

**DRAFT MINUTES**  
**TOWN OF ANNAPOLIS ROYAL**  
**REGULAR COUNCIL**  
**November 16, 2009**  
**9:00 a.m.**

The regular meeting of Council was held on Monday, November 16, 2009 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Sherman Hudson, Pat Power, Holger Mueller-Sparenberg and Kathie Fearon, CAO Amery Boyer, Director of Finance Melony Robinson and Jackie Longmire as recording secretary. Kent Thompson was also present, as an observer.

**APPROVAL OF REGULAR COUNCIL MINUTES**

**October 19, 2009**

**APPROVAL OF SPECIAL COUNCIL MINUTES**

**October 23, 2009**

**Motion # 1**

*It was moved by Councillor Hudson, seconded by Councillor Power, that the regular Council minutes dated October 19, 2009 and the special Council minutes dated October 23, 2009 be approved as amended Motion carried.*

**ADDITIONS/DELETIONS TO THE AGENDA**

Under New Business add:

- {g} Town Hall Door
- {h} Utility and Review Board – Request for comment

Under Correspondence add:

1. Fore the Cure – Thank you letter

**APPROVAL OF AGENDA**

**November 16, 2009**

***Motion # 2***

***It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson, that the agenda dated November 16, 2009 be approved as amended. Motion carried.***

**BUSINESS ARISING FROM MINUTES**

Item	Decision / Action	Responsibility	Target Date
{a} Orderly and Peaceful Conduct By-law	<p><b><i>Motion # 3</i></b></p> <p><b><i>It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg, that the second and final reading of the Peaceful and Orderly Conduct By-law be approved. Motion carried.</i></b></p>	Administrative Assistant/CAO	
{b} Burning Permit By-law	<p>The Outdoor Fire By-law is now in effect, replacing the former Outdoor Fire By-law and the Burning By-law.</p> <p><b><i>Motion #4</i></b></p> <p><b><i>It was moved by Councillor Fearon, seconded by Councillor Hudson to repeal the Outdoor Fire By-law and the Burning By-law. Motion carried.</i></b></p>	Administrative Assistant/CAO	
{c} Idling Control By-law	The Environment Committee supports the motion that this by-law be introduced as a policy.	Administrative Assistant	
{d} Winter Market Update	<p>Mayor Roberts said that the market has been going really well and there is room for only one more vendor. There were approximately 230 patrons at the market on November 14, 2009. Mayor Roberts said that the money that is being collected is more than needed to cover the expenses.</p> <p>It was noted that there is one vendor in particular who is not parking in the designated vendor parking area. Mayor Roberts is aware of the issue and will correct the problem.</p>	CAO Boyer	

{e} Foodbank/Police space	<p>The Police Department continues to explore options for expanding its office space. It was agreed that the best option seems to be for the police office to move into the Foodbank space. All of the officers including the to be appointed Police Chief feel that the existing Foodbank space would make a suitable office for the Police Department.</p> <p>CAO Boyer will review the lease and determine what the appropriate time frame for notice to the Foodbank would be. CAO Boyer will also talk to the Municipality of the County of Annapolis about housing the Foodbank. It was noted that Council regrets having to make this decision but space limitations and expenses make the decision necessary.</p>	CAO Boyer	
---------------------------	---	-----------	--

## NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	The tests continue to show limits within the required parameters.	CAO Boyer	
{b} Resignation of Roger Sturtevant	<p>A letter of resignation has been received from Town Planner Roger Sturtevant. His resignation will take effect on March 31, 2010.</p> <p>CAO Boyer said that restructuring ADPC is being considered and another funding partner may be sought. CAO Boyer is discussing the options with her counterparts.</p>	CAO Boyer	
{c} Response from Service Nova Scotia and Municipal Relations – Re: Grants in Lieu	The Town of Annapolis Royal and the Municipality of Queens had requested an adjustment to the uniform assessment to match the phasing-in of reduced Nova Scotia Power Incorporated grant in lieu payments. The letter received in response basically said that the request was denied. Service Nova Scotia and Municipal Relations stated that it must balance the needs of those municipalities who are deferring the NSPI grant in lieu gains with the needs of the municipalities requiring deferral of the NSPI grant in lieu losses.	CAO Boyer/Mayor Roberts	

