

TOWN OF ANNAPOLIS ROYAL
1 COMMITTEE OF THE WHOLE
MINUTES
May 5, 2010
9:00 am

The regular meeting of the Committee of the Whole was held on Wednesday, May 5, 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 and Executive Assistant Jackie Longmire as recording secretary. Several members of the public were also in attendance.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

April 7, 2010

Motion # 1

It was moved by Councillor Shaffner, seconded by Councillor Hudson, that the Committee of the Whole minutes dated April 7, 2010 be approved, as presented. Motion carried.

APPROVAL OF SPECIAL COMMITTEE OF THE WHOLE MINUTES

April 26, 2010

9:00 a.m.

Motion # 2

It was moved by Councillor Power, seconded by Deputy Mayor Shaffner, that the Committee of the Whole minutes dated April 26, 2010 (9:00 a.m.) be approved, as presented. Motion carried.

APPROVAL OF SPECIAL COMMITTEE OF THE WHOLE MINUTES

April 26, 2010

1:30 p.m.

Motion # 3

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the Committee of the Whole minutes dated April 26, 2010 (1:30 p.m.) be approved, as presented. Motion carried.

ADDITIONS TO THE AGENDA

Under New Business add:

7. Dog Tags
8. Sidewalk lease fees
9. Property tax write-off
10. Annapolis Valley Trails Coalition membership
11. Heritage Conference

APPROVAL OF AGENDA

May 5, 2010

Motion #2

It was moved by Councillor Hudson, seconded by Councillor Fearon, that the agenda dated May 5, 2010 be approved as amended. Motion carried.

PUBLIC HEARING: None

PRESENTATIONS None

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
1. Budget discussions	<p>Council has considered the request for \$3,000.00 for soccer field maintenance and has recommended approval with the following motion:</p> <p><i>Motion #5</i></p> <p><i>It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg to recommend to Council that the request for \$3,000.00 for soccer field maintenance be approved. Motion carried.</i></p> <p>Council agreed to move \$10,000.00 to the vehicle and equipment reserve funds.</p>		

	<p>A list of suggested website upgrades has been reviewed and Council agreed that the website is an important tool that must be properly maintained and upgraded as necessary. The list of suggest upgrades at an expense of \$2,850.00 was approved by all members of Council.</p> <p>A quote of \$2,455.00 was received from Maritect for the replacement of the St. Anthony Street surveillance camera. All members of Council agreed that the camera should be replaced.</p> <p>A \$7,500.00 operating grant for the Historic Gardens was approved.</p> <p>A budget was drafted with several different rate scenarios for consideration. A draft with no tax rate increases was presented and does balance but does not include funds for marketing to ARDMA.</p> <p>The operating grant for the pool was also discussed. The funds are used towards staffing and labour costs. Council approved the operating grant of \$6,000.00 for the Friends of the Pool Society.</p>		
2. ARDMA funding request	<p>Beth Fairn said that in reviewing the budgets and requests from a business perspective, Council must consider what money is being spent on and whether certain expenditures will actually increase revenue. She also said that Council members should be doing a monthly audit of the budget to be aware of how money is being spent. It was noted that all members of Council are provided with monthly financial statements and variance reports. Council trusts that the CAO is reviewing monthly expenses and is well aware of how funds are being spent.</p> <p>Questions were raised about some of the items that appear in the list of marketing expenditures. The King's Theatre sprinkler system can not be considered a marketing expense because it does not attract people</p>		

	<p>to Town. It was noted that if the sprinkler system is not installed, the Theatre would have to close.</p> <p>Mr. Stackhouse said that he has presented the declining visitation numbers to Council on several occasions and the situation is not looking any better; advance bookings are down for the upcoming season. If Council does not do anything meaningful to attract people to Town the problem will continue to get worse. He said that tourism is the number-one economic generator for the Town.</p> <p>It was suggested that the Town hire a professional marketer on a part-time basis. There are organizations and groups that are committed to marketing like ARDMA but the members have no marketing expertise. It was noted that Grace Butland of the 300th Committee has marketing experience and could be asked to speak to Council about marketing in the Town. It was agreed that money and energy has to be put into good efforts. Councillor Mueller-Sparenberg said that we must get away from planning and start doing.</p> <p>Mayor Roberts noted that there is currently nothing in the budget for ARDMA and to accommodate the request, tax rates would have to be raised or other expenditures would need to be cut. Several options were discussed for amending the budget to accommodate the request.</p> <p><i>Motion #5</i> <i>It was moved by Councillor Power, seconded by Deputy Mayor Shaffner to recommend to Council that the tax rates be set at \$3.15 commercial and \$1.70 residential. Motion carried with one nay vote recorded.</i></p> <p>CAO Boyer said that the Town uses a value for money mechanism for grants and suggested that Council outline the conditions and</p>		
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	<p>expectations on any funds that are advanced.</p> <p>The Director of Finance will work the numbers and determine what amount can be added in the budget for marketing.</p>		
3. Police Department basement renovation	<p>The Department of Justice was contacted for more information regarding requirements for police office space. There are no requirements other than those required for occupational health and safety. It was agreed that the present proposed renovations to the Town Hall basement cannot be completed for a total of \$20,000.00. This item will be referred back to the Board of Police Commissioners with a request to draft a more modest renovation plan. The renovations, with all related expenses included must be completed within the \$20,000.00 budgeted amount. It is also possible that the amount may be reduced through the budget review process.</p>		
4. Public Works new building/building stabilization	<p>A work trailer could be purchased for approximately \$20,000.00. Other possibilities were also discussed which include a monthly rental on a work trailer and a mobile home office. It was noted that when the asbestos was removed from the existing building, the gyprock was not replaced. The \$5,000.00 for stabilization in the budget has been increased to \$7,000.00 considering the expense to replace the gyprock.</p> <p>Council previously agreed that this project should go to tender with no commitment to build. A letter has been received from Harry Jost. The Building Committee will meet to review the specs and consider the tender process.</p>	CAO	
5. Public Works – New Kubota	<p>The \$18,500.00 in the capital budget for the purchase of a new Kubota has been removed. The Public Works Department will continue to do the snow clearing with the equipment that it currently has. If any mechanical issue arises with the equipment it will be dealt with at the time.</p>		
6. Procurement Policy	<p>The amendments are not complete. This policy will be added to a future agenda.</p>		

