

**COUNCIL**  
**DRAFT MINUTES**  
**September 19, 2011**  
**9:00am**

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

**PRESENT:** Mayor Roberts, Deputy Mayor Power, Councillor Fearon, Councillor Shaffner, Councillor Hudson (left the meeting at 10:00am), Councillor Mueller-Sparenberg, CAO<sup>1</sup> Boyer, Administrative Assistant Monica Mills as recording secretary and member of the public Peter Davies.

**REGRETS:** DOF<sup>2</sup> Robinson,

**APPROVAL OF COUNCIL MINUTES:** August 15, 2011

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the minutes dated August 15, 2011 be approved with as amended. Motion carried.

**ADDITIONS TO AGENDA**

- New Business, item #8 Public Transport Petition
- In camera, one personnel item, one potential litigation item
- Correspondence item #1 Public Hearing Notice for the Municipality of the County of Annapolis regarding wind turbines
- Correspondence item #2, Letter from Carol Littleton-Hanson

**APPROVAL OF AGENDA**

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the agenda dated September 19, 2011 be approved as amended. Motion carried.

**PRESENTATIONS:** None

**BUSINESS ARISING FROM MINUTES**

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

Item	Decision / Action	Responsibility	Target Date
1. Single tax bill	It was agreed previously that this matter would be revisited in time for budget. Council discussed the option of sending out a single tax bill. Councillor Hudson stated that in the 1990s the Town used to send out a single tax bill; it was changed to two bills as residents found it easier to pay. The topic was tabled due to the absence of DOF Robinson. It will be tabled until next month's Committee of the Whole meeting.	DOF	

#### NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Revised ADPC <sup>3</sup> Budget	<p>Council reviewed the newly proposed ADPC budget. CAO Boyer explained that with the new budget Planning Technician Keith Saunders would work from Annapolis Royal, as the Town uses his services the most. He would then contract out his services to Bridgetown, Middleton and other municipalities as required, thereby recouping some costs.</p> <p><b>Motion 1:</b> It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg that Council accept the revised ADPC budget and have Planning Technician Keith Saunders become a full-time employee of the Town of Annapolis Royal. Motion carried.</p>	DOF	

<sup>3</sup> Annapolis District Planning Commission

2. Request from ADBOT <sup>4</sup> regarding VIC <sup>5</sup>	<p>It was suggested that funding in the amount of \$1,000.00 be contributed for the operation of the VIC and that staff investigate the possibility of further funding. The Director of Finance has indicated that there are no surplus funds that could be used beyond the \$1,000 suggested; however, there is an anticipated refund of \$1000.00 from Sister Fair. This money could be contributed to the VIC.</p> <p><b>Motion 2:</b> It was moved by Councillor Shaffner, seconded by Councillor Hudson that the Town contribute \$1000.00 in funding to the VIC. Motion carried.</p>	DOF	
3. Audit of Annapolis County Volunteer Fire Departments	Council discussed the results of the audit.	CAO	
4. UNSM <sup>6</sup> Conference, Nov 1-4, Halifax	Deputy Mayor Power stated that she would like to attend the conference.		
5. Public Health By-law (Tab 2)	Council discussed the Public Health By-law. It was decided that discussions be tabled until staff could contact the Department of Health. The Solid Waste Management By-law will also be revisited at the next Committee of the Whole meeting.	CAO	

<sup>4</sup> Annapolis District Board of Trade

<sup>5</sup> Visitor Information Centre

<sup>6</sup> Union of Nova Scotia Municipalities

6. Policy on Conflict Resolution (Tab 3)	<p>Council discussed the policy on Conflict Resolution. It had been previously reviewed in the Committee of the Whole meeting on September 7, 2011. Mayor Roberts suggested changing the policy statement to, " In the event of a conflict being brought to Town Council or Town staff the following procedure will be recommended by way of a brochure and Town Council will not become further involved".</p> <p><b>Motion 3:</b> It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the policy be adopted as amended. Motion carried.</p>		
7. Signage for Lieutenant Governor's Award Winning Communities (Tab 4)	The consensus of Council was that the sign be accepted and be posted at the Market square.		
8. Public Transport Petition	<p>Council discussed a petition that the County passed on to the Mayor regarding King's Transit. Council is committed to maintaining the same level of service for public transportation or improving it, whether it be provided by King's Transit or Trans County Transportation Society. Council agreed to write a letter expressing this view to the transportation provider and the County.</p>		

