

**COMMITTEE OF THE WHOLE**  
**DRAFT MINUTES**

**June 8, 2011**

**9:00am**

**CALL TO ORDER:** The meeting was called to order at 9:00am by Mayor Roberts. Break from 11:50-12:53, recalled to order at 12:53.

**Present:** Mayor Roberts, Deputy Mayor Power, Councillor Doug Shaffner, Councillor Holger Mueller-Sparenberg, Councillor Sherman Hudson, Councillor Kathie Fearon, CAO<sup>1</sup> Amery Boyer, DOF<sup>2</sup> Melony Robinson, Administrative Assistant Monica Mills as recording secretary and members of the public.

**Regrets:** N/A

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:**

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson that the minutes dated May 4, 2011 and May 27, 2011 be approved. Motion carried.

**ADDITIONS TO AGENDA:**

- Skate park signage: additional information for tab 13
- Letter and presentation from Kent Thompson and Harry Jost regarding the group, Friends of the ARRA<sup>3</sup>.
- Letter from William Shean and Michael Hyman and letter from PHAC<sup>4</sup> regarding Visitor Information Kiosk.
- Draft Resolution regarding land swap: New Business
- New Fire Chief: New Business
- Addition to in camera regarding real estate transaction

**APPROVAL OF AGENDA**

It was moved Deputy Mayor Power, seconded by Councillor Hudson that the agenda dated June 8, 2011 be approved with additions. Motion carried.

**PUBLIC HEARING**

**N/A**

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

<sup>3</sup> Annapolis Royal Regional Academy

<sup>4</sup> Planning and Heritage Advisory Committee

## **PRESENTATIONS:**

9:15am: Valley Stationers, Leigh T. Morrison (Tab 1 and Tab 1A): Leigh .Morrison, president of Valley Stationers, presented possible solutions to the current photocopier contract (Appendix B). Council decided to leave the topic with Town staff for their recommendation. (Appendix B)

9:15am: Cost of Heating Town Hall: Dale Comeau (Tab 2): Dale Comeau and Darcy Campbell, Fujitsu product representative, presented alternative heating solutions for Town Hall. (Appendix A)

10:00am: Kent Thompson and Harry Jost, presentation regarding the Friends of ARRA. Harry Jost presented the group's request to be recognized by Council as an ad hoc advisory committee of Council. This recognition would enable the group to explore possibilities for use of the building, scheduled to close in 2013 or sooner. Currently, the County of Annapolis Royal and the Town of Annapolis Royal share ownership of the building. The County owns 90% of the building and the Town owns 10%. The group suggests that the Town of Annapolis Royal seek 100% ownership of the building. Harry Jost stated that the letter from Kent Thompson exploring the idea of a military academy was an example of one possible use of the building; he added that the group has a number of ideas for possible uses for the building. Mayor Roberts suggested that this item be moved in camera for further discussion.

10:45am: Skate park presentation: Sally O'Grady, chair of ASYPS<sup>5</sup>: Sally O'Grady made a presentation regarding signage and insurance for the skate park. (Appendix C)

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<sup>5</sup> Annapolis Society for Youth-friendly Public Spaces

**BUSINESS ARISING - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Budget Discussion	<p>Council discussed Operating Budget, Capital Budget and the Water Utility Operating Budget.</p> <p>Motion 1: It was moved by Deputy Mayor Power, seconded by Councillor Fearon that Budget version 6a be recommended to Council for approval with a tax rate of \$1.70 residential and \$3.15 commercial at a total operating budget of \$1.7 million for the fiscal year of 2011-2012. Motion carried.</p> <p>Motion 2 : It was moved by Councillor Shaffner, seconded by Councillor Fearon that the General Capital and Water Capital budget combined for a total of \$317,000.00 for the fiscal year 2011-2012 be recommended to Council for approval. Motion carried.</p> <p>Motion 3: It was moved by Councillor Mueller-Sparenberg, seconded by Deputy Mayor Power that the water utility budget be recommended to Council for approval. Motion carried.</p>	DOF Robinson	
2. Policy on Procurement (Tab 3)	<p>Council reviewed the recommended changes from the Town's solicitor regarding the policy. These recommendations arose from provincial regulatory changes.</p> <p>Motion 4: It was moved by Councillor Fearon, seconded by Deputy Mayor Power that the amended Policy on Procurement be approved by Council. Motion carried.</p>		

