

**COMMITTEE OF THE WHOLE**

**Minutes**  
**April 4, 2012**  
**9:00am**

**CALL TO ORDER:** The meeting was called to order at 9:00am by Acting Mayor Mueller-Sparenberg.

**Present:** Acting Mayor Mueller-Sparenberg as Acting Chair, Councillors Fearon, Shaffner and Hudson, CAO<sup>1</sup> Boyer, DOF<sup>2</sup> Robinson, Vice Chair of the Board of Police Commissioners, Brian Keevill, Administrative Assistant Monica Mills as recording secretary, Angelika Waldow and Janet Swanberg.

**Regrets:** Mayor Roberts, Councillor Power

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** March 7, 2012

**Motion 1:**

It was moved by Councillor Fearon, seconded by Councillor Hudson that the minutes dated March 7, 2012 be approved. Motion carried.

**ADDITIONS TO AGENDA:**

- request to increase mileage rate as of April 1, 2012 from 40-43 cents, New Business item #11
- correspondence to Minister Moore, Minister of Labour and Advanced Education, regarding training for building inspectors: Correspondence item #1
- REMO<sup>3</sup> activities for 2011-2012: Correspondence item #2
- Transportation Grant Program Report, Community Foundation of Nova Scotia: Correspondence #3
- renewal of Service Level Agreement for GIS<sup>4</sup> services: New Business item #12
- presentation Brian Keevil: Presentation #2
- possible tax exemption for ARRA dependent on future use: New Business item #13
- Presentation by Janet Swanberg regarding dogs off-leash on the French Basin Trail: Presentation #3
- Letter to Minister of Communities, Culture and Heritage regarding the Historic Gardens: Correspondence #4

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

<sup>3</sup> Regional Emergency Measures Organization

<sup>4</sup> Geographical Information System

## **APPROVAL OF AGENDA**

### **Motion 2:**

It was moved by Councillor Fearon, seconded by Councillor Shaffner that the agenda be approved as amended. Motion carried.

## **PUBLIC HEARING**

### **PRESENTATIONS**

9:10am: Angelika Waldow: Tree Care Report: Appendix A

Angelika Waldow presented the Tree Care Report for 2011 and the projected budget for Tree Care for 2012. She noted that she had received four grants for the Community Garden and Orchard for a total of \$14,300 to date.. Councillor Fearon asked if that money could be used in her budget. Angelika Waldow replied in the negative stating that grant money has to be used for the project it was received for. Acting Mayor Mueller-Sparenberg explained that the Town's budget for the next few years was reduced and requested that Angelika Waldow provide a "bare bones" budget for Council's review. DOF Robinson suggested transferring funds allocated to tree replacement into the tree care budget, as 125 trees are being donated to the Town by TD Friends of the Environment this year, thus increasing the tree care budget to \$6500.00. Council agreed.

9:28: Vice Chair of the Board of Police Commissioners Brian Keevill: recommendation from the Board of Police Commissioners regarding the vacant corporal position.

For the purpose of this agenda item Acting Mayor Mueller-Sparenberg relinquished the chair to Councillor Shaffner.

Vice Chair Keevill explained that the process to fill the vacant corporal position started a year and a half ago. He explained that there was a successful candidate; however the candidate was unable to move to the area. He stated that the recruitment process started again in January 2012. Of the 12 applicants, three were interviewed. During a special Board of Police Commissioners meeting on March 23, 2012 the Board made the recommendation to hire Ken Dearman. Vice Chair Keevill explained that they selected this candidate as he met most of the requirements needed and he would contribute to the community. He added that the candidate would require PROS and CPIC training. Acting Mayor Mueller-Sparenberg added that the candidate had experience in supervision and scheduling. He noted that the candidate could also cover for the Chief of Police during absences. Councillor Fearon stated that further discussion should be in camera. Council agreed.

