

MINUTES
TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
MAY 22, 2012 A1
9:00 a.m.

Present: Mayor Roberts, Deputy Mayor Mueller-Sparenberg, Councillors Shaffner, Hudson, Power and Fearon, CAO¹ St-Amour, DOF² Robinson, Administrative Assistant Monica Mills as recording secretary, Laurie McGowan, Kent and Michael Thompson

Regrets:

CALL TO ORDER: The meeting was called to order at 9:00 am by Mayor Roberts, who welcomed CAO St-Amour on her first day in her new position.

APPROVAL OF REGULAR COUNCIL MINUTES:

- April 16, 2012

Corrections:

- Motion #10: addition of the wording, “effective the end of the King’s Transit deal”.
- Under King’s Theatre Report: it should state, “the facilities committee and the manager will do a tour.”
- Motion #17: Deputy Mayor Roberts Mueller-Sparenberg should be Deputy Mayor Mueller-Sparenberg

Motion 1:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the minutes dated, April 16, 2012 be approved as amended. Motion carried.

- Special Council April 26, 2012
- Special Council May 8, 2012

Motion 2:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Power that the minutes from Special Council dated April 26, 2012 and May 8, 2012 be approved. Motion carried.

¹ Chief Administrative Officer

² Director of Finance

ADDITIONS/DELETIONS TO AGENDA:

- Letter regarding New Horizons for Seniors Program; Correspondence #2
- New Animal Control Officer, Motion required; New Business #7

APPROVAL OF AGENDA

Motion 3:

It was moved by Councillor Power, seconded by Councillor Hudson that the agenda dated May 22, 2012 be approved with additions. Motion carried.

PRESENTATIONS

-Laurie McGowan, Soccer Association. Laurie McGowan presented his request that the Soccer Association take over the mowing of the soccer fields and that the Town pay the Soccer Association for the mowing as opposed to the gentleman who has been mowing the fields. Mr. McGowan stated that the Soccer Association has applied for a grant to hire a summer student. One of the conditions is that the student receives 30 hours of work per week. The Soccer Association can only provide the 30 hours of work if they mow the fields. The funds that the Town previously paid the contractor for mowing will be put toward the purchase of a mower and shed. Councillor Fearon recommended that the funding remain on a bi-weekly basis with the Soccer Association submitting bi-weekly invoices. Mayor Roberts commented that a motion would be unnecessary as the funds were already allocated in the budget. Councillor Shaffner stated that a number of tax-payers have approached him expressing concern over the Town paying for the mowing of the soccer field. He added that there was still a \$100,000 deficit with the budget and that few tax-payers are involved in soccer. Mr. McGowan noted that 94% of the soccer players are from out of Town, he added that soccer brings people to the Town. The people that come for the soccer games visit the local businesses.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
1. Fortier Mills (Tab 1)	<p>Council reviewed the report regarding the acceptance of the street and related infrastructure.</p> <p>Motion 4:</p> <p>It was moved by Councillor Power, seconded by Councillor Fearon that Council approve to accept and list as a public street, to be known as Fortier Mills Lane, those lands identified as "Parcel 200" shown on a Final Plan of Subdivision of Lands of Brown Bros. Excavating Limited showing Lots 101 to 103 and Parcel 200 and Parcel 201, prepared by William Ross, NSLS, dated October 28, 2011 and registered at the Registry of Deeds for the County of Annapolis on April 26, 2012 as Plan number 100552104. Motion carried.</p>		

2. Hiring of Police Corporal	<p>Mayor Roberts explained that discussion regarding the hiring of the police corporal arose after the Board of Police Commissioners meeting. He added that hiring the new police corporal would not cost significantly more than the current casual constable. Mayor Roberts stated that even though there has been a request for a policing review, the process would still take approximately a year to complete. Councillor Power stated that one advantage of filling the corporal vacancy would be that it would eliminate the need for the out-of-town casual constable. This would minimize the Chief covering his stand-by shifts. Councillor Fearon commented that the Municipal Advisor recommended taking the hiring process slowly until the budget is under control. Council discussed the possibility of changing certain positions to part-time, which would maintain the Department of Justice mandate that the department have 3.5 employees. Deputy Mayor Mueller-Sparenberg stated that all departments were required to cut their budgets by 10% and this could be a cost-saving measure.</p> <p>Motion 5: It was moved by Councillor Power, seconded by Deputy Mayor Mueller-Sparenberg, that the top candidate from the interview process for a police corporal be approved and that Kenneth Dearman be brought in to replace the casual employee and that a letter of offer be written. Motion carried. One nay vote from Councillor Fearon.</p>	CAO to prepare document for Mayor Roberts and Chair of the Board of Police Commissioners Power's signatures.	May 23, 2012
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NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
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1. Upper Clements Park Board vacancy	Councillor Shaffner explained that there was a vacancy on the Board and he had been asked by the Board to fill that vacancy. He added that the Board were requesting that Council appoint another council member to the Board. Mayor Roberts stated that Council had previously discussed the matter and they felt that a member of the Upper Clements Board could present to Council at any time. Councillor Shaffner stated that he would offer to remain on the Board following the end of Council's present term and to act as representative to the Town.		
2. ADEDA ³ Core Funding (Tab 2)	DOF ⁴ Robinson explained that the funding amount was already allocated. Councillor Fearon requested a list of the benefits of being in partnership with ADEDA. Deputy Mayor Mueller-Sparenberg stated that he would be meeting with Managing Director Liz Morine in the afternoon and he would discuss the matter with her.	Deputy Mayor Mueller-Sparenberg	