**RECOMMENDATIONS FROM COMMITTEES, BOARDS AND COMMISSIONS**

Item	Decision/Action	Responsibility	Target Date
Recommendations from Committee of the Whole			

1. Three-year water operating budget	<b>Motion 4:</b> It was moved by Deputy Mayor Power, seconded by Councillor Shaffner that the three-year water operating budget 2011/12-2013/14 be approved. Motion carried.		
2. 100km Bike Ride funding	<b>Motion 5:</b> It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that a contribution of \$200.00 to the 100km Bike Ride project be approved. Motion carried.		
3. Street lights for Fortier Mills	<b>Motion 6:</b> It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon that payment of the difference in cost for LED streetlights for Fortier Mills up to a maximum of \$10,000 be approved. Motion carried.		
4. Milestones 4 and 5, FCM <sup>7</sup> Partners for Climate Protection Program	<b>Motion 7:</b> It was moved by Councillor Fearon, seconded by Deputy Mayor Power that the quote from CARP <sup>8</sup> for assistance in reaching FCM Partners for Climate Protection milestones 4 and 5 to a maximum of \$12,600.00 be accepted. Motion carried.		
<b>Recommendations from Board of Police Commissioners</b>	<b>Motion 8:</b> <b>PENDING NOTIFICATION TO CANDIDATES</b>		
	<b>Motion 9:</b> It was moved by Councillor Shaffner, seconded by Councillor Mueller-Sparenberg that the winter parking ban commence either on December 1, 2011 or when the first snow storm occurs, whichever is earlier. Motion carried.		

<sup>7</sup> Federation of Canadian Municipalities

<sup>8</sup> Clean Annapolis River Project

<p>Recommendation from the Mayors and Wardens meeting on September 14, 2011.</p>	<p><b>Motion 10:</b> It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon that the three towns and the County jointly write to the Annapolis Valley Regional Library Board to express the towns' and the County's support for the continued presence of the administration office in Bridgetown. Motion carried.</p>		
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#### REPORTS FROM COMMITTEES, BOARDS AND COMMISSIONS

<p>(a) Board of Police Commissioners</p>	<p>Deputy Mayor Power reported that the Board discussed the issue of parking at the Farmers' Market. She added that she had asked the president of the Wharf Association if people could park on the wharf. He replied in the affirmative. CAO Boyer added that the Farmers' Market society pays the Wharf Association \$500.00 a year for parking privileges on the wharf. The Board decided that the other parking issues were the responsibility of the Traffic Authority.</p> <p>Deputy Mayor Power stated that the new police corporal was still having difficulty selling his home in Alberta. She added that Chief McNeil stated that there was little concern over the vacancy because it was currently being filled by casual staff and current staff.</p> <p>Councillor Mueller-Sparenberg reported that he attended the Police Chief and Advisory Board Conference in Bridgewater September 16-18. He stated that it was very informative. He added that the Boots on the Street Program would continue. He stated that Pat Gorham will be coming to the Town to make a presentation on senior safety to Town Council and the Police Department. He added that there will also be someone coming later in the fall to give a training course to the Board of Police Commissioners on the subject of governance.</p>	<p>Deputy Mayor Power &amp; Councillor Mueller-Sparenberg</p>	
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(b) Mayor's Report	<p>23 August: Friends of the Library.  27 August: Application of heritage plaques to two heritage properties, Mayor Roberts' house and the Nette and O'Grady house.  8 Sept: Deputy Mayor Power and the Mayor met with the acting mayor and CAO of Bridgetown.  14 Sept: Unveiling of the sign for the Grant Potter playground  14 Sept: Mayors' and Warden's meeting in Middleton  18 Sept: Terry Fox Run</p>	Mayor Roberts	
(c) ADEDA <sup>9</sup>	<p>Councillor Mueller-Sparenberg reported that they had met the previous week and that the meeting was very informative. There will be a governance training session Thursday, September 29, 2011. The by-laws were reviewed and Councillor Mueller-Sparenberg confirmed that all the sector representatives have been appointed.</p>	Councillor Mueller-Sparenberg	
(d) ADPC <sup>10</sup>	<p>Council reviewed the following reports:  1. Development/Building Permit Report (Tab 5)  2. Fire Inspection Report (Tab 6)</p>		