9:40am: Janet Swanberg presentation regarding dogs off-leash. Janet Swanberg stated that she had originally written the letter regarding off-leash times for dogs at the French Basin Trail. She stated that the trail was ideal as it was well maintained, as well as, a safe area for her dog during hunting season. She added that she was requesting a few hours a day (8:00 am-10:00 am) to walk her dog off-leash. She noted that one concern was the wildlife on the trail; she stated that people who had dogs that chased wildlife generally kept them on their leashes. Acting Mayor Mueller-Sparenberg noted that off-leash times would be difficult to police and additional signage would be required. CAO Boyer noted that the Town's Dog By-law would have to be reviewed and changed if there were designated off-leash dog times. Janet Swanberg requested that Council provide her with a timeline for its decision and inform her of the decision. Council decided to discuss this further in the agenda.

**BUSINESS ARISING - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Mold in Council Chambers (Tab 1)	DOF Robinson explained that during the window renovations, mold was discovered in the council chambers. An environmental engineer investigated and made some recommendations that were forwarded to Council. Council tabled discussion until the April 16, 2012 Council meeting.		April 16, 2012
2. Budget Discussions	<p>Council reviewed the budget. DOF Robinson explained that the Town has lost \$750,000.00 from the Tidal Plant which was \$150,000 more than previously thought. She stressed that Council would have to eliminate services or raise tax rates in order to balance. She explained that there are three areas:</p> <p>1. Protective services: Currently, protective services are 17% of the budget and rising. She recommended elimination of two people working one shift, not hiring a new corporal and maintaining the provincially mandated 3.5 full-time equivalents. She explained that the Town's protective services costs were the highest in the province per capita.</p> <p>Discussion on this matter was moved to in camera.</p> <p>2. Planning service arrangement: CAO Boyer explained that the District of Digby has expressed interest in the services. She added that the budget was currently under review.</p> <p>3. Public Transportation: The Town is currently providing</p>		

	\$17,000.00 in funding to King's Transit. The Town's share for the new TCTS service would be \$19,000 plus a contribution for a new bus. Both options are not feasible for the Town.		
3. Proposed Revisions to Town Procurement Policy (Tab 2)	Council reviewed the changes to the Procurement Policy. <b>Recommendation 1:</b> It was moved by Councillor Fearon, seconded by Councillor Shaffner that Council approve the adoption of the revised Procurement Policy. Motion carried.		
4. Locating neighbourhood compost collector	CAO Boyer explained that Public Works was currently investigating locations on Prince William Street for the neighbourhood compost collector.		
5. Truck Tender	The tender awarded for \$601.00 went to the highest bid.		
6. Unsightly Premises, 378 St George Street (Tab3)	CAO Boyer explained that she was requesting Council's approval to issue an Order to the property owner of 378 St George Street to comply with previous requests. <b>Recommendation 2:</b> It was moved by Councillor Shaffner, seconded by Councillor Hudson that Council approve that an Order be issued to the owner of 378 St George Street. Motion carried.		
7. Dogs off leash (Tab 4)	CAO Boyer asked if Council would like the Dogs By-law changed. Councillor Fearon asked if the by-law stated that dogs must be leashed or under the control of the owner. CAO Boyer explained that it stated that dogs must be under the control of the owner. Acting Mayor Mueller-Sparenberg suggested an article be written for the Town Crier requesting that dog owners maintain control of their dogs at all times, whether on or off leash. Council agreed.	Administrative Assistant	May Town Crier
8. Budget (Tab 5)	Council reviewed the following information. The County has just signed an agreement with TCTS <sup>5</sup> . The Town must decide if it will sign an agreement with the County for continuation of transit services. If service is to		

