

TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
DRAFT MINUTES
August 4, 2010

The regular meeting of the Committee of the Whole was held on Wednesday, August 4th, 2010 in Council Chambers in Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Kathie Fearon, Sherman Hudson, Holger Mueller-Sparenberg and Pat Power, Chief Administrative Officer Amery Boyer, Administrative Assistant Lynn Moar as Recording Secretary and Recreation Director Grant Potter. Also in attendance were town business owners Caroline Bosley and Richard Zenkmer.

Regrets – Director of Finance Melony Robinson.

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

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

Motion #1

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

ADDITIONS TO AGENDA

Under Presentations add: #2 – Active Transportation (Grant Potter)

Under New Business add #10 – Community Services request
#11 – 663 St. George Street

Under Business Arising add: #7 Status of sorting of garbage

Under Correspondence add: Annapolis Spectator editorial

APPROVAL OF AGENDA

Motion #2

It was moved by Councillor Fearon, seconded by Councillor Power, that the agenda dated August 4th, 2010 be approved as amended. Motion Carried.

PRESENTATIONS

Administrative Assistant Lynn Moar MADE a presentation entitled Annapolis Royal Town Council Goes Green. This power point presentation laid out the benefits of Council “going paperless” for its meetings. In addition to a cost savings of nearly \$3,000 per annum, the Administrative Assistant would see over 27 days per year freed up for other activities such as grant application preparation, customer service and special projects. In addition, the Town would save 46 trees per year. The presentation suggested two ways of realizing the goal through the use of Netbooks or flash drives.

Once the presentation was completed, Mrs. Moar answered questions from Council members regarding the procedures that would be required. The Mayor expressed concerns regarding the ability to proofread draft minutes on a screen, as opposed to hard copy. It was noted that all proofreading would still be done through hard copy.

Ms. Bosley asked permission to speak and told Council that her brother-in-law had done a study regarding the use of laptops and Netbooks as opposed to using paper, and found that while it may appear to be a good idea on the surface, the difficulty is disposing of the electronic equipment in the future. This needs to be balanced against using a totally renewable resource, paper.

After some discussion, Council decided to initiate a pilot project to test the limitations of going paperless. Mrs. Moar will purchase two Netbooks on behalf of the Town and Councillors Mueller-Sparenberg and Fearon will test the project. In addition, Mayor Roberts will use his own Netbook and flash drive, to bring the total number of test subjects to three.

A second presentation was made by Recreation Director, Grant Potter. He showed a video produced by André Bouchard on behalf of the Union of Nova Scotia Municipalities which features Annapolis Royal as a front runner in the development of Active Transportation in Nova Scotia. Mayor Roberts would like the video available to him to show to the Environment Committee at its September meeting. Councillors were all very pleased to have the Town featured for its work in promoting active transportation.

BUSINESS ARISING - COW

| Item | Decision /Action | Responsibility | Target date |
|--|---|----------------|-------------|
| 1. Status Report: Public Works building | <p>Deputy Mayor Shaffner reported that since Council had voted to go ahead with a metal building, the Building Committee had held no meeting. CAO Boyer reported that legal counsel has advised that the Town must go to tender due to the price of the building being over \$100,000. She has notified the engineers and has asked to have a draft tender ready for review by August 5th. The tender will be posted on the provincial website for 2 or 3 weeks. This will delay the process, but is unavoidable, she stated.</p> | CAO | |
| 2. Review of Staff Report on the Future of Marketing | <p>CAO Boyer reported that after discussions between staff and the marketing partners that the Town had worked with in the past year, this proposal had come about.</p> <p>She reported that the key to the plan is being able to use the \$14,500 of funds in the budget to leverage matching grants and in-kind contributions.</p> <p>CAO Boyer noted that the proposal calls for an ad to be posted in the local paper to retain a qualified individual to manage the relationship between sponsors, partners and participants in a Town-wide marketing effort, as well as a pool of money for marketing investment.</p> <p>It was suggested that the governance committee include representation from the Town, Destination South West Nova Scotia, Annapolis & District Board of Trade, Applied Geomatics Research Group, South West Biosphere Reserve, Annapolis Digby Economic Development Association and Annapolis Royal District Marketing association. Destination South West Nova Scotia has already promised to contribute in-kind services such as website listings and advertising that would be cost prohibitive under other circumstances.</p> | CAO | |

