

DRAFT MINUTES
TOWN OF ANNAPOLIS ROYAL
REGULAR COUNCIL
November 17, 2008
9:00 a.m.

The regular meeting of Council was held on Monday, November 17, 2008 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Jane DeWolfe, Councillors Sherman Hudson, Pat Power and Kathie Fearon, CAO Amery Boyer, Director of Finance Melony Robinson and Jackie Longmire as recording secretary.

Regrets: Councillor Doug Shaffner

APPROVAL OF REGULAR COUNCIL MINUTES

October 20, 2008

Motion # 1

It was moved by Deputy Mayor DeWolfe, seconded by Councillor Hudson, that the regular Council minutes dated October 20, 2008 be approved. Motion carried.

APPROVAL OF SPECIAL COUNCIL MINUTES

October 31, 2008

Motion #2

It was moved by Councillor Power, seconded by Councillor Hudson, that the special Council minutes dated October 31, 2008 be approved. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

Under New Business add:

- {f} Cornwallis Museum Sign
- {g} Request for a Decision – banner brackets
- {h} Article - Re: Possible conflict of interest

APPROVAL OF AGENDA

November 17, 2008

Motion # 2

It was moved by Councillor Power, seconded by Councillor Hudson, that the agenda dated November 17, 2008 be approved as amended. Motion carried.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Quote for Town Hall bathroom repairs	The plumbing for the bathroom has been refitted but the shower is not waterproof; it requires a new tub surround. A quote was received from Bathfitters but it was considered too high. A representative from Home Hardware has measured the area and will provide a quote.	Mayor Roberts	
{b} Windows for Town Hall	<p><i>Motion #3</i> <i>It was moved by Deputy Mayor DeWolfe, seconded by Councillor Hudson, to replace 18 windows in Town Hall with double hung vinyl inserts.</i></p> <p>The new windows were discussed and it was agreed that a price quote should be obtained from Home Hardware directly. Installation of the windows will also be discussed with other contractors. All options will be considered and the final price estimate will be provided to Council when it is available. The above motion was withdrawn and the following motion was made:</p> <p><i>Motion #4</i> <i>It was moved by Councillor Fearon, seconded by Councillor Power, to replace 18 windows on the main floor of the Town Hall building with single hung vinyl inserts. Motion carried.</i></p>	Executive Assistant to request quote from Home Hardware	
{c} Orientation Package	CAO Boyer has provided another update for Council's orientation package. A date of November 24, 2008 was set for review of the orientation binder.	CAO Boyer and all members of Council	

{d} Motion RE: Janson Development	Motion #5 <i>It was moved by Councillor Fearon, seconded by Deputy Mayor DeWolfe, based on the recommendation of the Planning and Heritage Advisory Committee, to hold a Public Hearing on Monday, December 15, 2008 to receive oral and written statements on the intent to enter into a Development Agreement under the Town of Annapolis Royal's Municipal Planning Strategy and Land Use By-law with O. Janson to permit a commercial building to be developed on lands of J. Melanson, St. Anthony Street (PID 05002720). Motion carried.</i>		
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NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Bill 129 – An Act to amend the Trade Union Act	The Board of Police Commissioners has recommended that a letter be forwarded in support of the UNSM's position on this Bill. A letter will be drafted from the Town, under the signature of the Mayor. The UNSM does not support Bill 129.	CAO Boyer	
{b} Request for a Decision – Elimination of Election Fee	CAO Boyer said that there is a by-law on file from 1979 which states that an election fee is not required. It was agreed that the 1979 by-law that addresses the issue would remain on file and in effect. All candidates in the most recent election will be refunded their \$25.00 election fee.		
{c} International Council for Local Environmental Initiatives (ICLEI) - Local Governments for Sustainability - Membership	CAO Boyer said that she recently attended a conference that was supported by this group which provides network ties with several countries. Motion #6 <i>It was moved by Councillor Fearon, seconded by Deputy Mayor DeWolfe to purchase a one year membership with the International Council for Local Environmental Initiatives at a cost of \$600.00. Motion carried.</i>		

