

**COMMITTEE OF THE WHOLE**  
**Minutes**  
**January 4, 2006**

The monthly session of the Committee of the Whole was held on Wednesday, January 4, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Ron Boulding, Phil Roberts and Douglas Shaffner, Amery Boyer CAO, Melony Robinson Director of Finance, and Jackie Longmire Administrative Assistant as recording secretary. Residents of Hillside Drive/Alden Hubley Drive Gene Hay and Frank Pugh, Traffic Authority Laurie Emms and Public Works Superintendent Kevin McLean attended for the presentation. Carolyn Sloan of the Spectator was also in attendance.

Regrets from Councillor Sherman Hudson.

**CALL TO ORDER**

Chair Deputy Mayor J. DeWolfe called the meeting to order at 9:00 a.m.

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

December 7, 2005

**Motion # 1**

***It was moved by Mayor Kinsella, seconded by Councillor Boulding, that the minutes dated December 7, 2005 be approved. Motion carried***

**ADDITIONS TO AGENDA**

Under Business Arising add:

{4} New Year's Eve Levee - Councillor Boulding

Under General Correspondence add:

{2} Claire Landfill Site

Under In Camera add:

{1} Discussion on personnel issues

## **APPROVAL OF AGENDA**

December 07, 2005

### **Motion # 2**

***It was moved by Councillor Boulding, seconded by Councillor Shaffner, that the agenda for the Committee of the Whole meeting dated January 4, 2006 be approved. Motion carried***

## **PRESENTATIONS:**

### **1. Hillside Drive/Alden Hubley Drive - Water Rate Study**

Gene Hay represented the residents of the Hillside Drive/Alden Hubley Drive sub-division for the purpose of the presentation. He stated that the residents are concerned about the metering of homes and water pressure. He stated that several homes have poor water pressure and the sub-division owned distribution system is in need of repairs. He spoke of the different line sizes and infrastructure concerns. He also made mention of the non-working fire hydrants that are painted black. Traffic Authority Laurie Emms explained the black fire hydrants by saying that they were placed there approximately 12 years ago to offer fire protection to the residents, the residents refused to pay the fee so the hydrants were disconnected. Public Works Superintendent Kevin MacLean said there is a quick fix solution that involves an old well in the soccer field at the High School. He explained how it would eliminate dead ends, and perhaps double water volume and pressure. He estimated the cost to the Town to be approximately \$5,000.00. The condition of the distribution system was discussed and Mr. Hay said there is leakage in the lines and the valves are in critical condition. Mayor Kinsella said that the centre was built and maintained by the residents and any necessary repairs are the responsibility of the residents and not the Town. Mr. Hay said he was concerned that the sub-division residents were being treated differently than the Town residents with regards to the distribution system. He stated that the Town distribution system is maintained by the Town. Deputy Mayor DeWolfe said that there is an agreement which states that the sub-division residents are responsible for the upkeep of their system. She said that the residents should contact the County for the documentation.

Concerns regarding water pressure were addressed. Mayor Kinsella said a solution would be found for the problem. Sub-division resident Frank Pugh said they should not be billed as much as the Town because the Town has better quality and pressure. Director of Finance Melony Robinson explained the billing amounts as: the base service charge which is determined by the size of the meter, the actual amount of water that is used which is measured through the meter, and fire protection fees are also included. There is no charge that relates to the

quality or pressure of the water. It was suggested that these concerns be brought up at the Utility Review Board Hearing being held on January 10, 2006. Mayor Kinsella spoke of the last major upgrade and how the quality of the water in Lequille became much better after the upgrade was completed. He said that Council may have to consider a similar project but it may not be this year.

Gene Hay stated the residents are willing to support the Water Rate Study if the Town was willing to work with the residents to solve some of the problems. It was agreed that the process should be done in conjunction with the County.

Mr. Hay thanked the Council for their time. Deputy Mayor DeWolfe assured Mr. Hay that the concerns of the residents would be addressed.