<sup>5</sup> Trans County Transportation Society

	<p>continue, a new bus is required for the western part of the route. The cost would be \$105,000 and the Town's share, based on the existing formula, would be \$10,500 (9.95%).</p> <p>Request for \$250 for the Century Ride from Middleton. The Ride goes through the Town and last year, there were close to 300 participants.</p> <p>CAO Boyer explained that the County signed an agreement with TCTS without consultation with the Town. The Town has been paying a lot for only a few riders. If the Town declines signing the agreement, it is still possible that the service will be discontinued.</p> <p><b>Recommendation 3:</b> It was moved by Councillor Fearon, seconded by Councillor Hudson that it be recommended to Council that the Town withdraw from public transit subject to the language of the agreement as the Town cannot afford further funding. Motion carried.</p> <p><b>Recommendation 4:</b> It was moved by Councillor Hudson, seconded by Councillor Shaffner that it be recommended that Council contribute \$500.00 to TCTS. Motion carried.</p> <p><b>Recommendation 5:</b> It was moved by Councillor Fearon, seconded by _____ that the Town allocate \$150.00 for the Century Ride. No seconder to the motion. Motion was defeated.</p>		
9. Recommendation from the Board of Police Commissioners meeting March 23, 2012.	<p>That it be recommended to Council that Ken Dearman receive a letter of offer for the Corporal position effective June 1 2012.</p> <p>This matter was referred to the in camera session.</p>		

# **NEW BUSINESS - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. County Report on Shared Services (Tab 6)	Council reviewed a report prepared by Brenda Orchard.		
2. Receipt of Maryland State Flag from Secretary of State John P. McDonough, March 25, 2012 (Tab 7)	Council received the flag.		
3. Request from the Municipality of the County of Annapolis for financial support for the Community Policing Officer and the Active Living Coordinator Position (Tab 8)	<p>Council reviewed the agenda from the Mayors and Wardens meeting and the requests from the County.</p> <p><b>Recommendation 6:</b> It was moved by Councillor Fearon, seconded by Councillor Hudson that the Town decline contributing financially to the Municipality of the County of Annapolis for the Community Policing Officer and the Active Living Coordinator position . Motion carried.</p>		
4. Response to 20 Year RCMP Contract (Tab 9)	It was decided that since the Town receives a grant from the RCMP for \$100,000.00, no response was required.		
5. Five year lease for the Farmers' and Traders' Market (Tab 10)	<p>Staff recommend approval of a new five year lease with an increase of \$500.00 per year on the base rate. Council reviewed the lease.</p> <p><b>Recommendation 7:</b> It was moved by Councillor Fearon, seconded by Councillor Hudson that the five year lease for the Farmers'</p>		

	and Traders' Market be recommended for approval. Motion carried.		
6. Award of tender for next three water projects (Tab 11)	<p>Council reviewed the tender information. Councillor Shaffner stated that the Town should go with a local company. Acting Mayor Mueller-Sparenberg stated that the recommendation from the engineers should be accepted. Councillor Fearon noted that the engineers recommended the lowest bid for both tenders.</p> <p><b>Recommendation 8:</b> It was moved by Councillor Hudson, seconded by Councillor Fearon that the Town award the road resurfacing tender to Atlantic Paving for a cost of \$265,857.00 and that the Town award the water main replacement tender to Mid-Valley Construction for a cost of \$341,768.50, as per the recommendations from the Town's engineers. One nay vote from Councillor Shaffner. Motion carried.</p>		
7. Update of CIP <sup>6</sup> (Tab 12a) and ICSP <sup>7</sup> (Tab 12b)	<p>CAO Boyer explained that the updates of both of the plans were necessary for provincial and federal funding. She explained that the CIP outlines the Town's capital projects for the next five years. CAO Boyer will provide hard copies for Council. Council will review the ICSP at the next Council meeting.</p>	CAO	(ICSP) COUNCIL
8. Summer Student	<p>DOF Robinson explained that there is \$2000.00 in the budget for a summer student. The summer student would cover for staff vacations.</p> <p><b>Recommendation 9:</b> It was moved by Councillor Fearon, seconded by Councillor Fearon that it be recommended to Council that the Town acquire a summer student at \$10.00 per hour for a six-week period. Motion carried.</p>		

