

TOWN OF ANNAPOLIS ROYAL
1 COMMITTEE OF THE WHOLE
MINUTES
June 9, 2010
9:00 am

The regular meeting of the Committee of the Whole was held on Wednesday, June 9, 2010 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Kathie Fearon, Sherman Hudson, Holger Mueller-Sparenberg and Pat Power, CAO Amery Boyer, Director of Finance Melony Robinson, Chief of Police Burt McNeil and Administrative Assistant Lynn Moar as recording secretary. Chris Millier of the Annapolis District Planning Commission and several members of the public were also in attendance.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES AND SPECIAL COMMITTEE OF THE WHOLE MINUTES

Motion # 1

It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner, that the Committee of the Whole minutes dated May 5, and Special Committee of the Whole Minutes dated May 25, May 26 and June 2nd, 2010 be approved, as corrected. Motion carried.

ADDITIONS TO THE AGENDA

Under Business Arising add:

1. Change to date of June regular Council Meeting
7. Motion arising from June 2nd Special Meeting of the Committee of the Whole regarding the services of Ms. Jackie Longmire

Under New Business add:

13. Food Bank May Rent
14. Overdue Taxes
15. Destruction of old Back-Up Tapes

APPROVAL OF AGENDA

June 9, 2010

Motion #2

It was moved by Councillor Power, seconded by Deputy Mayor Shaffner, that the agenda dated June 9th, 2010 be approved as amended. Motion carried.

PUBLIC HEARING: R.C. Lawrie Development Agreement

A Public Hearing was convened at 10:00 a.m. by Mayor Phil Roberts. The purpose of the Public Hearing was to receive comment from the public on the Town's intention to amend the Development Agreement with R.C. Lawrie Enterprises Limited approved on June 4, 2009 for construction of a Lumber and Building Supply Warehouse (PID 05002670). The amendment will enable the erection of a second warehouse structure.

Present for the Public Hearing were Mr. Chris Millier of ADPC, Mr. Rob Lawrie, of R.C. Lawrie Enterprises Limited and Ms. Corinne Frantel, a resident of the Town of Annapolis.

Mayor Roberts turned the proceedings over to Mr. Millier, who then explained the amendment to the Development Agreement to those present. Ms. Frantel spoke in favour of the amendment. Mayor Roberts stated that he has been delighted to see such a busy and large commercial enterprise added to the Town landscape.

There being no further discussion regarding the matter, the following motion was made:

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that it be recommended to Council that the Development Agreement with R.C. Lawrie Enterprises Limited approved on June 4, 2009 (PID 05002670) be amended to enable the erection of a second warehouse structure. Motion Carried

PRESENTATIONS None

BUSINESS ARISING

| Item | Decision / Action | Responsibility | Target Date |
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| 1. Date of June Council Meeting | The Regular meeting of Council has been moved to Tuesday, June 22 nd , at 9:00 am. Deputy Mayor Shaffner will chair the meeting due to the absence of Mayor Roberts. Lynn was asked to have the change of date posted to the Town website | Admin Asst | |
| 2. Budget discussions | <p>Council considered changing the amount of money allocated to Natal Day Festivities and will recommend that the amount change to \$6,500 to include \$5,000 for fireworks. An additional \$1,500 will be raised by the Fire Department.</p> <p>Council discussed the tenders received for the renovations to the basement of Town Hall for the Police Station. Chief McNeil spoke to the quotes received. It was decided that Chief McNeil would ask for input from Building Inspector Hank Sawchuk. It was decided to leave the budgeted amount at \$20,000.</p> <p>In addition, the repointing of the brickwork at Town Hall was discussed; it was noted that the budgeted price of \$30,000 for this work was from 2 years ago and that the cost is now expected to be in the \$35,000 range.</p> <p>Council agreed to increase the police budget expense item 22190C, Training and Courses, by \$3,000 to a total of \$13,000 after some discussion of the courses required for the Chief and Corporal.</p> <p>Council agreed to designate \$15,000 to General Marketing expense and to not break out individual marketing activities.</p> <p>Council has recommended approval of the operating budget with the following motion:</p> <p><i>Motion #3</i></p> <p><i>It was moved by Deputy Mayor Shaffner, seconded by Councillor Mueller-Sparenberg to recommend to Council that the operating budget presented by Director of Finance Robinson for the 2010/11 Fiscal year be approved as amended. Motion carried.</i></p> | | |

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| | <p>Council decided that \$250,000 will be designated to the construction of the public works building.</p> <p><i>Motion #4</i></p> <p><i>It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg to recommend to Council that the capital budget presented by Director of Finance Robinson for the 2010/11 fiscal year be approved as amended. Motion carried.</i></p> | | |
| 2. ARDMA funding request | <p>Council decided that a decision regarding ARDMA funding request will be dealt with once a decision has been made with respect to the future of marketing.</p> | | |
| 3. Police Department basement renovation | <p>After discussion of the quotes received for the renovations to the Police Department basement, it was decided that Chief McNeil would ask Hank Sawchuk for input on the quoted work and also clarification as to whether or not one of the quotes actually includes the cost to move the load bearing wall.</p> | Chief McNeil | |
| 4. Public Works new building/building stabilization | <p>Council agreed to recommend that the building committee publish a request for quotes for the new building in the paper as it was only advertised on the Town website and through the Provincial tendering site previously.</p> <p>Deputy Mayor Shaffner agreed to discuss this with the Building Committee and have something ready for the June 24th Spectator.</p> | Deputy Mayor Shaffner | |
| 5. Strategic Plan Review | <p>Council reviewed the final 6 pages of the Strategic Plan, consisting of sections 2.0 to 8.0 inclusive and made the following suggestions</p> <p>Section 5 – Environmental Scan should be changed to read 2011 Census data (this will happen when the census data is received)</p> <p>Under the heading Political election, take out references to years and put in “could happen any time”</p> | CAO | |