7. Increase in Police board	<p><i>Motion#6</i> <i>Motion of rescission</i> <i>It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg to recommend to Council that the following motion which was carried at the March 15th meeting of Council be rescinded:</i> <i>It was moved by Councillor Power, seconded by Deputy Mayor Shaffner, that the Annapolis Royal Board of Police Commissioners expand from 5 to 7 members. Motion carried with one nay vote recorded.</i></p> <p>Council discussed the matter further and suggested that the present 5 member board would suffice and it may be reasonable to create a place on the Board for a business representative by having one of the original members step down as a voting member. This item will be referred back to the Board of Police Commissioners for consideration.</p>		
8. Motion of Rescission	<p><i>Motion #7</i> <i>Motion of rescission</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, to recommend to Council that the following motion carried at the April 19th meeting of Council be rescinded:</i> <i>10. It was moved by Councillor Hudson, seconded by Councillor Fearon, that the Green Streets grant application for possible funding of \$50,000.00 be approved. Motion carried.</i></p> <p>CAO Boyer said that the total project is \$50,000.00 but the Green Streets funding application is for \$15,000.00. The following motion was made to correct the error in the original motion:</p> <p><i>Motion #8</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson to recommend to Council that the Green Streets application for funding in the amount of \$15,000.00 be approved.</i></p>		

	The project will be launched on May 31, 2010 with the Clean Annapolis River Project for Environment Week.		
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NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been reviewed and found to be within the required parameters.	CAO	
2. Decorative Lanterns	The bulbs have been removed but the Town continues to be charged a monthly meter rate. Staff has suggested that the meter be disconnected to eliminate the monthly fee. It is possible that the meter is used for the security cameras and seasonal decorations. The exact use of the meter will be determined before approval is given for disconnection.	Executive Assistant	
3. Tendering for legal and engineering expenses	It has been suggested that the Town make an attempt to reduce legal and engineering fees by tendering for the services. It was agreed that tenders would be posted but there are some projects and open files that must remain with the current legal and engineering firms.		
4. Lease Agreement – Westside Studio	The sidewalk lease was approved at the current rate of \$1.50 per square foot.		
5. Low Income Tax Reduction application	<p>An application has been received through the low income tax reduction policy. The application was filed as required and meets the qualifications.</p> <p><i>Motion #10</i></p> <p><i>It was moved by Councillor Power, seconded by Councillor Hudson, to recommend to Council that the application received through Low Income Tax Reduction Policy be approved and a \$300.00 credit be</i></p>		

	<i>applied to the applicant's residential tax account. Motion carried.</i>		
6. Next Priority Infrastructure	Engineer's reports for the next three priority infrastructure projects were reviewed. The Town's share for such projects is generally a third if funding applications are approved. It was agreed that the projects will be difficult to complete in future years considering the Town's financial situation. The projects address existing asbestos water mains on St. Patrick's Lane, Victoria Street and Prince Albert Road. The Town's share of the total expense would be approximately \$200,000.00. The projects are shovel-ready. Grant applications will be completed for the projects.		
7. Dog Tags	The County of Annapolis no longer requires dog owners to license their dogs annually. A tag is available for the life of the dog but it is not a requirement. Several options were discussed for dog licensing within Annapolis Royal. It was suggested that staff review all of the possibilities and present a concrete proposal for Council's review.		
8. Sidewalk lease fees	<i>Motion #10</i> <i>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Power, to recommend to Council that the rate for sidewalk lease rental be increased to \$2.00 per square foot effective April 1, 2011. Motion carried.</i>		
9. Town property Tax bill write offs	The tax bills for Town-owned properties are written off for each billing period. The following motion was made for the April 1, 2010 billing: <i>Motion #11</i> <i>It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner, to recommend to Council that account number 04997409 in the amount of \$3248.25 and account number 00092398 in the amount of \$660.83 be written off. Motion carried.</i>		
10. Annapolis Valley Trail Coalition Membership	Recreation Director Grant Potter has received an invitation on behalf of the Town for membership in the Annapolis Valley Trail Coalition. The cost of the membership is \$500.00. He provided details on the group and recommended that Council not become a member of the Coalition at this time.		

	<p><i>Motion #11</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, to recommend to Council that the invitation to become a member of the Annapolis Valley Trail Coalition be declined. Motion carried.</i></p> <p>Deputy Mayor Shaffner asked about the possible removal of rail bridges over Bear River, Moose River and Allain's River. The Recreation Director did not have any information on the bridges.</p>		
11. Heritage Conference	<p>A Heritage Conference is scheduled for June 3rd and 4th in Annapolis Royal. It was suggested that as many members as possible of Council and PHAC attend the sessions. The Town may be able to cover the \$100 per person registration fee through the funds allocated for Council training and conference. Peter Davies will be contacted for clarification on the number of PHAC members attending.</p>		

IN CAMERA

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

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

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NEXT MEETING

June 9, 2010 at 9:00 a.m.

ADJOURNMENT

It was moved by Deputy Mayor Shaffner that the Committee of the Whole meeting be adjourned.

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