

Committee of the Whole
August 3, 2011

COMMITTEE OF THE WHOLE

MINUTES

August 3, 2011

9:00 am

CALL TO ORDER: The meeting was called to order by Mayor Roberts at 9:00 am.

Present: Mayor Phil Roberts, Deputy Mayor Pat Power, Councillor Doug Shaffner, Councillor Sherman Hudson, Councillor Kathie Fearon, Councillor Holger Mueller-Sparenberg, CAO¹ Amery Boyer, DOF² Melony Robinson, Administrative Assistant Monica Mills as recording secretary

Regrets:

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES of July 6, 2011:

It was moved by Councillor Mueller-Sparenberg, seconded by Deputy Mayor Power that the minutes dated July 6, 2011 be approved with the addition of the date on each page. Motion carried.

ADDITION TO AGENDA:

- Item # 3 Business Arising: Playground Signage
- Item # 4 Business Arising: ADPC³ census
- Item # 5 Business Arising: BLC⁴
- Item #10 New Business: Concerns over the smell at the sewage treatment plant.
- item #11 New Business: Pool Financial statements

APPROVAL OF AGENDA

It was moved by Councillor Fearon, seconded by Councillor Hudson that the agenda dated August 3, 2011 be approved with additions. Motion carried.

BUSINESS ARISING - COW

¹ Chief Administrative Officer

² Director of Finance

³ Annapolis District Planning Commission

⁴ Business Liaison Committee

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ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Princess Bursary	<p>Council discussed the Princess Bursary. The local Apple Blossom Festival Committee had raised \$500.00 and requested that the Town consider a donation for a bursary for the Town's apple blossom princess. Council discussed the possibility of the donation. It was agreed that a donation would be given in support of the local Apple Blossom Festival Committee.</p> <p>Motion 1: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that Council approve the donation of \$500.00 to the local Apple Blossom Festival Committee. Motion carried.</p>	CAO Boyer	
2. Update on Skate Park Risk Analysis (Tab 1)	<p>Council reviewed the Skateboard Park Inspection Form and ABCs of Skateboarding Parks. Council discussed who would be responsible for administering the inspections. CAO Boyer explained that the responsibility for the inspection would be the Town's as it is the legally responsible. Councillor Fearon suggested that it would be beneficial to have the Police Department perform the inspections. Council decided to leave the matter with staff for further review.</p>	CAO Boyer	
3. Playground signage	<p>Mayor Roberts presented a sample sign from Dieter's Signs. He explained the wording would be changed and it would be an aluminum sign. Councillor Fearon expressed concern over the use of an aluminum sign as it would be contrary to heritage aspects of the Town. CAO Boyer stated that a request had gone for a quote from Jim Todd Graphics for the construction of a wooden sign. The topic will be revisited on August 15, 2011 Council meeting.</p>		

4.ADPC census	Council discussed the ADPC census. CAO Boyer explained that much like the federal census, two ADPC employees will be visiting each residence to gather information. Councillor Shaffner stated that it would be beneficial to have a small article written in the September Town Crier to explain the purpose of the census.		
5. BLC ⁵	Councillor Mueller-Sparenberg stated that two advertisements had been placed in the Town's newsletter with no response from the business community. He stated that it would be a good idea to write an article indicating that an opportunity was created and publicized to provide the business community with a forum to voice their concerns. The lack of response is therefore an indication that there are no pressing concerns in the business community.		

NEW BUSINESS - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Nova Scotia Feed-in Tariff Forum (Tab 2)	Request for permission to attend by CAO Boyer. Mayor Roberts suggested that Carole Littleton from the Environment Committee also attend the forum. CAO Boyer stated that it would be sufficient to send only one person. Mayor Roberts stated that it would be beneficial to have the two attend as they would each have different perspectives. Council decided to table the decision until DOF Robinson verified that there were sufficient funds in the budget to send two individuals.	CAO Boyer	
2. Tax Rebate Listing (Tab 3)	Recommendation for Tax Rebate and tax write-offs from DOF Robinson. Council discussed the presented information.	DOF Robinson	

⁵ Business Liaison Committee

	<p>Motion 2: Annual tax rebate listing and write-off. It was moved by Councillor Hudson, seconded Councillor Shaffner that the tax rebate listing for year ending March 31, 2012 including role numbers: 00479993 for the amount of \$3912.10 00100943 for the amount of \$362.50 02355256 for the amount of \$2415.70 000922428 for the amount of \$ 727.90 05596173 for the amount of \$42.05 06445721 for the amount of \$923.65 04997409 for the amount of \$6624.45 00092398 for the amount of \$1361.70 02045486 for the amount of \$137.75 0245494 for the amount of \$1493.50 03611957 for the amount of \$1213.65 be recommended to Council for approval. Motion carried.</p> <p>Motion3: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that roll number 10034434 for a credit of \$136.58 and roll number 07097042 for \$4.74 be recommended to Council to be written off. Motion carried.</p>		
3. UNSM ⁶ Pension Overview	<p>DOF Robinson stated that the UNSM Pension Advisory Committee indicated that there should be changes to employer and employee pension contributions. The UNSM is indicating that employer and employee contributions should be increased to 7%. DOF Robinson indicated that recommended changes would be coming and Council should consider its position.</p>	DOF Robinson	