<p>{d} New Town Crest</p>	<p>Preliminary artwork of the proposed new Town crest has been provided. The reaction to the new crest has not been favourable. CAO Boyer has contacted the Annapolis Heritage Society and a small committee has been established to design a crest that is suitable for the Town.</p> <p>Mayor Roberts said that the new crest has cost the Town approximately \$1,000.00 to date and considering the financial situation of the Town, it is not appropriate for more funds to be spent on the crest at this time. Mayor Roberts suggested that he draft a letter to the Queen, explaining the situation and requesting that the Town be permitted to use the existing crest. AHS will be advised that the Town will continue to work on creating an appropriate crest but there will be no additional funds spent on the project.</p> <p>The Town will use the National Historic District logo until this issue has been resolved.</p> <p><b><i>Motion #5</i></b> <b><i>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that a letter be drafted to Her Majesty the Queen formally requesting the Annapolis Royal be permitted to continue to use the Town Crest that has been the crest of Annapolis Royal for almost 100 years. Motion carried.</i></b></p>		
<p>{e} Heritage By-law – changes in composition of membership</p>	<p>CAO Boyer provided a copy of the Heritage By-law that has been changed based on advice from PHAC member Peter Davies. Mr. Davies has suggested that the committee consist of 5 at large members and two members of Council. The Committee must have 2 Council representatives according to the MGA and Council agreed that 4 at large members would be a more appropriate number. The By-law will be changed to reflect the number of at large members.</p> <p><b><i>Motion #6</i></b> <b><i>It was moved by Councillor Fearon, seconded by Councillor Hudson, that the first reading of the changes to the Heritage By-law be approved. Motion carried.</i></b></p>		

{f} Business Liaison Committee – Proposed survey	The Business Liaison Committee has drafted a survey to be distributed to all businesses in Annapolis Royal. Councillor Power said that the Town is perceived by some as not being business-friendly and this survey could provide the opportunity for businesses to provide specifics. The surveys will be hand delivered by Mayor Roberts and Councillor Power. Councillor Mueller-Sparenberg also offered assistance in delivering the surveys.		
{g} Town Hall door	Several complaints have been received about the installation of a steel door as the front door on the Town Hall. The steel door was replaced with the wooden door for the summer but there are issues with the wooden door as the weather begins to change. CAO Boyer was in Town Hall over the weekend and was not able to open the door from the inside. Adrien Nette was called to make repairs to the door and noted that the lock was jammed. The cost of finishing the steel door to give it a wooden look is \$400.00 which is not in the budget.  Mayor Roberts said that Council has already addressed the issue by making a motion last year to have the steel door installed in the winter and replacing it with the wooden door in the summer.		
{h} Utility and Review Board – Request for comment	CAO Boyer has received a letter requesting comments from Town Council on liquor licensing regulations. A copy was provided to each member of Council; comments can be forwarded to CAO Boyer and she will coordinate the response.  CAO Boyer said that she expects that some liquor licensing responsibilities will become the responsibility of the Annapolis District Planning Commission.		

#### RECOMMENDATIONS FROM COMMITTEES, BOARDS, COMMISSIONS

Item	Decision / Action	Responsibility	Target Date
------	-------------------	----------------	-------------

<p><b>{a}</b> Recommendations from Committee of the Whole</p>	<p><i>7. It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the Planning and Heritage Advisory Committee expand its membership, meet separately from Council on a regular date to be determined, have two members of Council appointed to the Committee and four members at large and all recommendations of the Committee be made as recommendations to Council. Motion carried.</i></p> <p><i>8. It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg, that a letter be sent to the Council of the Municipality of the County of Annapolis requesting that appropriate officials of both municipal units be asked to meet to discuss land use planning and related issues in the environs of Annapolis Royal and further to report back to their respective Councils on the issues discussed and on any recommendations that might be appropriate. Motion carried.</i></p> <p><i>9. It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon, that the two large windows on the main floor of King's Theatre be temporarily repaired with epoxy products and two appropriate, heritage-sensitive wooden windows be purchased for replacement as soon as possible. Motion carried.</i></p> <p><i>10. it was moved Councillor Hudson, seconded by Councillor Fearon, that a letter of support be drafted for the Association of Western Valley C@P Sites. Motion carried.</i></p> <p><i>11. It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner, that a LED streetlight be purchased from LED Roadway Lighting and be installed on Babineau Heights. Motion carried.</i></p> <p><i>12. It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the 3-year water utility operating budget be approved as presented. Motion carried.</i></p> <p><i>13. It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg, that invoice # 493 in the amount of \$124.30 be written off. Motion carried.</i></p>		
---	---	--	--

