

**TOWN OF ANNAPOLIS ROYAL**  
**REGULAR COUNCIL**  
**DRAFT MINUTES**  
**November 21, 2011**  
**9:00 a.m.**

Present: Mayor Roberts, Deputy Mayor Power, Councillor Fearon, Councillor Hudson, Councillor Shaffner, CAO<sup>1</sup> Boyer, DOF<sup>2</sup> Robinson, Administrative Assistant Monica Mills as recording secretary, members of the public Carole Milligan( left at 10:30am), Alma Smith (left at 9:25), Rion Microys (left at 10:30am)

Regrets:

**CALL TO ORDER:** The meeting was called to order at 9:00 am by Mayor Roberts.

**APPROVAL OF REGULAR COUNCIL MINUTES:** October 17, 2011

**Motion 1:**

It was moved by Deputy Mayor Power, seconded by Councillor Hudson that the minutes dated October 17, 2011 be approved with the following amendments:

- page 12 top paragraph, repetition from previous page.
- page 1 Deputy Mayor Roberts should read Deputy Mayor Power

Motion carried

**ADDITIONS/DELETIONS TO AGENDA**

- Business Arising, Simplified Budget format
- New Business, Election Act Changes
- In camera: potential litigation

**APPROVAL OF AGENDA**

**Motion 2:**

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the agenda dated November 21, 2011 be approved with the additions noted. Motion carried.

**PRESENTATIONS**

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

**9:00 am - Petition regarding Traffic and Speeding in Town, Carole Milligan, Alma Smith and Rion Microys**

Carole Milligan presented the petition. She stated it was the result of a loud and busy summer in town and the amount of traffic and speed has increased. This resulted in the circulation of the petition which was signed by 97 residents. She added that engine braking and speeding were the main focus of the petition. She stated that it was people from the County who were using the streets as conduits and that these people were not demonstrating respect for the Town. She requested that more aggressive actions be used to enforce the Motor Vehicle Act such as increased patrols and the police issuing more warnings. Deputy Mayor Power stated that the same petition had been presented at to the Board of Police Commissioners, and that she and Chief McNeil were working together to write a response. She added that Chief McNeil stated that any residents who witness speeding or any other motor vehicle infractions should report the license plate number to the Police immediately. Mayor Roberts added that the Environment Committee had discussed reducing the speed limit on St George Street to 40 km/hr and school zones to 30km/hr. He added that a lower speed limit would be a part of the Town's milestones in reducing carbon emissions.

**BUSINESS ARISING FROM MINUTES**

Item	Decision / Action	Responsibility	Target Date
1. Second and final reading of Day Care By-law (Tab 1)	Motion 3 : It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon that the Day Care By-law be approved. Motion carried.		
2. Second and Final Reading of Records Management and Destruction By-law (Tab 2)	Motion 4: It was moved by Councillor Hudson, seconded by Deputy Mayor Power that the Records Management and Destruction By-law be approved. Motion carried.		
3. Second and Final Reading of Dogs By-law (Tab 3)	Councillor Fearon stated that there was an incomplete sentence on page 2. Council decided to suspend all discussions on by-laws until the next Council meeting.		
4. Repeal of the Public Health By-law (Tab 4)	All discussions on by-laws have been suspended see above.		
5. Planning and Heritage Committee By-law (Tab 5)	Councillor Fearon asked about the terms and references to ADPC and the length of terms of office for committee members. Council decided to suspend discussions until after the by-law is reviewed by PHAC <sup>3</sup> .		
6. Simplified Budget Format	Councillor Fearon recommended that a notice be placed in the Town Crier notifying the residents that the simplified budget format will be available at		

<sup>3</sup> Planning and Heritage Advisory Committee

	Town Hall. Deputy Mayor stated that the pie-chart format was very well received by the public at the recent Open House at Public Works. Councillor Mueller-Sparenberg requested a chart that demonstrated the spending of both the property tax dollars and water utility money. DOF Robinson stated that she could develop a similar pie chart for the water utility funds. She added that she would bring this to the Committee of the Whole meeting in December for Council's review.		
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## NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Draft Business Continuity Plan (Tab 6)	Council discussed the draft business continuity plan. CAO Boyer explained the organization of the chart. She added that it will tentatively be completed by April 2012. DOF Robinson stated that Business Continuity Plans will soon be a requirement for all municipal units.	CAO	
2. Contract for Planning Services (Tab 7)	Council discussed the one-year quote from Chris Millier. CAO Boyer explained that both Middleton and Bridgetown have accepted the three-year contract.  Motion 5: It was moved by Councillor Shaffner, seconded by Councillor Fearon that the three-year contract for planning services with Chris Millier be approved. Five votes in favour, one nay vote by Deputy Mayor Power. Motion carried.	CAO	
3. FCM - RFP to host FCM's 2013 or 2014 Sustainable Communities Conference and Trade Show (Tab 8)	Council discussed the possibility of hosting the FCM conference in 2013. It was decided that it would be beneficial to sub-contract this with the Annapolis Basin Conference Centre. CAO Boyer will contact the conference centre to discuss the possibility.		
4. Borrowing Resolution for Line of Credit at Scotiabank (Tab 9)	To allow for use of line of credit as a contingency plan only. Mayor Roberts requested that Scotiabank be given the correct signing authority information.  Motion 6: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the borrowing resolution be signed. Motion carried.	DOF	
5. Application for generators (Tab 10)	CAO Boyer explained that a grant application for the three emergency generators has been filed. She added that one generator would be for the		