³ Annapolis Digby Economic Development Agency

⁴ Director of Finance

<p>3. Options for locations for the NSPI⁵ appeal 43</p>	<p>Mayor Roberts stated that he had forwarded all communiqués from the Town’s solicitor, Byron Mersereau and PVSC⁶ to Council members. Mayor Roberts added that it would be necessary for the URB⁷ to have a tour of the facility as there are five stories underground that cannot be viewed from an aerial photograph. He noted that many of the tax-payers at the public meeting expressed willingness to attend the hearing. Council discussed possible locations. It was noted that it would be fair to have the hearing here as residents could attend. Mayor Roberts stated that the Town’s solicitor noted that the Town has attempted numerous times to settle without going to a URB hearing. Councillor Power noted that at the very least, two days of the hearing could be in Annapolis Royal. Councillor Shaffner and Deputy Mayor Mueller-Sparenberg agreed that it is extremely important that PVSC and the URB tour the facility. Council discussed the involvement of Byron Mersereau with the hearing. Council agreed that Byron was a valuable resource and that they would like his continual involvement.</p> <p>Motion 6: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that it be expressed to the Town’s solicitor and PVSC that Council has a strong preference to hold the hearing at the Town of Annapolis Royal Fire Department. Motion carried.</p> <p>Motion 7: It was moved by Councillor Hudson, seconded by Councillor Power that Byron Mersereau continue to be the Town’s representative for the hearing. Motion carried.</p>		
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⁵ Nova Scotia Power Inc.

⁶ Property Valuation Services Corporation

⁷ Utility and Review Board

4. Striking of Budget Advisory Committee	Mayor Roberts explained that the Municipal Advisors recommended striking a Budget Advisory Committee to assist with budget review. He added that two residents had volunteered at the public meeting to be members of the committee. Councillor Fearon commented that a request should be sent to all Town residents asking for participation. Councillor Hudson suggested that all of Council should be involved. DOF Robinson agreed. She recommended that an entire day be designated to budget discussions and that public participation be encouraged. Council agreed that, rather than striking a Budget Advisory Committee, the June 6, 2012 Committee of the Whole meeting would be designated to budget discussions and that public attendance would be welcomed. Mayor Roberts added that he would communicate Council's decision to the two volunteers.	Notice in Town Crier that there will be a special CoW discussing Budget public encouraged	
5. Information regarding an Audible Pedestrian System (APS) (Tab 3)	Council reviewed the quote. The installation of the APS would be approximately \$9370.00 plus tax. It was decided that the Town could not afford the expenditure.		
6. Funding for Natal Day Fireworks	Council reviewed the request. DOF Robinson stated that there is currently \$5500.00 allocated to Natal Day.		
7. New Animal Control Officer.	Council reviewed the information. CAO St-Amour suggested leaving the matter with her and she would create a report for Council's review. Council agreed to table the motion pending CAO St-Amour's report.		

MOTIONS FROM COMMITTEES, BOARDS AND COMMISSIONS

Item	Decision/Action	Responsibility	Target Date
1. Committee of the Whole	Motion 8: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that Motion 7, made February 20, 2012, be rescinded. Motion carried.		

	<p>Motion 9: It was moved by Councillor Shaffner, seconded by Councillor Power that Council appoint Administrative Assistant Monica Mills as Returning Officer, CAO Carol St-Amour, as the Assistant Returning Officer, DOF Robinson, as the Deputy Returning Officer and Accounting Clerk and Sandi Millett-Campbell, as the Poll Clerk. Motion carried.</p>		
	<p>Motion 10: It was moved by Councillor Power, seconded by Councillor Hudson that Council approve the write-off of taxes for the following Town-owned properties: roll number 04997409 for \$3170.48 and roll number 00092398 for \$680.85. Motion carried.</p>		
	<p>Council discussed the recommendation. Administrative Assistant Monica Mills explained that the initial recommendation was until the end of May, which staff did not feel would be beneficial. CAO St-Amour stated that shortened public hours could be implemented. If it was decided that they were not functioning the practice could stop. She added that it would enable employees to be more effective and complete their tasks in a timely fashion.</p> <p>Motion 11: It was moved by Councillor Hudson, seconded by Councillor Fearon that Town Hall be opened to the public from the hours 9:00 am-3:00 pm effective June 4th, 2012. Motion carried. One nay vote from Councillor Hudson.</p>	Notice in the Town Crier	
	<p>Motion 12: It was moved by Councillor Fearon, seconded by Deputy Mayor Mueller-Sparenberg that the Town contribute an additional \$62.50 to the County for Volunteer Week. DOF Robinson explained that the additional \$62.50 had been added to last year's budget; therefore, the motion was not required.</p>		