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| 3. Final Report on Canada Day Celebrations | The final report on the Canada Day celebrations was submitted for information. It was noted that although the total project was under budget, the clown act cost much more than was budgeted for that particular part. It was noted that the federal grant covered \$1,000 of the \$1,247.10 spent on the celebrations. It will be applied for again in 2011 by staff. | Staff | |
| 4. Draft Strategic Plan | CAO Boyer reported that the Police Department and the Environment Committee have yet to review their parts of the plan. The Mayor noted that he will speak with the Environment Committee and obtain their comments. | Mayor | |
| 5. Garbage Disposal | After some discussion, it was noted that it appears that the garbage company is indeed separating out recyclables from garbage during pick-up, but staff will approach CN Orde for their sorting procedures just to be sure. | Staff | |

NEW BUSINESS - COW

| Item | Decision / Action | Responsibility | Target Date |
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| 1. Water Tests | Water tests have been reviewed and found to be satisfactory. | | |
| 2. Policy on Procurement | <p>Motion #3</p> <p>It was moved by Councillor Fearon, seconded by Councillor Power to recommend to Council that the draft policy on procurement be approved. Motion carried.</p> <p>In discussion it was noted that the policy should be sent to members of the Environment Committee so that they know that the Town policy to buy local will be upheld in areas where it is not prohibited by the North American Free Trade Act.</p> | Administrative Assistant | |
| 3. CCME Municipal Waste Water Management Strategy | A letter from the Municipality of the County of Annapolis regarding the proposed Canadian Ministers of Environment Waste Water Management Strategy was provided to Council. The CAO noted that changes will involve more reporting to be carried out by staff and more compliance issues for the Town. | | |
| 4. Capital Investment Plan | <p>The draft Capital Investment Plan was provided by the CAO. This is another mandatory report to the Province and is due in September and must be approved prior to that by Council.</p> <p>CAO Boyer reported that the Director of Finance will be working on draft budgets for the next two years so Council will have an idea of what to expect. She noted that financially, 2012 appears to be the “crunch” year and that the fiscal situation improves after that as debt is paid down.</p> | | |

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| | After discussion of some items in the report, it was decided to forward this to Council for approval at its September 20 th meeting. | | |
| 5. Berm behind the Fire hall | <p>Mayor Roberts explained that the Fire Department has asked permission to remove the berm behind the fire hall and replace it with a row of evergreen trees. He explained that the berm works as a buffer to the walking trail, hiding the sight of the back of the fire hall and the derelict car body there which the Fire Department uses for practice.</p> <p>After some discussion, the matter was tabled until the August 16th meeting of Council in order to allow everyone the time to go and look at the site.</p> | Council | |
| 6. Policy regarding employment of relatives | <p>The CAO presented a draft policy regarding the employment of relatives for the consideration of Council.</p> <p>Members agreed that while there has not been any problem, this is more about perception by the public.</p> <p>Councillor Power suggested that the policy be incorporated in the Human Resources Policies of the Town and that she is more concerned about the perception by the public if an employee is involved in the tender process and a relative is offering a tender.</p> <p>After some discussion, it became clear the Council would expect any employee with a relation involved in the offering of a tender to declare a conflict of interest and therefore not to be involved in the process and further that any Council member would be expected to declare a conflict if and when a relative of that member of Council was involved in an issue with the Town.</p> | | |

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| | <p>In the end, the following motion was passed:</p> <p>Motion #4 It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner that a policy on the hiring of relatives be written and added to the Human Resources Manual. Motion carried.</p> | CAO | |
| 7. TRIP Funding | <p>CAO Boyer advised Council that the Transportation Infrastructure Funding from the Province in the amount of \$5,000 which had been received in 2009 would not be received this year. The Director of Finance was informed that this automatic funding had been changed to application-driven funding (without notification) and that therefore the deadline had been missed.</p> | | |
| 8. Winter Market Funds Designation | <p>Mayor Roberts reported that a surplus of \$101.00 had been realized from the running of the Winter Market and wished to know Council's wishes as to the disposition of these funds.</p> <p>He also reported that he has asked the Historic Gardens to take over the running of the Winter Market for the 2010-2011 Season. Councillor Power reported that the Historic Gardens Board is considering this matter.</p> <p>Motion #5 It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner to recommend to Council that the \$101.00 remaining in the Winter Market Account be invested in the Annapolis Royal Community Foundation. Motion carried.</p> | Director of Finance | |
| 9. Complaint – Westside Studio | <p>Town merchants, Richard Zenkmer & Caroline Bosley, wished to present a complaint to Council regarding the placement of a "chip bus" during the Natal Day weekend just past. They noted that in the past</p> | | |