	Public Works building, one would be for the Police Department and the third would be a transportable three-phase generator for the five lift-stations. With approval of the grant, the Town would be responsible to a maximum of \$26,000.00. The grant offers 50% of the cost up to a maximum of \$10,000.00. Councillor Fearon asked if the County would be willing to cost-share. CAO Boyer replied in the negative.		
6. Re-appointment of Town Crier (Tab 11)	Council discussed the resolution. The Junior Town Criers' term of office does not end until Natal Day. Mayor Roberts recommended that the wording "escort" be changed to "consort", the last "whereas" be changed to "therefore", and the word "official" be removed in both places it appears..  Motion 7: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon that the resolution be approved with the amendments. Motion carried.		
7. Order regarding Unsightly Premises at 209, 211 and 213 St Anthony Street (Tab 12)	Council reviewed the order. CAO Boyer explained that the order requires a motion from Town Council in order to proceed.  Motion 8: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Shaffner that a letter regarding the order for unsightly premises be sent. Motion carried.		
8. Salt Spreader	Council discussed the necessity of the purchase of a salt spreader. Motion 9: It was moved by Councillor Fearon, seconded by Councillor Shaffner that the purchase of a salt spreader for a cost of \$5800.00 be approved. Motion carried. Five votes in favour and one nay by Deputy Mayor Power.	DOF	
9. Changes to the Election Act	Council reviewed the proposed changes to the Election Act.		
10. Public Works Open House	Council discussed the open-house. Mayor Roberts suggested that a letter commending the Public Works Department for their efforts in constructing the new building be sent to Kevin McLean. Council agreed.		

# **RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS**

<b>Item</b>	<b>Decision/Action</b>	<b>Responsibility</b>	<b>Target Date</b>
1. Recommendations from Committee of the Whole	<b>Motion 10:</b> It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that the expenditure of no more than \$8,000.00 for a stand-alone storage facility for Public Works be approved. Motion carried.		
	<b>Motion 11:</b> It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that the sign be approved for the Public Works building. Motion carried.		
	<b>Motion 12:</b> It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the request for write-off of taxes roll number 00092398 for \$680.85 and roll number 04997409 for \$3312.22, which are town-owned properties, be approved. Motion carried.		
2. Recommendations from PHAC <sup>4</sup>	<b>Motion 13:</b> It was moved by Councillor Hudson, seconded by Councillor Fearon that Council ratify the motion to approve the application to alter a registered heritage building located at 424 St George Street. Motion carried.		
	<b>Motion 14:</b> It was moved Councillor Fearon, seconded by Councillor Hudson that Council ratify the motion to approve the demolition of the garage portion of 396 St George Street be approved as proposed. Motion carried.		

<sup>4</sup> Planning & Heritage Advisory Committee

	Council discussed the recommendation from PHAC that PHAC be consulted prior to alteration taking place at 285 St George Street.		
	<b>Motion 15:</b> It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that the application to construct an addition to 1 Riverview Drive be approved. Motion carried.		
3. Board of Police Commissioners	No recommendations.		
4. Environment Committee	Council discussed the recommendation from the committee. Councillor Shaffner expressed concerns as to whether or not extra policing affects the issue of speeding. <b>Motion 16:</b> It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that Council approve the imposition of a 40 kph speed limit on all of St George Street together with a 30 kph speed limit in the Town's two school zones when children are present. Motion carried.  Deputy Mayor Power stated that she will discuss the recommendation with the Chief of Police.		
5. REMO <sup>5</sup> (Tab 13)	<b>Motion 17:</b> It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that Council approve that the REMO Emergency Fund be permitted to accumulate a cap of up to \$10,000.00 so that funds would be available for the initial response to an emergency. Motion carried.		