	<p><b>14. It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the tax bill for assessment # 00092398 in the amount of \$660.82 and the tax bill for assessment # 04997409 in the amount of \$3,112.52 be written off. Motion carried.</b></p> <p><b>15. It was moved by Councillor Hudson, seconded by Councillor Fearon, that the Town proceed with the unsightly Premises file for assessment #02330482 with an order to repair and that a letter be drafted to the property owner with a 30-day deadline for completion of the required repairs. Motion carried</b></p> <p><b>16. It was moved by Councillor Fearon, seconded by Councillor Hudson, that the 3-year water capital budget be approved as presented. Motion carried.</b></p>		
{b} Recommendations for the Environment Committee	<p><b>17. It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the Renewable Energy By-law be amended to reflect advice received from the Town Solicitor regarding an attached appendix and the wording of section (v) and also to be amended to follow the Standards and Guidelines of the Conservation for Historic Places in Canada with regard to wind generation devices and other solar panel devices. Motion carried.</b></p> <p><b>18. It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg, that a letter be drafted to the Minister of Transportation and Infrastructure Renewal to request a reduction in the speed limit in the areas of Town with a 60 kmh speed limit to a 50 kmh speed limit and a reduction in the areas of Town with a 50 kmh speed limit to a 35 kmh speed limit. Motion carried.</b></p> <p>Deputy Mayor Shaffner voted nay to this motion saying that he felt it was unrealistic and unenforceable.</p> <p>Mayor Roberts said that the reasoning behind the request for a reduction in the speed limit is to encourage the use of alternate transportation like</p>		

	<p>bicycles. He said that some people may not feel comfortable riding a bike because of the speeding traffic and a reduction in that limit may make potential bike riders feel safer.</p> <p><b><i>19. It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Power, that the use of bio-degradable cat litter by Town residents be encouraged. Motion carried.</i></b></p> <p>The Environment Committee wants to encourage local stores to carry the bio-degradable cat litter and a recommendation from Council will support the initiatives of the Committee.</p> <p><b><i>20. It was moved by Councillor Fearon, seconded by Councillor Hudson, that the green house gas emission reduction target for the Town of Annapolis Royal be set at 20% for municipal operation and the community and that the deadline for meeting this target be set as December, 2016. Motion carried.</i></b></p> <p>Mayor Roberts said that the target was set so that the Town could complete Milestone 2 through the Partners for Climate Protection Program. He said that CARP completed an energy audit in 2006 and that has been used for the base year for the targets.</p> <p>CAO Boyer will ask Steve Hawbolt if a second audit could be completed at the half-way point of 2011. A second energy audit would track the progress to date and would assist in educating the community on how to reduce green house gas emissions.</p>		
--	---	--	--