<p>{d} Vacancy on the Planning and Heritage Advisory Committee</p>	<p>Expressions of interest have been received from Peter Davies and Wayne Morgan for the vacancy on PHAC.</p> <p><i>Motion #7</i> <i>It was moved by Councillor Fearon, seconded by Councillor Power, to appoint Peter Davies and Wayne Morgan as members of the Planning and Heritage Advisory Committee.</i></p> <p>This motion was discussed and it was agreed that only one seat on the Committee would be assigned at this time.</p> <p>The above motion was defeated with nay votes recorded from Councillor Hudson, Deputy Mayor DeWolfe and Councillor Power.</p> <p><i>Motion #8</i> <i>It was moved by Councillor Power, seconded by Councillor Hudson to appoint Peter Davies as a member of the Planning and Heritage Advisory Committee. Motion carried with a nay vote recorded from Councillor Fearon.</i></p>		
<p>{e} Request for a Decision – Holiday Hours</p>	<p>All members of Council reviewed the request and have agreed to offer December 28, 29 and 30 as three extra vacation days to administrative staff. CAO Boyer has opted to work on those days so the Town Hall will be open to the public with limited staff. Administrative staff will be off at noon on December 24 and not expected to return to work until Friday, January 2, 2009. This was viewed as a trial for 2008-2009 only.</p>		
<p>{f} Museum Sign</p>	<p>A request has been received from Ron Elliott regarding signage for the Cornwallis Military Museum. Mr. Elliott would like to post a sign at the courthouse intersection in Annapolis Royal. It was agreed that this issue would be forwarded to Chief of Police Ross Campbell and Traffic Authority Laurie Emms for further review.</p>		

{g} Request for a Decision – banner brackets	The cost of the banner brackets is within the Public Works budget. The new brackets would enable the Town to display banners for all seasons and eliminate the need to purchase flags that do not withstand the seasons very well. Council agreed to the purchase of 12 banner brackets.		
{h} Article – Re: possible conflict of interest	Councillor Fearon said that she had read an article that raised the question as to whether or not she should have resigned as a member of the Planning and Heritage Advisory Committee before she swore the oath of office for Councillor. It was noted that as a member of PHAC she received no allowance and all members of Council are members of PHAC. It was agreed that there were no issues that would adversely affect her position as Councillor.		

RECOMMENDATIONS FROM COMMITTEES, BOARDS, COMMISSIONS

Item	Decision / Action	Responsibility	Target Date
{a} Recommendations from Committee of the Whole	<p><i>9. It was moved by Deputy Mayor DeWolfe, seconded by Councillor Fearon to re-appoint Peter Davies and Valerie Davies as the official Town Crier and his escort for the Town of Annapolis Royal with the term to end with the term of Council. Motion carried.</i></p> <p><i>10. It was moved by Councillor Fearon, seconded by Councillor Power to adopt the UNSM's Code of Conduct Policy for Elected Officials. Motion carried.</i></p> <p><i>11. It was moved by Councillor Power, seconded by Councillor Hudson, to appoint Russell Mackintosh as Building Inspector for the Town of Annapolis Royal for all buildings which are outside of the limits of the qualified Level 1 Building Official as outlined in the Nova Scotia Building Code Training and Certification Board. Motion carried.</i></p> <p><i>12. It was moved by Councillor Hudson, seconded by Deputy Mayor</i></p>		