<sup>6</sup> Capital Investment Plan

<sup>7</sup> Integrated Community Sustainability Plan

9. 24 hour Skate-a-thon (Tab 13)	Council reviewed the request. Council decided that there was not sufficient funding in the budget to contribute.		
10. Climate Change Action Plan (Tab 14 )	<p>CAO Boyer explained that the Town has completed the FCM<sup>8</sup> climate change plan, but the Province is now mandating a separate climate change plan due December 2013.</p> <p>CAO Boyer approached the County, Middleton and Bridgetown to discuss the possibility of hiring a consultant to complete a joint plan. Middleton and Bridgetown agreed. She added that 50% of the funding can be obtained through a grant (Municipal Green Funds).</p> <p><b>Recommendation 10:</b> It was moved by Councillor Shaffner, seconded by Councillor Hudson that the Town enter into a resolution for the completion of a green municipal fund application for funding for a climate change action plan in conjunction with Bridgetown and Middleton. Motion carried.</p>		
11. Increase mileage rate from \$0.40 to \$0.43	<p>DOF Robinson explained that the Town's policy is to follow the Province's mileage rate.</p> <p><b>Recommendation 11:</b> It was moved by Councillor Fearon, seconded by Councillor Hudson that the mileage increase from \$0.40 to \$0.43 a per the provincial rate increase. Motion carried.</p>		
12. Shared Service level agreement for GIS	<p>CAO Boyer explained that the shared service level agreement is with Landmark Geographical Services which hosts the GIS server and platform.</p> <p><b>Recommendation 12:</b> It was moved by Councillor Fearon, seconded by Councillor Hudson that the service level agreement with Landmark Geographical Services be signed effective April</p>		

<sup>8</sup> Federation of Canadian Municipalities



	1, 2012. Motion carried.		
13. Future taxation of ARRA <sup>9</sup>	Councillor Fearon explained that there should be some incentive to encourage the use of the building. She added that there is some talk that a French school may go in there. DOF Robinson explained that the Town would have to pay the School Board. She added that schools are tax-exempt. CAO Boyer added that the County plans to place the building on the market to gauge interest. Councillor Shaffner added that there was no point in discussing development of the building as the Town only owns 10%. Acting Mayor Mueller-Sparenberg agreed.		

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

Council reviewed the following correspondence:

- Correspondence to Minister of Education regarding training for building inspectors. Council agreed that the correspondence should be sent.
- REMO Activities Report
- Community Foundation of Nova Scotia
- Letter of support for the Historic Gardens to Minister of Communities, Culture and Heritage. Council agreed to send the letter.

#### **GENERAL DISCUSSION**

##### **Motion 3:**

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the meeting move in camera at 11:16. Motion carried.

#### **IN CAMERA**

1. Negotiations
2. Personnel Matters (2)

##### **Motion 4:**

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the meeting move out of in camera at 12:02 pm. Motion carried.

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<sup>9</sup> Annapolis Royal Regional Academy

**Motion 5:**

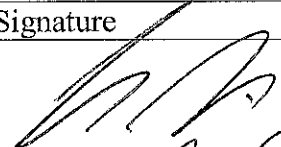
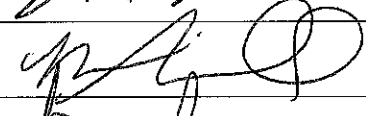

It was moved by Councillor Fearon, seconded by Councillor Hudson, that a letter be sent to all members of the Police Department to advise of changes in terms and conditions of employment to become effective April 7, 2012, subject to ratification by Council on April 16, 2012. Motion carried.

**NEXT MEETING: May 9, 2012**

**ADJOURNMENT:**

**Motion 6:**

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the meeting be adjourned at 12:02pm. Motion carried.

<b>Action:</b>	<b>Date:</b>	<b>Signature</b>
Reviewed by Acting Mayor Mueller-Sparenberg	Apr. 10 2012	
Changes made by Administrative Assistant Monica Mills	Apr. 5, 2012	
Approved for website by CAO	April 10, 2012	
Sent to webmaster	Apr 11, 2012	