Cost Information on Rental Opportunities in Town Hall (Tab 4)	The possibility of renting three vacant offices in Town Hall was discussed by Council. It was decided by Council that the rooms should be rented to charities or non-profit organizations. An advertisement giving these rates will be placed in the next Town newsletter.		
Strategic Plan 2011-2012 (Tab 5)	Council's recommended changes have been made to the strategic plan. Council reviewed the plan.  Motion 5: It was moved by Deputy Mayor Power, seconded by Councillor Mueller-Sparenberg that the strategic plan be recommended to council for approval. Motion carried.		

#### **NEW BUSINESS - COW**

<b>ITEM</b>	<b>DECISION / ACTION</b>	<b>RESPONSIBILITY</b>	<b>TARGET DATE</b>
Valley Regional Solid Waste Resource Management: Operating and Capital budgets 2011-2012 (Tab 6)	Council discussed the current garbage disposal contract and the possibility of changing to Valley Regional Waste. Council will consider the option. Council decided that it would be beneficial to have Brian Van Royan, Operations Manager of Valley Waste Resources, at the June 20, 2011 Council meeting to present options for the Town.		
Citizen Complaints (Tab 7)	Council reviewed the list of complaints. It was decided that there should be parking on one side of lower St. George Street only.		
Correspondence regarding St. James Street traffic (Tab 8)	Council discussed the correspondence. It was decided that the item would be given to the Police Commission for consideration.		

Correspondence from Annapolis Royal Lion's Club regarding the Natal Day Mobile Canteen (Tab 9)	Council discussed the letter. Approval was given to the Lion's Club mobile canteen to be situated in the lower parking lot. Accounting Clerk Sandi Millet-Campbell provided an update on setting up power in the parking lot for the canteen.		
Discussion regarding billing to tax #04703871 (Tab 10)	Council reviewed the information. It was decided that the outstanding amount be registered as a lien on the property.		
Mowing of Lighthouse properties (Tab 11)	Council reviewed the correspondence. Various options were discussed. It is suggested that the Annapolis Royal Historical Association apply to have the property rezoned as institutional. Council also decided to leave the responsibility of mowing the lawn to the association.		
MPS Policy (Tab 12)	Council reviewed the policy.  Motion 6: It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg that the MPS policy be approved by Council. Motion carried.		
Future of Higgs Landing	Council discussed the future of Higgs Landing. The land is owned by the Province. CAO Boyer suggested that the Town not acquire the property. Council agreed.		
Skate Park signage (Tab 13)	Council discussed the proposed signage for the Skate Park. Corinne Frantel stated that she would take the proposed signage to other members of PHAC for their approval and she would forward their comments to Council.  Motion 7: It was moved by Deputy Mayor Power, seconded by Councillor Mueller-Sparenberg that Council approve the proposed signage with the addition the wording "use at your own risk", and subject to PHAC approval. Motion carried.		

Fundy Broadband Motion	<p>Motion 8:</p> <p>It was moved by Councillor Fearon, seconded by Councillor Shaffner that it be recommended to Council that;</p> <p>In accordance with Subsection 32 (1) of the Municipal Services Agreement – FUNDYweb Broadband Board, that approval be given to divest the assets of FUNDYweb Broadband subject to appropriate arrangements being put in place to protect current system users and legal assurance that there are no re-payment encumbrances (other than vesting of assets and liabilities to the partners in proportion to ownership interests at the time of dissolution).</p> <p>Motion carried.</p>		
CARP request (Tab 14)	Council discussed the request to place a small storage shed on Town property near the old train station. It was decided that a site plan should be submitted for clarification.		
NS Power Improvements to the causeway. (Tab 15)	Council discussed the proposed improvements. The guard rail along the causeway needs to be improved. CAO Boyer is researching with the solicitor who owns the guardrail so that improvements can be made to these. Council will wait for developments.		
Request for Funding from Annapolis Heritage Society (Tab 16)	Council reviewed the request. Unfortunately, it was decided that there are no funds available for this request.		
July Rack Card (Tab 17)	For information.		