{b} Board of Police Commissioners	Councillor Fearon attended the meeting on November 10. The to be hired Chief, Burt McNeil, also attended the meeting. All officers completed firearm recertification on November 12. Constable Campbell will offer a refresher on Use of Force to all officers. The Department is considering the use of blackberries for communication and CPIC <sup>1</sup> access; Corporal Chase continues to explore all options. The Department is handling the Olympic Torch Relay in Town and there will be some street closures as a result. Information has been provided to all affected business owners. There are some issues with dispatching and other options are being explored.	Deputy Mayor Shaffner and Councillor Fearon	
{c} Mayor's Report	<p>Mayor Roberts attended the following functions:</p> <p>October 19 – Meeting with Dr. Barkwell regarding outpatient clinic closures</p> <p>October 23 – Meeting with Stephen Feist of Service Nova Scotia and Municipal Relations in Halifax</p> <p>October 26 – Mayor's meeting at the Annapolis Royal Legion</p> <p>November 8 – Fire Hall dinner</p> <p>November 11 – Remembrance Day dinner at the Legion</p> <p>November 12 – Funding announcement at King's Theatre</p> <p>Mayor Roberts said that he may discontinue the monthly meetings at the Legion as there seems to be little interest. He will be available at the winter market to discuss issues or concerns.</p>	Mayor Phil Roberts	
{d} ADEDA	<p>Councillor Mueller-Spaenberg attended the last meeting. He said that a new website has been launched to attract immigrants. The website will be available in several languages that will make it easy for immigrants to get the information they need.</p> <p>The Cruise ship visit went well and there is hope that other visits will take place in the future. Councillor Mueller-Spaenberg said that there were some issues with the cleanliness of the taxis and drivers smoking in the vehicles.</p>	Councillor Mueller-Spaenberg	

{d} King's Theatre	<p>Councillor Fearon said that the Theatre will most likely be over budget by the end of the year. There was a \$10,000.00 grant that was expected but to date, has not been confirmed. The new website expenses are approximately \$2,500.00 and this item was not budgeted. The Manager is currently working on an on-line ticket purchase program.</p> <p>Jeldwen Windows has quoted a price of \$1,000.00 each for the two wooden windows that are required on the front of the building. Epoxy repairs to the windows will not take place until the Theatre has closed for Christmas break.</p>	Councillor Fearon	
{e} REMO	<p>Mayor Roberts and Councillor Hudson participated in the conference call meeting. It was suggested that the Deputy Mayor be appointed as an alternate for the Mayor. Mayor Roberts said that the CAOs should all be representatives on the REMO<sup>2</sup> board and that all CAOs will be asked to attend an upcoming meeting. The next regular meeting is scheduled for February 2010 and will also take place via teleconference.</p> <p><b><i>Motion #20</i></b> <b><i>It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg, that Deputy Mayor Shaffner be appointed as an alternate to the Mayor on the REMO Advisory Board. Motion carried.</i></b></p>	Councillor Hudson and Mayor Roberts	
{g} Historic Gardens	<p>Councillor Power said that the Board of Directors has opted to set side the work on the vision and mission statements of the Gardens until later in the winter. The completion of the strategic plan for an upcoming public meeting has become the priority of the Board.</p> <p>The Historic Gardens is happy with the newly created winter market and reports that all is going well.</p>	Councillor Power	
{h} Business Liaison Committee	Councillor Power said that there was nothing to report other than the proposed survey that was discussed earlier.	Councillor Power	
{i} Twinning Committee	Mayor Roberts said that a meeting is scheduled for November 20, 2009.	Mayor Roberts	

{k} Hanse Society	Deputy Mayor Shaffner attended the regular monthly meeting and the Facilities Committee meeting. Maintenance to the 70+ buildings on the property as well as plans for the upcoming season were discussed. A zip-line will be a new attraction in the park for 2010 but plans for the wildlife park area are still confidential.	Deputy Mayor Doug Shaffner	
{l} Environment Committee	It was noted that Environment Committee member Carol Littleton had a letter to the Editor in the Chronicle Herald. The letter addressed tidal power and wind turbines.		

## CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} Fore the Cure	Thank you letter – for information only.		

## GENERAL DISCUSSION

1. **Crossing time at traffic lights** – A request was received asking that the pedestrian crossing time at the St. George Street and Prince Albert Road intersection be increased to allow time for the elderly and handicapped to cross the street. The timing for the actual traffic lights was reduced a few years ago to reduce idling time at the traffic lights; the pedestrian crossing time is linked to the time of the traffic lights. The request has been forwarded to the Traffic Authority for further review.

**NEXT MEETING**                      December 21, 2009 at 9:00 am

## ADJOURNMENT

*It was moved by Councillor Fearon to adjourn the meeting.*

<b>Action:</b>	<b>Date</b>	<b>Signature</b>
----------------	-------------	------------------