#### **BUSINESS ARISING**

<b>Item</b>	<b>Decision /Action</b>	<b>Responsibility</b>	<b>Target date</b>
1. Borrowing resolution (4)	<p>The CAO explained that this resolution is to access a line of credit that may be used for the pool. It is signed on an annual basis and is only used if needed. Councillor Roberts asked for a further explanation. The CAO explained that a 10 year borrowing period is anticipated for the pool project. There is preferential rate of interest on the credit line for short term borrowing and it appears to be a better option than going through Municipal Finance Corporation in the near term. She explained that it may or may not be necessary to use the credit but the resolution was the first step in getting it established so that it would be available if necessary.</p> <p><i><b>Motion #3</b></i> <i><b>It was moved by Mayor Kinsella, seconded by Councillor Shaffner to recommend to Council to approve the Borrowing Resolution for Municipalities and School Boards, dated January 16, 2006.</b></i> <i><b>Motion carried.</b></i></p>	CAO	
2. Records Maintenance and Destruction Bylaw	<p><i><b>Motion #4</b></i> <i><b>It was moved by Councillor Boulding, seconded by Councillor Roberts to refer the Records Maintenance and Destruction Bylaw</b></i></p>		

	<i>to Council for second and final reading</i>		
3. Review of Fee Schedule (5)	<p>The Fee Schedule was reviewed and there was a discussion regarding the fee for tax certificates and a filing fee for those who run for Council. The current fee for a tax certificate is \$20.00, Melony Robinson that the average fee is \$30.00. It was agreed to change the tax certificate fee to \$30.00. It was also decided that an Election filing fee of \$25.00 should be established. This fee would include the tax certificates that are required by election candidates. The CAO said that all fees will be reviewed in more detail and some bylaws may have to be amended to permit elimination of or changes to fees. Other fee changes and/or eliminations will be addressed at the next meeting of Council on January 16, 2006. Public Works Superintendent Kevin McLean has said that he believes there should be a fee for restaurant composting, he will be consulted and fees will be discussed.</p> <p>Councillor Boulding mentioned the licensing of dogs. He said that there should be a process of going door-to-door to enforce the bylaw and dog registration. The CAO informed him that it was a time consuming task and present work loads did not allow the staff to enforce the bylaw at this time. Councillor Boulding said that in the future he would be willing to assist the staff with enforcement.</p> <p><b><i>Motion #5</i></b>  <b><i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to recommend to Council amend the Fee Schedule to reflect the change in the Tax Certificate fee to \$30.00, and the new Election Filing Fee of \$25.00. Motion carried.</i></b></p>		
4. New Year's Levee	<p>Councillor Boulding stated that he represented Annapolis Royal at the Levee in Bridgetown and he was quite impressed. He described the attractive display of food and punch. He also talked of the food service and others who attended including: Greg Kerr, Stephen MacNeil and the Mayor of Bridgetown. He said he stopped into the Levee being held at the Legion in Annapolis Royal and was disappointed with the welcome, food, beverages, atmosphere and attendance. He believes that the Town should work on the quality of</p>		

	<p>the event. Mayor Kinsella said that his points were very well taken and perhaps Councillor Boulding should consider being part of the committee that organizes the event. The CAO suggested that a Councillor speak to the Legion members who are responsible for the Levee and offer suggestions and assistance in future New Year's events.</p> <p>Councillor Boulding also spoke of some concerns of standards. Deputy Mayor DeWolfe reminded Councillor Boulding that these were Legion issues that he should address them with the Legion.</p> <p>Deputy Mayor DeWolfe thanked Councillor Boulding for his attendance and reports. She said that a different type of event could be considered for another year.</p>		
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## NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Audit committee (1)	To comply with section 44(1) of the Municipal Government Act, referring to the annual appointment of an audit committee, it was		

	<p>agreed that the Council would collectively act as the committee.</p> <p><b><i>Motion #6</i></b>  <b><i>It was moved by Councillor Roberts, seconded by Councillor Boulding to recommend to Council to have the entire Council form the Audit Committee, required under the Municipal Government Act. Motion carried.</i></b></p>		
2. FCM Election Alert (2)	<p>The alert was mainly for review but Deputy Mayor DeWolfe wanted to mention the draft letter to federal parties, leaders and candidates from Mayor Kinsella. She asked if there was anything that the Town would like to add to the letters. Several things were mentioned including: maintaining infrastructure programs, gas tax and the minimization of red tape. The CAO explained that minimization of red tape would cut down the work load involved in grant applications. She explained that the content of most applications does not change but the format does. The letter will be amended and reviewed before it is submitted.</p>		
3. Draft letter to federal parties, leaders and candidates from Mayor Kinsella (3)	<p>This item was addressed in conjunction with the FCM Election Alert.</p>		
4. Clean Air Project (6)	<p>An anti-idling campaign was explained. It will begin with an informative newsletter alerting Town residents to the hazards of idling their vehicle.</p>	<p>Administrative Assistant Jackie Longmire</p>	
5. Towns Caucus Meeting (7)	<p>The information was reviewed, Councillor Roberts and Councillor Boulding will attend the meeting in Truro on January 19, 2006.</p>		
6. New furnace for King's Theatre	<p>The request was reviewed and the CAO explained that Theatre staff have been very cooperative in providing all the information requested. Council was presented 4 options and it was decided that option 3 was the best choice. The details of option 3 are to purchase a furnace with a stainless steel boiler from Larry Leonard at a cost of \$9,430.00. The Director of Finance stated that the funds would come from the Capital bank account. There was a</p>		