Quotes for DOF Desk (Tab 18)	<p>Council discussed the quotes for a new desk.</p> <p>Motion 9: It was moved by Councillor Shaffner, seconded by Councillor Hudson that Council approve the purchase of a new desk for the DOF office from Valley Stationers. Motion carried with one nay vote from Deputy Mayor Power.</p>		
Letter regarding the information Kiosk	<p>Council discussed the correspondence from William Shean and Michael Hyman and PHAC regarding the information kiosk recently placed in Petite Parc. William Shean suggested relocating the kiosk to in front of Town Hall. William Shean also advised Council that he would help raise funds for the kiosk's relocation. Council will consider this at June 20, 2011 Council meeting.</p>		

Draft resolution for land swap	<p>Motion 10:</p> <p>It was moved by Councillor Hudson, seconded by Councillor Fearon that it be recommended to Council:</p> <ol style="list-style-type: none"> <li>1. The Town exchange a portion of land owned by the Town at Prince Albert Road, Annapolis Royal currently have PID 05002217 for a portion of land owned by Kaulbach Family Funeral Home Incorporated at 190 St. Anthony Street, Annapolis Royal currently having PID 05002654 in accordance with subsection 50(5) of the Municipal Government Act and on the terms of an Agreement of Purchase and Sale presented to the Town by the Kaulbach Family Funeral Home Incorporated on May 18, 2011.</li> <li>2. The execution of the Agreement of Purchase and Sale by the Mayor and the CAO on May 18, 2011 be ratified and approved.</li> <li>3. The Town perform all actions and deliver such agreements, conveyances and other assurances to Kaulbach Family Funeral Home Incorporated as may be required pursuant to the Agreement of Purchase and Sale.</li> <li>4. The Mayor and the CAO execute the agreements, conveyances and other assurances required by pursuant to the Agreement of Purchase and Sale with authority to affix the Town's seal as may be necessary.</li> </ol> <p>Motion carried.</p>		
New Fire Chief	<p>Council reviewed the letter from Rick Smith, the current fire chief. His resignation for fire chief will be effective Friday June 10, 2011 as there is a conflict of interest with his new position as a provincial fire inspector. Staff will organize a thank-you gift.</p>		

**GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)**

-Letter from Greg Kerr regarding 700MHz band (Tab 19): Council reviewed the letter.



### GENERAL DISCUSSION

- Council discussed the heat pump project and the King's Transit proposal.

### IN CAMERA

It was moved by Councillor Hudson, seconded by Deputy Mayor Power that the meeting move in camera at 1:30pm

1. Personnel Matters
2. Personnel Matters
3. Real Estate

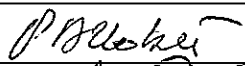

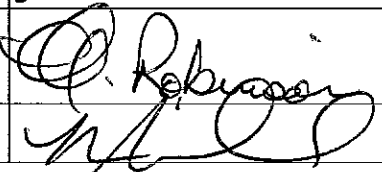
### Motion 11:

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the CAO make application with the Province of Nova Scotia to withdraw from the Annapolis District Planning Commission. Motion carried.

**NEXT MEETING:** July 6, 2011 at 9:00 am.

### ADJOURNMENT:

It was moved by Councillor Hudson, seconded by Deputy Mayor Power that the meeting adjourn at 2:30pm.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2011.06.14	
Changes made by Administrative Assistant Monica Mills	2011.06.14	
Approved for website by CAO	2011.06.29	
Sent to webmaster	2011.06.29	