

TOWN OF ANNAPOLIS ROYAL
1 COMMITTEE OF THE WHOLE
MINUTES
April 7, 2010
9:00 am

The regular meeting of the Committee of the Whole was held on Wednesday, April 7, 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. Corinne Frantel was also in attendance.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES March 3, 2010

APPROVAL OF SPECIAL COMMITTEE OF THE WHOLE MINUTES March 10, 2010

Motion # 1

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson, that the Committee of the Whole minutes dated March 3, 2010 and March 10, 2010 be approved, as presented. Motion carried.

ADDITIONS TO THE AGENDA

Under Business Arising add:

3. Cycling Project
4. Workplan for the Municipal Auditor General

Under New Business add:

8. Deer complaints
9. Draft letter to the Board of Police Commissioners
10. Business occupancy interest write-off
11. Complaint regarding damage to vehicle

APPROVAL OF AGENDA

April 7, 2010

Motion #2

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg, that the agenda dated April 7, 2010 be approved as amended. Motion carried.

PUBLIC HEARING: None

PRESENTATIONS

Paul Stackhouse was in attendance for a portion of the ADEDA presentation.

1. ADEDA – Mike Gushue – The Managing Director of ADEDA, Mike Gushue, presented the 2010-2011 business plan that covers opportunities, consultations with businesses and success stories. ADEDA is creating a 5-year investment strategy which includes an asset map, a transition plan and investment opportunities. There is a new immigration portal on the ADEDA website that will assist immigrants who want to relocate to the area. As part of a provincial marketing initiative, a list of Bay of Fundy attractions is being created. Experiential tourism in the area during a cruise-ship visit to Digby include an excursion to the Bear River Cultural Centre, a tour of a Bear River winery, a Historic Gardens tour and a tour of the churches on the French Shore. A funding application has been submitted to assist in implementing the recommendations for the Roger Brooks assessment report. ADEDA is also meeting with Annapolis Community Health Centre officials to discuss possible emergency room closures.

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
1. Budget discussions	Applications were received from ARCAC, the Masonic Lodge, Annapolis Royal Historic Gardens and the Annapolis Heritage Society for the non-profit organization property tax reduction. All of the applications meet the eligibility criteria; motions for final approval will be made when the budget is approved. The approved reductions will be applied to the final tax bill in October.		

	<p>A request for funding was received from Companion Animal Protection Society. The Town did not contribute to this society in 2009-2010 and will not be contributing in this budget year.</p> <p>A request for funding in the amount of \$1,000.00 was received from Destination South West Nova. The Town has experienced great benefits from supporting this organization in the past.</p> <p><i>Motion #1</i> <i>It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg, to recommend to Council that the request for funding in the amount of \$1,000.00 from Destination Southwest Nova Association be approved.</i></p>		
2. Council Orientation – Town Staff	This item has been deferred until all of the information is available.		
3. Cycling Project	Funding approval through Energy Nova Scotia for the Annapolis Royal Cycling Project has been denied. It is unknown if the Cities and Environment students of Dalhousie University will submit another funding application for this project.		
4. Workplan for the Municipal Auditor General	All members of Council said that they strongly object to being asked to fund the Municipal Auditor General and want the response to reflect Council's strong opposition. CAO Boyer will draft a letter for review.	CAO	

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	

<p>2. Draft letter from PHAC re Court House Sign</p>	<p>The Province has become involved in the proposed new signage for the Court House and the project has been delayed as a result. Peter Davies, as Chair of the Planning and Heritage Advisory Committee, has drafted a letter regarding the proposed signage and it was agreed that the letter should be sent under the signature of the Mayor.</p> <p><i>Motion #2</i> <i>It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg, to recommend to Council that the letter drafted by Peter Davies regarding the proposed signage at the Annapolis Royal Court House be sent under the signature of the Mayor. Motion carried.</i></p>	<p>CAO</p>	
<p>3. Farmers' and Traders Market</p>	<p>Some of the outside tables located at the Farmers' Market were damaged as a result of the outdoor skating rink. The question was raised as to who is responsible for replacing or repairing the tables. It was agreed that the Town would be responsible for repairing or replacing the outdoor tables that were damaged as a result of Town activities.</p> <p>Mayor Roberts said that he has been using the market sandwich board signs for the winter market and that the signs are looking worn. He said that he agreed to split the cost of repainting with the Market Association.</p> <p>CAO Boyer said that in the future these matters will be covered through the lease agreement.</p> <p><i>Motion #3</i> <i>It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg, to recommend to Council that the Town pay half of the expense to re-paint the market sandwich board signs. Motion carried.</i></p>		