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| | <p>On page 10 the acronyms PSAB and MOU must be explained</p> <p>Under Culture and Recreation on Page 11 – Community Band Association should be changed to Annapolis Basin Community Band, add A Royal Consort and Annapolis Voices as well as the Masons (Masonic Lodge) and Shriners</p> <p>Add the word France after Royan under Economic Development</p> <p>Under Transportation, add King’s transit</p> <p>Under Transportation, correct “Acadian loss service” to potential loss of Acadian bus service</p> <p>On Page 19 under strategies it was suggested that reliance be changed to “consultation with the public”</p> | | |
| 6. Repair Report, Security Cameras | <p>One of the security cameras was repaired and therefore there is no need to purchase a new camera</p> | | |
| 7. Services of Jackie Longmire | <p>Council discussed the fact that Ms. Longmire will be retained as administrative support for the Police Department until both Chief McNeil and Corporal Chase are trained to the required level in CPIC and PROS.</p> <p><i>Motion#5</i></p> <p><i>It was moved by Councillor Power, seconded by Councillor Hudson to recommend to Council that the services of Jackie Longmire as administrative support to the Police Department be secured for a 6 month term, at a maximum of 12 hours bi-weekly.</i></p> | | |

NEW BUSINESS

| Item | Decision / Action | Responsibility | Target Date |
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| 1. Water Tests | Water tests have been reviewed and found to be within the required parameters. | CAO | |
| 2. Crosswalks: Babineau Heights and Riverview Drive | The Report from Laurie Emms dated March 26, 2007 was discussed. The CAO was asked to issue a Public Works Work Order to have the two crosswalks painted. | CAO | |
| 3. Policy for Contractors Working on Town Property | <p>CAO Boyer brought forward a draft policy for review by Council. It was noted that in light of some types of work being done to residences in town and the infringement of scaffolding on sidewalks, such a policy may protect the Town in the case of liability issues.</p> <p><i>Motion #6</i> <i>It was moved by Councillor Fearon, seconded by Councillor Shaffner to recommend to Council that it adopt the Policy for Contractors Working on town property drafted by CAO Boyer.</i> <i>Motion carried</i></p> | | |
| 4. Keji Scenic Drive | <p><i>Motion #7</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, that a letter of support for more signage for the Keji Scenic Drive be sent to the Province.</i></p> | CAO | |
| 5. Town Position on Gambling | A letter was received by Council from Ron L'Esperance of the Provincial Government, Responsible Gaming Strategy Council requesting that the Town take a position on gambling. After discussion it was decided that the CAO would post the letter on the | CAO | |

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| | Town website so that individual residents may respond as they see fit. | | |
| 6. Sewage Treatment Plant Inspection | A positive Inspection report of the Town sewage treatment plant was received by Council. CAO Boyer stated that this positive inspection reflects well on the public works department. | | |
| 7. Canada Day Program Federal Funding | Council was informed that prior to her leaving the employ of the Town, Jackie Longmire had obtained a grant of \$1,000 to fund Canada Day Celebrations. Lynn Moar will be taking over coordination of the opening ceremonies with Grant Potter of the recreation department and Parks Canada staff. Councillor Fearon asked that the Administrative Assistant be asked to prepare a bring forward item for the same grant application in 2011. | Admin Asst | |
| 8. Old Lawrie Development Agreement | Chris Millier of the ADPC recommended the Discharge of Development Agreement for 82 St. Anthony Street. <i>Motion #8 It was moved by Councillor Power, seconded by Councillor Hudson to recommend to Council that it extinguish the Development Agreement dated December 13, 2006 regarding Land Registries Document 86874394. Motion carried.</i> | | |
| 9. Service Nova Scotia Capped Assessment Program | The information was for information purposes | | |
| 10. Annual Building Permit Report | The Report was provided for information purposes | | |
| 11. Review of Sec 214 of Municipal Government Act | Council requested that staff prepare a suggested by-law governing the Planning and Heritage Advisory Committee to be presented to Council | CAO | |
| 12. Annapolis Royal Visitor Information Centre | Mayor Roberts pointed out that signage for the Visitor Information Centre is still pointing towards the Tidal Power Site. It was noted that the VIC has not received any funding yet for the current tourist season. | | |
| 13. Food Bank May Rent | Council decided that the outstanding rent for the month of May for the rental of the basement by the Food Bank should be written off. | | |

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| 14. Overdue Taxes | <p><i>Motion #9</i></p> <p><i>It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that it be recommended to Council that an outstanding tax amount of \$9.83 on tax account No. 7083432 from a previous year be written off.</i></p> <p>It was decided that the Director of Finance would write a letter to residents with overdue taxes with a reminder that the interest rate charged by the Town is 18% and that it would be in their best interests to consolidate their liabilities and pay off these amounts.</p> | Director of Finance | |
| 15. Destruction of old Computer Back Up Tapes | <p><i>Motion #10</i></p> <p><i>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the old computer back up tapes be destroyed. Motion Carried</i></p> | | |

IN CAMERA

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the meeting move in camera to discuss negotiations and personnel issues.

It was moved by Councillor Shaffner, seconded by Councillor that the meeting move out of camera.

NEXT MEETING

July 7th, 2010 at 9:00 a.m.

ADJOURNMENT

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the Committee of the Whole meeting be adjourned.

| <i>1Action:</i> | <i>Date</i> | <i>Signature</i> |
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| Reviewed by Mayor Roberts | | |
| Changes made by Administrative Assistant Lynn Moar | | |
| Approved for website by CAO | | |
| Sent to webmaster | | |