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| | <p>when the proceeds from the bus had gone to the Lion's Club (charity), that Town merchants put up with it, but that since the bus was run as a revenue-making enterprise during the Natal Day weekend just passed, they felt it should be relocated next year. The bus took up 5 parking spaces and the employees of same another 3, they said. That was 70% of the parking directly opposite their business. In addition, they noted, there was a lot of garbage and the nuisance factor of those buying goods from the bus sitting on the store stairs to eat their snacks. They also noted that the filter for the ventilation of the bus broke on Friday of the weekend, allowing greasy fumes to waft over the area the rest of the weekend. Safety concerns for those lined up on St. George Street to buy food were also noted. They voiced concern that at some point, someone was going to be hurt.</p> <p>They suggested that the bus be moved to Petite Park in 2011 where there is plenty of room for snackers and it is out of the way of traffic.</p> <p>Mayor Roberts stated that he totally heard and sympathized with the concerns voiced. He explained that when the Lions Club was approached in 2009 to move the bus to Petite Park, they voiced objections to the move. He stated that the next he heard, the Lions weren't going to provide the bus because of a shortage of volunteers. He approached Paul Coady of the Lions Club, to suggest that the Friends of the Pool might wish to do it as a fundraiser. He said this would not be feasible. Mayor Roberts stated he knew nothing else until the Friday of Natal Day weekend when the bus appeared.</p> <p>It was noted that in 2009 it had been decided to move the Lion's bus to Petite Park and that Danny McClure had volunteered to pay for the electrical work that move would entail. However Councillor Power reminded everyone that members of the Lion's Club had appeared before Council and voiced their objection to the move. Therefore, she said, Council decided to leave the matter alone.</p> | | |
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| | <p>Ms. Bosley stated that she was concerned that Council asked for direction from local merchants, got it, and ignored it regarding the placement of the bus after the 2009 Natal Day Weekend.</p> <p>The Mayor suggested the location of the bus be Petite Park, no matter who runs the enterprise in future years and stated that he would write to the Lions Club and inform them of this. He thanked Ms. Bosley and Mr. Zenkmer for their concerns.</p> <p>Councillor Power wished to state it is her belief that with the Lions Club informing the Town so close to Natal Day weekend that they would not be providing the chip bus, staff and the Natal Day committee did the right thing in providing a stop-gap for this year and voiced her hope that the Lions Club would be back next year.</p> | | |
| 10. Community Services Request | <p>A letter from the Office of the Minister of Community Services was presented in which the Minister has asked for a recommendation from the Town for a new nominee to the Annapolis Valley Housing Authority.</p> <p>Councillor Power expressed her interest in this seat and will liaise with the CAO regarding same.</p> | CAO/ Councillor Power | |
| 11. 663 St. George | <p>The CAO reported that the property at this address has a hole in the roof and that no one knows where the owners are. Councillor Mueller-Sparenberg reported that there are limbs of trees falling and lawns not being cared for at this address and no one is cleaning anything up.</p> <p>Councillor Fearon noted that since water utility bills are being paid, a letter should be included in the next bill to the owners explaining to them the problem and asking them to take care of the matter.</p> | Staff | |

GENERAL / CORRESPONDENCE

An editorial from the Annapolis Spectator suggesting amalgamation in Annapolis County, written by Stephen Hawbolt was provided for the information of Council.

GENERAL DISCUSSION

Councillor Power brought up complaints made at the Farmers' Market that there are not enough compost containers there and that 75% of the items in the garbage containers there is compostable material. Mayor Roberts asked staff to look into the matter.

Deputy Mayor Shaffner noted that there were also several complaints at the Farmers' Market last weekend regarding dogs at the market. Councillor Power suggested that more policing was needed as there are already signs prohibiting dogs at the Market. Mayor Roberts volunteered to speak to the Police Chief regarding policing of the market on Saturdays.

Mayor Roberts asked CAO Boyer if letters would be going out soon confirming recently registered heritage properties to their owners. CAO Boyer pointed out that she is in the process of finding out the proper process to register such properties and to notify the owners.

Mayor Roberts reminded Councillors to turn in their yearly evaluations of the CAO.

A discussion ensued regarding unsightly premises. CAO Boyer stated that the statute is the Municipal Government Act and that enforcement is an issue. She also noted that there are about 12 properties at the moment that are considered unsightly, but that staff does not have the time to devote to dealing with these matters due to other priorities and deadlines.

Councillor Power asked for clarification regarding engineering expenses incurred to the end of June. CAO Boyer noted that this category includes engineering for the wharf extension which is 80% recoverable from the Province, with the balance recoverable from the Wharf Association.

IN CAMERA

Motion #6

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting move in camera to discuss potential litigation.

Motion #7

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting move out of camera.

NEXT MEETING

September 8th, 2010 at 9:00 am

ADJOURNMENT

Motion #8

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting be adjourned.