⁶ Union of Nova Scotia Municipalities

4. Provincial Capital Assistance Program Application (Tab 4)	<p>Council discussed the next three planned water projects.</p> <p>Motion 4: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon that it be recommended to Council that approval be given for the completion of water utility projects 920-2010-2, 920-2010-3, 920-2010-4 subject to approval of a Provincial Capital Assistance Program grant. Motion carried.</p>	CAO Boyer	
5. Apple Blossom Festival (Tab 5)	<p>Revival of Town's Apple Blossom Festival Participation. Council discussed this topic under Business Arising item #1.</p>	Mayor Roberts	
6. Natal Day Soccer Tournament	<p>DOF Robinson explained that the Natal Day Soccer tournament was cancelled by Laurie McGowan, the President of the Soccer Association, Mr. McGowan had hired two summer students to organize the tournament and he requests that the Town provide funding to pay the students. Council discussed the matter.</p> <p>Motion 5: It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg that the Town provide \$250.00 towards compensating the two summer students who assisted in the organizing of the Natal Day Soccer Tournament. Four ayes, two nays from Councillor Shaffner and Deputy Mayor Power. Motion carried.</p>	DOF Robinson	
7. Capital Investment Plan (tab7)	<p>CAO Boyer presented the long-term Capital Investment Plan, which is a complete list of all the projects that need to be completed in the future. The plan is for Council's review prior to August 15, 2011 Council meeting.</p>	CAO Boyer	
8. Tender Documents	<p>CAO Boyer explained that the draft tender documents for</p>	CAO Boyer	

	audit and legal services had been completed. She added that she was still awaiting more information in order to complete the engineering services tender document. All three tenders would be advertised by August 18th, 2011 with a deadline of September 30, 2011. In an attempt to cut costs, all three tenders will be advertised together.		
9. Town of Berwick brochure	Councillor Mueller-Sparenberg presented a brochure from the Town of Berwick. He suggested that the Town could create a similar brochure for its promotion. Mayor Roberts commented that it would be beneficial to have a user friendly budget format. CAO Boyer stated that the Town's auditors have recommended that all reports be generated through the current financial system. In order to change the format, it would be necessary to contact the system provider and request some programming changes. Staff will look into the possibility and the cost.		
10.Sewage treatment	Councillor Shaffner stated that there have been some serious odour problems from the sewage treatment plant. CAO Boyer stated that Superintendent of Public Works, Kevin McLean had written a report regarding the odour from the sewage treatment ponds and was in contact with the Department of Environment. The Department of Environment stated that there was no health hazard. The smell is due to the fact that there has been very little rain in the month of July and the water levels are low in the sewage ponds. This results in solids that lie at the bottom of the ponds to rise to the surface creating a smell. The Department of Environment recommended using more chlorine in the sewage ponds for the time being. Councillor Shaffner stated that a solution would have to be found as soon as possible. CAO Boyer stated that she would be meeting with the County engineer as soon as she could. In the meantime, Public Works will continue to monitor the situation and add chlorine as needed.		

11. Pool Financials	For information. Council reviewed the President's report from FAPS ⁷ Annual General Meeting. Council reviewed their operating budget. During the winter there was some damage, FAPS was hoping for the Town's support in addressing their issues with the pool supplier. Mayor Roberts stated that he was unable to meet with the President of FAPS prior to the Committee of the Whole meeting but he would bring more information to the August 15, 2011 Council meeting.		
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GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

Council discussed the following correspondence:

1. Notice of Public Hearing regarding the development of Fortier Mills (Tab 6)
2. REMO letter

GENERAL DISCUSSION

Council discussed the Natal Day celebrations. It was felt that the celebrations were a success.

IN CAMERA:

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the meeting move in camera at 10:55 am to discuss the following items.

1. Personnel Matters (4 items)
2. Potential litigation (2 items)
3. Negotiations (1 item)

Motion 6:

Moved by Councillor Power, seconded by Councillor Mueller-Sparenberg that a recommendation be made to Council that the ADPC be dissolved and that the three remaining staff members be distributed to the Town subject to receipt and approval of a new ADPC detailed budget. Motion carried.

⁷ Friends of the Annapolis Pool Society

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Motion 7:

Moved by Councillor Shaffner, seconded by Councillor Fearon, that a recommendation be made to Council to reimburse the developer of Fortier Mills for the differential between nine (9) induction street lamps and nine (9) LED street lamps, subject to approval of actual costs. Motion carried.

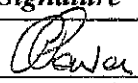

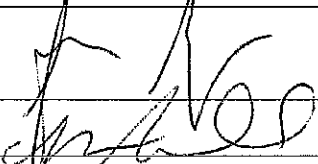
Motion 8:

Moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, to provide acting pay at 50% of the differential between the CAO's and the Director of Finance's salary to the Director of Finance when acting in the absence of the CAO from the area for reasons other than attendance at meetings and/or conferences for the current financial year. One nay. Motion carried.

NEXT MEETING September 7, 2011

ADJOURNMENT

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the meeting be adjourned at 11:45am.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	8 Aug. 11	
Changes made by Administrative Assistant Monica Mills	Aug 8, 2011	
Approved for website by CAO	August 8, 2011	
Sent to webmaster	Aug 8, 2011	