	<p><i>DeWolfe to draft a letter in support of the motion passed by the Council of the Municipality of the County of Annapolis which does not support the UNSM resolution to broaden the powers of Municipal government to hold in-camera sessions. Motion carried.</i></p> <p><i>13. It was moved by Deputy Mayor DeWolfe, seconded by Councillor Fearon to purchase the TownSuite Tangible Capital Assets Municipal Software at the cost of \$6,895.00. Motion carried.</i></p> <p><i>14. It was moved by Councillor Fearon, seconded by Deputy Mayor DeWolfe to write off the following tax accounts: #00092398 – \$623.65, #04997409 - \$3,249.78, #10093082 - \$417.85 and #03622509 - \$6.85. Motion carried.</i></p> <p><i>15. It was moved by Councillor Fearon, seconded by Councillor DeWolfe to approve the request for Wayne Morgan to continue as the Town representative on the FUNDY web Board. Motion carried.</i></p> <p><i>16. It was moved by Councillor Power, seconded by Councillor Hudson to approve the application for changes to heritage properties from Historic Gardens with the understanding that the Manager will review all options for windows and choose the best option. Motion carried.</i></p> <p><i>17. It was moved by Deputy Mayor DeWolfe, seconded by Councillor Fearon to approve Ashley McCormick's application for a new deck at 629 St. George Street, subject to size and location details being provided. Motion carried.</i></p> <p><i>18. It was moved by Councillor Fearon, seconded by Deputy Mayor DeWolfe to make the Marketing and Events Coordinator position a permanent full-time position with all benefits included as of November 10, 2008 and with Sally Burnie continuing as the Marketing and Events Coordinator.</i></p>		
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	<p>This motion was discussed and as a result of some feedback that had been received over the weekend, it was agreed that this motion would be tabled until all members of Council were able to meet with members of the organizations that expressed concerns over the Marketing and Events Coordinator position. A meeting will be scheduled with the Attractions Committee to discuss the job description and responsibilities of the Marketing and Events Coordinator.</p> <p>The above motion will be discussed at the next Committee of the Whole meeting on December 3, 2008.</p> <p><i>It was moved by Councillor Fearon, seconded by Councillor Power to table Motion #19 until the next meeting of Council on December 15, 2008. Motion carried.</i></p>		
{b} Board of Police Commissioners	<p>The regular Board of Police Commissioners' meeting was held on November 12, 2008. Good reports have been received on the new employees.</p>	Deputy Mayor Jane DeWolfe	
{c} Mayor's Report	<p>Mayor Roberts attended the Remembrance Day ceremonies at the Legion and the Firemen's Banquet. He said that the Town had presented a framed commendation to Dave Robb for thirteen years of exemplary service not only with the Fire Department but with Natal Day activities, particularly fundraising for fireworks.</p>	Mayor Phil Roberts	
{d} ADEDA	<p>Deputy Mayor DeWolfe said that the main item of discussion at the last meeting was wood pellets. A call for anyone who may be interested in establishing an experimental wood-pellet operation in the area has been advertised.</p>	Mayor Jane DeWolfe	
{d} King's Theatre	<p>Mayor Roberts has asked Councillor Shaffner to find a representative to replace him on this Board as he has resigned the position.</p>	Councillor Doug Shaffner	

{e} REMO	A meeting is scheduled for November 20, 2008 to inform all Councillors on the agenda of REMO.	Councillor Sherman Hudson	
{g} Historic Gardens	Councillor Power attended a meeting on October 21, 2008. Water irrigation and the Visitor Information Centre continue to be items that are under discussion.	Councillor Pat Power	

CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} Association of Municipal Administrators	A letter was received thanking the Director of Finance Melony Robinson for her presentation at the recent GFOA Conference. It was noted that 83 percent of the delegates thought the presentation was good or excellent. All members of Council extended congratulations to the Director of Finance.		
{b} Coastal Communities Network	For information only.		

GENERAL DISCUSSION

1. Coat of Arms – Mayor Roberts said that he has met with David Cvet, President of the Royal Heraldry Society of Canada, and Ryan Scranton, Annapolis Heritage Society, to discuss the issue with the Town’s Coat of Arms. Mr. Cvet was very helpful and provided a number of suggestions with regard to the Coat of Arms. Alan Melanson of Parks Canada has located a original drawing of the Coat of Arms which has “adopted – 1918” written on the back. Mr. Cvet will meet with the Chief Herald in Ottawa to discuss the issue and it is possible that changes may have to be made to the current Coat of Arms. The base cost for applying for permission is approximately \$500.00; Council agreed that the process should be started.

2. Boardwalk – Mayor Roberts suggested that the old, wooden boardwalk be replaced with compacted dirt, similar to that of the new Perimeter Trail. CAO Boyer said that the compacted dirt option was chosen for the Perimeter Trail because of the possibility of losing the trail

in the event of a tidal surge. This matter will be forwarded to the Superintendent of Public Works and the Town Engineer for further review.

IN CAMERA

It was moved by Deputy Mayor DeWolfe, seconded by Councillor Hudson to move in-camera to discuss staffing and personnel issues.

It was moved by Councillor Hudson, seconded by Deputy Mayor DeWolfe to move out of camera.

NEXT MEETING December 15, 2008 at 9:00 a.m.

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		