<sup>5</sup> Regional Emergency Measures Organization

## REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

(a) Board of Police Commissioners	Deputy Mayor Power reported that the first order of business at the meeting was the swearing in of the new member, Jerri Costa. She added that there was some clean-up work at the next meeting where motions will be made to ratify the appointment of vice-chair Brian Kevill and Secretary Mueller-Sparenberg. She added that the same petition on speeding had been presented to the Board. She added that there would be training for the Board on November 22, 2011 in Kentville from 6:30pm-9:30pm.	Deputy Mayor Power & Councillor Mueller-Sparenberg	
(b) Mayor's Report	Mayor Roberts reported on the following events: 26 October : Friends of ARRA met to discuss the letter from the County. 11 November: Deputy Mayor Power attended the ceremony at the Legion and the dinner in the evening. 12 November: attended the fire hall banquet with the Deputy Mayor 16 November: Friends of ARRA meeting 18 November: Presentation at the Health Centre regarding the Emergency Department becoming a Collaborative Emergency Centre. He added that last Saturday, there were 238 people at the winter market.	Mayor Roberts	
(c) ADEDA <sup>6</sup>	Councillor Mueller-Sparenberg reported that ADEDA had met for training but the trainer did not show up. He added that there were presentations from the sector representatives. There will be an election for new board chair. CAO Boyer had nominated Councillor Mueller-Sparenberg for the Immigration Committee.	Councillor Mueller-Sparenberg	
(d) Successor to ADPC	Council reviewed the following reports: 1. Fire-inspection Report (no report) 2. Development / Building Report ( Tab 14)		

<sup>6</sup> Annapolis Digby Economic Development Agency

(d) King's Theatre	Councillor Fearon reported that they have been discussing the shows and they are trying to think of ways to fundraise. The King's Theatre Foundation is spearheading the fundraising projects for a digital projector. She added that there is a new Finance Committee.	Councillor Kathie Fearon	
(e) REMO <sup>7</sup>	<p>Councillor Hudson reported that there was a lot of discussion about the generators. He added that REMO recommends that each municipal unit involved in REMO should have generators in case of an emergency. He added that a motion was required to appoint Councillor Shaffner as the alternate.</p> <p>Motion 18: It was moved by Councillor Hudson, seconded by Councillor Fearon that Councillor Shaffner be appointed the alternate for REMO. Motion carried.</p>	Councillor Sherman Hudson and Mayor Roberts	
(f) Historic Gardens	Deputy Mayor Power stated that she was unable to attend the October meeting. She added that according to the minutes, the business plan that was developed for the Gardens did not seem realistic. They intend to fundraise through the Bloom Report. The Gardens will take over food services next year, providing tea and cookies at the gazebo building. She reported that they intend on approaching the provincial government for a long-term financial commitment.	Deputy Pat Power	
(h) Twinning Committee	Mayor Roberts stated that meetings will start in January, as there is a planned visit from Royan, France next October.	Mayor Phil Roberts	
{i} Upper Clements Society	Councillor Shaffner stated that the meeting had been cancelled last Thursday and was rescheduled for this evening. He added that the Park had reported a very successful year even though attendance was down. He added that all the funding was in place for the Adventure Park and it will tentatively be completed by June 2012.	Councillor Doug Shaffner	

<sup>7</sup> Regional Emergency Measures Office



{j} Environment Committee	Mayor Roberts reported that a draft waste management circular has been completed. CAO Boyer stated that it will be sent to Valley Regional Waste Management for approval. He added that Carol Littleton-Hansan was writing an article for the Town Crier on composting kitty litter.	Mayor Phil Roberts	
{k} Planning and Heritage Advisory Committee	Councillor Fearon stated that much of the information had been covered previously in the meeting. She added that Ian Lawrence recommended the Town purchase high-end wooden windows as they were better quality. She reported that Chair Davies was trying to set up a joint heritage meeting with the County.	Councillors Kathie Fearon and Sherman Hudson	
{l} CAO's Report (Tab 15)	Council reviewed the report. They discussed the possibility of changing the composition of Council to four councillors and one mayor. It was suggested that a survey be placed in the Town Crier asking for public opinion on the change. Motion 19: It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg that Council take steps to reduce the size of Council to four councillors and one mayor. Motion carried.	CAO Boyer	

## **CORRESPONDENCE.**

## **OTHER BUSINESS**

Calendar: Environment Committee: December 1, 2011  
PHAC: December 5, 2011  
Committee of the Whole: December 7, 2011  
Board of Police Commissioners: December 14, 2011  
Council Meeting: December 19, 2011

## **Motion 20:**

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the meeting move to in camera at 11:17am. Motion carried.

## **IN CAMERA**

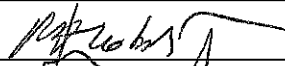
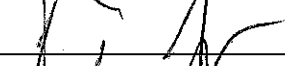

-personnel matter  
-potential litigation

## NEXT MEETING

## ADJOURNMENT

### Motion 21:

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the meeting be adjourned at 12:00pm. Motion carried.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2011.11.28	
Changes made by CAO		
Approved for website by CAO	Nov 30, 2011	
Sent to webmaster	Nov 30, 2011	