4. Resolution for Green Street Application	<p><i>Motion #4</i></p> <p><i>It was moved by Councillor Hudson, seconded by Councillor Fearon to recommend to Council approval of the Green Streets application for funding in the amount of \$50,000.00. Motion carried.</i></p>		
5. ICSP ² - Final Plan	<p>A copy of the complete ICSP¹ was provided for Councils review. The deadline for submission to the Province has been met.</p> <p>CAO Boyer suggested that Council review the Strategic Plan which is incorporated in the ICSP. April 26th at 9:30 a.m. was set as a meeting time for the purpose of reviewing the Strategic Plan. Council briefly reviewed the Strategic Plan and it was noted that there are several items that are to be forwarded to committees for further review. CAO Boyer also pointed out that one of the identified weaknesses of the Town is the number of marketing and tourism committees and organizations that seem to be overlapping. CruiseFundy.com and Team West are two new groups to be added to the list. The funding request from ARDMA² was discussed and it was noted that the main part of the request was to generate a 5-year marketing plan. The funds that were made available to ARDMA² in 2009-2010 were not used to leverage other funds. Councillor Mueller-Sparenberg attended the ARDMA² meeting held at the Fire Hall on March 30 and said that there was a marketing expert in attendance.</p> <p>The 300th Committee events were discussed and Councillor Mueller-Sparenberg said that promoting events is not marketing the Town. Marketing is about how the Town is presented to the public. CAO Boyer said that more should be expected from ADEDA³ and Destination Southwest Nova Scotia. Councillor Mueller-Sparenberg said that the Town should have a coordinator for all organizations to focus the efforts appropriately. Mayor Roberts plans to speak to Greg Gaul of Upper Clements Park regarding marketing and will report back to Council at the next meeting.</p>		

	The proposed amendments to the Municipal Planning Strategy are also included in the ICSP. The Planning and Heritage Advisory Committee will begin reviewing the amendments and a public meeting will eventually be held to discuss the revisions.		
6. 2010 Heritage Conference in Annapolis Royal – June 4 th and 5 th	For information only.		
7. Procurement Policy	The policy needs to be re-written to reflect tender submissions and the process for opening. CAO Boyer will check the NAFTA ¹ policy to determine the appropriate financial thresholds for tendering.		
8. Deer complaints	Several complaints have been received regarding the abundance of deer in Town. CAO Boyer will consult with Natural Resources for solutions and will update the complainants.		
9. Draft letter to the Board of Police Commissioners	A letter was drafted after a special meeting of Council and the Police Board. The letter addresses the need for criteria for Police Board members, a code of conduct for Board members and performance management for the Police Chief position. All members of Council were asked to review the letter and forward any revisions to the CAO.		
10. Interest write off	A business occupancy account was not closed out at the appropriate time and interest was accumulated in error. <i>Motion #6</i> <i>It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner, to recommend to Council that interest in the amount of \$58.92 be written off account # 056778706. Motion carried.</i>		
11. Resident Complaint	A complaint was received from a resident who sustained damage to his vehicle as a result of raised sidewalks on Champlain Drive. The Public Works Department and the engineers will be asked to investigate.		

¹ - NAFTA – North American Free Trade Agreement

GENERAL DISCUSSION

1. Foodbank space – A representative from the Foodbank asked the Police Department for a date of when the space needed to be vacated. The Police Department provided a date of June 1, 2010.

2. Budget – A special Committee of the Whole meeting is scheduled for April 26 at 1:30 p.m. to discuss budget only. The Director of Finance said that a budget has been drafted with a commercial tax rate of \$3.40 and a residential rate of \$1.70 leaving a small surplus. It was noted that the \$50,000.00 funding request from ARDMA² is not in the budget. CAO Boyer will review the contributions made to similar organizations to compare the benefits of each contribution. It was noted that no funding is planned for the Annapolis District Board of Trade in the 2010-2011 budget year.

IN CAMERA

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

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

The following motion was made as a result of the in camera discussion:

It was moved by Councillor Power, seconded by Deputy Mayor Shaffner, to recommend to Council that the webmaster contract for 2010-2011 with Troy Woodland be approved. Motion carried.

NEXT MEETING

May 5, 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
Reviewed by Mayor Roberts		
Changes made by Administrative Assistant Jackie Longmire		

Approved for website by CAO		
Sent to webmaster		