	<p>discussion regarding warranty, HST and the possibility of leasing. The CAO will provide the warranty and HST information. Mayor Kinsella said that leases have been explored in the past and it was determined that a purchase is the best financial option.</p> <p><b><i>Motion #7</i></b>  <b><i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to recommend to Council to proceed with the purchase of the new furnace for King's Theatre, pending details on the warranty and HST to come forward. Motion carried.</i></b></p>		
7. Recommendation from the Policing Review Committee	no recommendation is forthcoming at this time due to new developments.	Deputy Mayor Dewolfe	

## PLANNING AND HERITAGE ADVISORY COMMITTEE NEW BUSINESS

The Planning And Heritage Advisory Committee members were not in attendance today since there was no business for them to address

## GENERAL / CORRESPONDENCE

1. Development/Building Permit Report (8) - The report was reviewed, and found to be satisfactory.

## GENERAL CORRESPONDENCE

1. Housing inventory - Councillor Roberts was curious about the situation of empty homes in Annapolis Royal. He would like to assemble a list of empty homes and the reasons for the vacancies. Deputy Mayor DeWolfe asked how many homes were vacant. She was told that approximately 12 homes are empty. The CAO said that this issue should be placed on the agenda for strategic planning. It was mentioned that a public meeting should be held to address the issue. Councillor Roberts said he is willing to work on compiling a list.

2. Communications - I-neighbors - Councillor Roberts explained the website, I-neighbors, which allows citizens to communicate with each other,

Councillors and residents of other communities. He said that he is registered on the site and encouraged others to register as well.

Councillor Roberts

said that an open line of communication is important and this is just another way to keep the lines of communication open. There was a discussion regarding communication issues and how the Town can overcome the “no-flyer” problem. Some homes are not receiving Town information packages. Mayor Kinsella has agreed to meet with the Post Office employees regarding the matter. Media releases, door to door deliveries and the Town’s Website were also discussed.

3. Composting and environment - Councillor Roberts said that he has received several complaints about the community composting program. He said when the program was first launched the Town received overwhelming support and attention. The program was considered an enlightened approach but all the support and attention has since dwindled. He suggested forming a group or committee to deal with the problem. Mayor Kinsella said that Council is waiting for the results of the Zero Waste 2005 survey and will address the issue then. Deputy Mayor DeWolfe informed Councillor Roberts that if he wished to establish a task force, he was more than welcome to do so.

4. Planning and priorities - Deputy Mayor DeWolfe said this matter would be discussed at another time.

## **OTHER**

1. Cost Share Program for LED traffic lights - A program has been launched by the Department of Energy to assist communities with the conversion of the conventional traffic lights to the new, energy efficient LED lights. The program and the approximate cost to the Town were briefly discussed and it was agreed that more information was needed before a decision was made. Special thanks was given to Jackie Longmire for pursuing this matter.

## **IN CAMERA**

### ***Motion #8***

***It was moved by Councillor Boulding, seconded by Councillor Shaffner to move in camera to discuss a personnel issue.***

***It was moved by /Councillor Boulding, seconded by Councillor Shaffner to move out of camera***

**NEXT MEETING** February 8, 2006 at 9:00 a.m.

## **ADJOURNMENT**



***It was moved by Councillor Boulding that the meeting adjourn.***

<b><u>Action:</u></b>	<b><u>Date</u></b>	<b><u>Signature</u></b>
Reviewed by Deputy Mayor DeWolfe		
Changes made by Administrative Assistant Jackie Longmire		
Approved for website by Mayor or CAO		