<sup>9</sup> Annapolis Digby Economic Development Agency

<sup>10</sup> Annapolis District Planning Commission

(d) King's Theatre	Councillor Fearon stated that they had had their first meeting since June. There was discussion regarding sharing the tables at the Farmers' Market with other associations and the topic will be revisited at the next meeting. She reported that the annual fundraising golf tournament was a success. Councillor Fearon added that the Theatre is researching the purchase of a digital projector, as it is becoming increasingly more difficult to find reel to reel movies. The cost of a digital projector is considerable but there may be grants available for this purchase.	Councillor Kathie Fearon	
(e) REMO <sup>11</sup>	Both Councillor Hudson and Mayor Roberts were unable to attend this month's meeting. Mayor Roberts added that at the Mayors' and Warden meeting, there was discussion regarding whether it was necessary to have two representatives at these meetings. He stated that one representative should be sufficient and he would act as the alternate.	Councillor Sherman Hudson and Mayor Roberts	
(f) Historic Gardens	Deputy Mayor Power stated that she had no report for Council. She requested permission to give notice to the Board that Council would cease to be represented at the end of the current fiscal year, as she felt Council representation was unnecessary.	Deputy Mayor Pat Power	
(h) Twinning Committee	No meeting.	Mayor Phil Roberts	
{i} Upper Clement's Park Society	Councillor Shaffner reported that the Park was quite successful this past season despite the weather. He added that the new adventure park was progressing and may open next June. It was suggested by the Mayor that notice be given that Council would cease to be represented at the end of the current fiscal year.	Councillor Doug Shaffner	
{j} Environment Committee	No meeting. The next meeting is scheduled for October.	Mayor Phil Roberts	

<sup>11</sup> Regional Emergency Measures Office

{k} Planning and Heritage Advisory Committee	No meeting.	Councillors Kathie Fearon and Sherman Hudson	
{l} CAO <sup>12</sup> 's Report (Tab 7)	Council discussed the CAO's task list.	CAO Boyer	
{m} Friends of Annapolis Royal Regional Academy	The ad hoc committee of Council will meet on September 21 <sup>st</sup> .		

#### **GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)**

Council discussed the following correspondence:

- Public hearing notice for Annapolis County MPS and LUB (for information) CAO Boyer will attend the hearing.
- Letter from Carol Littleton-Hanson declining to attend the upcoming wind farm conference (for information).

#### **GENERAL DISCUSSION**

Council discussed the following:

- signage on Champlain Street. Mayor Roberts suggested that school zone signage be erected.
- the status of the Waterfront Development Project
- Chapel Street.

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Shaffner that the meeting move in camera at 11:30am. Motion carried.

#### **IN CAMERA**

- Potential Litigation (two items)
- Personnel Issues (two items)

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Shaffner that the meeting move out of in camera at 12:20am. Motion carried.

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<sup>12</sup> Chief Administrative Officer

**Calendar:**

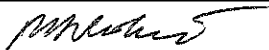
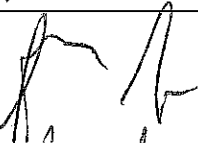

Sept 21: Tree walk at 6:30pm (gather at Town Hall)  
Sept 21: Friends of ARRA Committee meeting at 4:30pm.  
Sept 27: meeting at COGS to discuss wind turbines at 7:00pm  
Sept 29: meeting of ADEDA for governance training at 5:00pm  
Sept 30: Tenders for legal, audit and engineering services close at 12:00pm  
Oct 5: Committee of the Whole at 9:00am.  
Oct 17: Council at 9:00am

**NEXT MEETING**

October 17, 2011 at 9:00 am.

**ADJOURNMENT**

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Shaffner that the meeting be adjourned at 12:20pm. Motion carried.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2011.09.22	
Changes made by Administrative Assistant Monica Mills	2011.09.26	
Approved for website by CAO	sep 26/11	
Sent to webmaster	Sept. 26/11	