

COMMITTEE OF THE WHOLE

MINUTES

April 6, 2011

9:00 am

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

Present: Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillor Pat Power, Councillor Sherman Hudson, Councillor Holger Mueller-Sparenberg, CAO¹ Boyer, Administrative Assistant Monica Mills as recording secretary and Corinne Frantel.

Regrets: Councillor Kathie Fearon

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: March 9, 2011

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the minutes of March 9, 2011 be approved. Motion carried.

ADDITIONS TO AGENDA:

- Policy on Council and Staff Expenses, New Business, for discussion.
- Policy on Website Listings and Links, Business Arising, for discussion.
- Budget Discussions, Business Arising, for discussion.
- Request from People Worx, under Budget Discussion
- New FCM Project, Correspondence.

APPROVAL OF AGENDA: April 6, 2011

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson that the agenda of April 6, 2011 be approved with the additions noted above.

PUBLIC HEARING: N/A

PRESENTATIONS: N/A

¹ Chief Administrative Officer

BUSINESS ARISING - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
Filing system	<p>A telephone poll was conducted on March 31, 2011. All councillors were called with the exception of Councillor Power, who was unavailable.</p> <p>Poll/Motion: It was moved by Councillor Fearon, seconded by Councillor Hudson that Council approve the purchase of a fire-proof filing cabinet for \$1499.00 plus taxes. Motion carried.</p> <p>Recommendation 1: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the above motion be ratified by Council. Motion carried.</p>		
Business Liaison Committee	<p>Council discussed the revival of the Business Liaison Committee. Council agreed that Councillor Mueller-Sparenberg would be the chair of the committee and Councillor Power would be a member of the committee. Mayor Roberts stated that he hoped that the BLC² would not only concentrate on marketing the Town for tourism but also as a good place to live.</p>	Councillor Mueller-Sparenberg	
Request for Marketing Support	<p>1. Request from ADBOT for 50% funding for spring rack cards to a maximum of \$569.25 from the 2010-2011 budget.</p> <p>2. Request from ADBOT for 50% funding for the summer, fall and winter rack card to a maximum of \$2,006.75 from the 2011-2012 budget.</p> <p>3. Request from the Explorer for 7% funding to a maximum</p>		

² Business Liaison Committee

	<p>of \$1,240.00 towards the cost of producing The Explorer</p> <p>4. Request from ARCAC³ for \$150.00 for promotion of the 300th art work.</p> <p>5. Request from the Magnolia Festival for \$580.00 for posters and the printing of 2000 black and white programs.</p> <p>6. Request from the Apple Blossom Festival for \$250.00 for the launch of the festival.</p> <p>7. Request from the Gathering of the Clans for \$1500.00 for the festival launch.</p> <p>8. Request from the Annapolis Royal Fire Department for \$32,500.00 to assist with their 200th anniversary celebration.</p> <p>Recommendation 2: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that Council approve the Marketing requests but decreasing their contribution to the Annapolis Royal Fire Department to \$3500.00. Motion carried.</p>		
Update on Public Washrooms in the basement.	<p>CAO Boyer stated that the engineering for the Town Hall lower level public washrooms had been completed and construction would begin in the near future.</p>	CAO ⁴ Boyer	
Policy on Website listings and links	<p>Council discussed the policy. It was suggested that the policy statement be changed to, "...to encourage participation of all area businesses in the Town website." Council decided that the policy must also contain the \$10.00 fee for any changes to a listing for businesses outside of the Town.</p> <p>Recommendation 3: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the Policy on Website Links and Listings be approved by Council as amended. Motion carried.</p>		

³ Annapolis Region Arts Council

⁴ Chief Administrative Officer

Budget Discussion	Council discussed the budget. Mayor Roberts stated that the Province of Nova Scotia had not yet provided a clear picture of the new provincial budget. Council decided that a more detailed discussion on the budget be scheduled for the May Committee of the Whole meeting.		
Request for funding from People Worx	Council decided that due to budget restraints, the Town would be unable to provide funding.		

