roberts discussed the issue with Recreation Director Grant Potter and an application is being filed through the Green Mobility fund for bike trail upgrades that will encourage cyclists to use the trail system more.	Mayor Roberts	
{m} Planning and Heritage Advisory Committee	<p><i>Motion #12</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, that the application for new signage at 274 St. George Street be approved as presented. Motion carried.</i></p> <p><i>Motion #13</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, that the application for changes to heritage property located at 124 Victoria Street be approved as presented. Motion carried.</i></p>	Councillors Hudson and Fearon	

CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} UNSM – Briefing note – legislative changes – Province-wide ban on pesticides	For information only		
{b} UNSM – legislative changes – Public Utilities Act	For information only.		

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{c} Maritime, Canada Governments Support New Emergency Radio system	This information will be forwarded to Carolyn Young for REMO.		
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IN CAMERA

It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner that the meeting move in camera to discuss a personnel matter and potential litigation.

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

NEXT MEETING June 21, 2010 at 9:00 am

ADJOURNMENT

It was moved by Councillor Hudson 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		