2. Planning and Heritage Advisory Committee (Tab 4)	<p>Motion 13: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the applicant at 83 Victoria Street be given heritage approval to replace three second floor wood windows with white vinyl window inserts that match the existing windows in size and design. Motion carried.</p>		
3. Board of Police Commissioners	No recommendations.		
4. Environment Committee	<p>Mayor Roberts stated that the original recommendation from the Environment Committee was for the hours 2:00 pm – 4:00 pm. He added that some members of the Environment Committee felt that too many people used the rail trail between the hours of 8:00 am -10:00 am. Mayor Roberts noted that the leash-free times could not be started until a sign was erected.</p> <p>Motion 14: It was moved by Councillor Shaffner, seconded by Councillor Power that off-leash dogs be allowed on the rail trail between 2-4 pm every day once a sign has been erected. Motion carried. One nay vote from Councillor Shaffner.</p>		

REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	<p>Mayor requested update on the following items: a) 10% budget cut, b) stand-by pay, c) letter to Chief</p> <p>Councillor Power reported that the department has not addressed the 10% budget cut. DOF Robinson stated that salaries appeared the best area for cuts. Deputy Mayor Mueller-Sparenberg stated that the department in general is under budget. DOF Robinson noted that the Chief's lieu time would also have to be expensed. Councillor Power stated that Council had been in agreement with the lump sum payment for stand-by; however, no amount had been determined. She added that Council approved the process but not the actual amount. DOF Robinson indicated that a letter had been sent to members of the Police Department indicating the return to the lump-sum stand-by pay, as per CAO Boyer. She added she would give the paperwork to Council for their review. Councillor Power stated that she would like to meet with the department and discuss the matter. She added that the only change noted regarding the letter was the tone and sick-leave reporting. She stated that she would like to discuss the matter with CAO St-Amour. Councillor Fearon requested a copy of the revised letter.</p>	Councillor Power & Deputy Mayor Mueller-Sparenberg	
(b) Mayor's Report	No report	Mayor Roberts	
(c) ADEDA ⁸	<p>This item was discussed under New Business Item # 2.</p> <p>Covered under ADEDA funding, meeting this afternoon.</p>	Deputy Mayor Mueller-Sparenberg	
(d) Planning Services Report (Tab 5)	For information		

⁸ Annapolis Digby Economic Development Agency

(d) King's Theatre	Councillor Fearon reported that there was discussion regarding making King's Theatre scent-free as there are more people affected by scents. She added that the building requires repair to the eavestroughs, windows and painting. She added that the fundraising for the digital projector is going well.	Councillor Kathie Fearon	
(e) REMO ⁹	There was no meeting.	Councillor Sherman Hudson and Mayor Roberts	
(f) Twinning Committee	Mayor Roberts stated that the Twinning Committee will be meeting again. He added that there is now a new person in charge of twinning for Royan, France and a visit may happen in September. Mayor Roberts reported that there was a request from Gonzales, Louisiana to twin with Annapolis Royal. He added that the matter will be discussed at the Twinning Committee meeting.	Mayor Phil Roberts	
{g} Upper Clements Society	Councillor Shaffner stated that he was unable to attend the meeting but he recommended that Council visit the Upper Clements Park website. He added that the Adventure Park will be opening in June and that there were write-ups in the Chronicle Herald and CAA magazine.	Councillor Doug Shaffner	
{h} Environment Committee	Mayor Roberts stated that he had sent the minutes to Council.	Mayor Phil Roberts	
{i} Planning and Heritage Advisory Committee	Councillor Fearon reported that the cenotaph would be located at the Legion. She added that ARCAC ¹⁰ had been approached to strike a sculptures committee. Councillor Fearon reported that it has been determined that the Province of Nova Scotia owns ARRA ¹¹ , she noted that Chair Davies intends to approach the Province requesting permission to designate the building as a heritage property. Council discussed the future of ARRA.	Councillors Kathie Fearon and Sherman Hudson	

⁹ Regional Emergency Measures Office

¹⁰ Annapolis Region Community Arts Council

¹¹ Annapolis Royal Regional Academy

{j} CAO's Report	CAO St-Amour indicated that she would complete monthly reports for Council. She added that she would be meeting with the Municipal Advisors May 31 st and June 1 st to discuss some sundry matters. She reported that she also intends to meet with each member of staff and Council individually.	CAO	
{k} Water Reports	Water tests have been received and are within the required parameters.		

CORRESPONDENCE.

Council reviewed the following correspondence.

- Letter from Minister of Canadian Heritage and Official Languages (Tab 6)
- correspondence, New Horizons for Seniors Program;

OTHER BUSINESS : none

Motion 15:

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the meeting move in camera at 10:40 am.

IN CAMERA

-financial

Motion 16:

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the meeting move out of camera at 10:58 am.

NEXT MEETING:

June 18, 2012

ADJOURNMENT

Motion 17:

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the meeting be adjourned at 10:58 am.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2012.05.31	P. Roberts
Changes made by CAO	2012.05.31	Paul D. Brown
Approved for website by CAO	2012.06.02	CAA
Sent to webmaster	2012.06.04	by [Signature]