NEW BUSINESS - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
Repeal Policy on Council Expense and review of Policy on Council and Staff Expenses	<p>CAO Boyer informed Council that an annual resolution regarding Council Expenses is no longer required.</p> <p>Recommendation 4: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the Policy on Council Expenses be rescinded by Council. Motion carried.</p> <p>Council reviewed the Policy on Council and Staff Expenses. It was decided that the policy should be amended, under the heading, Marketing Activity, the last line to be deleted. Council will review the claim forms at the April 18, 2011 Council meeting.</p> <p>Recommendation 5: It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner that the Policy on Council and Staff Expenses be approved by Council as amended. Motion carried.</p>		
Private VS Town sewer lines	Council discussed the lateral sewer line at 700 St. George Street and reviewed the recommendation from the Town's engineer. It was decided that the onus is on the homeowner		

	to connect to the Town sewer system and determine whether easements are in place for the two neighbouring properties.		
Request from Public Works for preapproval for a 10' Boss Snow Plow.	\$10,000 already allocated in capital budget. Public Works currently has two snow plow attachments, one on the truck the other on the backhoe. Both are damaged. Public Works Superintendent, Kevin Mclean requests pre-approval to purchase a new snow plow that will be attached to the truck. Parts from the two damaged plows will be combined and attached to the backhoe. Kevin McLean will be travelling to Halifax for a conference and requests permission to take the Public Works truck so that it may be fitted with a snowplow. It was agreed that further discussion was required with Kevin McLean.		
The Superintendent of Public Works requests approval to purchase a Kubota tractor and implements which include a sweeper at a cost of \$29,750.00 plus HST. This represents the lowest of three bids received.	It was agreed that further discussion was required with Kevin McLean.		
Request for approval to purchase a new desk for the Director of Finance.	Council reviewed the request and will make a decision once quotes for a replacement desk are provided.		
Request from ARCAC ⁵ for Non-Profit Organization Property Tax Reduction. (Tab 3)	Council reviewed the application. It was previously decided that all property tax reduction applications would be addressed at the same time at a Council meeting.		
Completion of Annapolis,	CAO Boyer presented the completed section of the		

⁵ Annapolis Region Community Arts Council

Maryland's 300th Tapestry section.	Annapolis, Maryland tapestry. She stated that most of the work was completed by Moira MacDonald of Lawrencetown. The tapestry will be sent to Annapolis, Maryland and will eventually be hung in the State capital building.		
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GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

-FCM correspondence. CAO Boyer received an invitation to do consulting work in Guyana, which would require two ten-day absences in October and January. She would use vacation time or time without pay. Council gave their support.

GENERAL DISCUSSION

- My Nova Scotia Tourism Auditions were being held at King's Theatre today.
- Lion's Club Canteen Bus. The location of the bus was discussed. It was decided that the best location would be in the lower parking lot.
- Term of Deputy Mayor.

Recommendation 6:

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson that Council approve that Councillor Power act as Deputy Mayor for the next nine months and Councillor Mueller-Sparenberg act as Deputy Mayor for the following nine months. Motion carried.

IN CAMERA

It was moved by Councillor Power, seconded by Councillor Hudson that the meeting move in camera at 10:30. Motion carried.

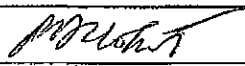
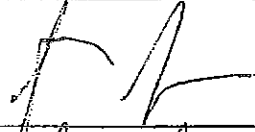
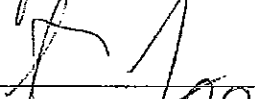
1. Negotiations

NEXT MEETING

May 4, 2011 at 9:00 am.

ADJOURNMENT

It was moved by Councillor Power, seconded by Councillor Mueller-Sparenberg that the meeting be adjourned at 11:00 am.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2011.04.08	
Changes made by Administrative Assistant Monica Mills	April 7, 2011	
Approved for website by CAO	April 7, 2011	
Sent to webmaster	April 7, 2011	