

**TOWN OF ANNAPOLIS ROYAL**  
**1 COMMITTEE OF THE WHOLE**  
**MINUTES**  
**March 3, 2010**  
**9:00 am**

The regular meeting of the Committee of the Whole was held on Wednesday, March 3, 2010 in Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Doug Shaffner, Mayor Phil Roberts, 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. Paul Stackhouse, Corinne Frantel, Ted Ashdown and new Town staff member Lynn Moar were also in attendance.

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

February 3, 2010

***Motion # 1***

***It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the Committee of the Whole minutes dated February 3, 2010 be approved, as presented. Motion carried.***

**ADDITIONS TO THE AGENDA**

Under Business Arising (Budget Discussions) add:

2. ARDMA<sup>1</sup> – Business plan and budget

Under New Business add:

15. PVSC<sup>2</sup> Survey

**APPROVAL OF AGENDA**

March 3, 2010

<sup>1</sup> - Annapolis Region Destination Marketing Association

<sup>2</sup> - Property Valuation Services Corporation

**Motion #2**

***It was moved by Deputy Mayor Shaffner, seconded by Councillor Power, that the agenda dated March 3, 2010 be approved as amended. Motion carried.***

**PUBLIC HEARING:           None**

**PRESENTATIONS**

**1. Grant Potter – Annapolis Royal Cycling Project** – The Town participated in a Green Mobility Project with Dalhousie University in 2009 and as a result of that project, the Cities and Environment Unit at Dalhousie University contacted CAO Boyer to see if the Town would be interested in pursuing a Cycling Project. The planning unit applied for funding through an economic development grant and the cash portion required from the Town is \$15,000.00, CAO Boyer and the Recreation Director are searching for other funding opportunities to cover the required \$15,000.00. The project includes 3 kilometres of bike trails, signage, bike racks and social marketing campaigns. The project does have the ability to be changed and improved based on community feedback. To date, the application has not been approved.

The lanes will consist of standard painted marking on the existing roadway and the location for such lanes can evolve through the public process. The lanes create a public awareness and take the “share the road” concept one step further.

It was suggested that this kind of project may be more suitable in the County of Annapolis and that it may not be an actual attraction for Annapolis Royal. The Recreation Director noted that way-finding signs would be located within Town and the project would focus on Annapolis Royal as the home base for groups of cyclists. Making the trails within Town more accessible to cyclists is not part of this project but phase 2 of the project could create a safe sidewalk across the causeway. It was noted that several people feel that the focus of this project should be more on the development of the rail bed trails toward Bridgetown and Digby to make them more suitable for cycling.

This item will be further reviewed and brought back to the next Council meeting for further discussion.

**BUSINESS ARISING**

Item	Decision / Action	Responsibility	Target Date
1. Budget discussions	A funding request was received from Family Matters. The Town has		

	<p>not contributed in the past and will not be contributing in the 2010-2011 budget year.</p> <p>A funding request was received from People Worx. The Town did not contribute in 2009 and will not be contributing in the 2010-2011 budget year.</p> <p>ADEDA is eligible for increased provincial funding as a result of a favourable review. The increased funds must be matched by the funding partners and the increase in the contribution from Annapolis Royal is approximately \$400.00. The total contribution from the Town is \$9,092.00. The connection with ADEDA has provided many benefits to the Town; ADEDA has assisted on the wharf project, and is assisting with satellite projects for the Nova Scotia College of Art and Design, and Godard College. ADEDA is also working on the VIC project.</p> <p>Paul Stackhouse addressed Council as the Annapolis Royal Citizen Representative on the ADEDA Board of Directors and expressed concern over the lack of knowledge that members of Council have regarding the work of the agency.</p> <p>It was noted that there may be some communication issues with the organization; it was suggested that any concerns should be discussed at the ADEDA Board table. All members of Council requested that they be added to the e-mail list for the Managing Director's monthly report.</p> <p><b><i>Motion #3</i></b>  <b><i>It was moved by Councillor Power, seconded by Deputy Mayor DeWolfe, to recommend to Council that the increased ADEDA funding to a total of \$9,092.00 be approved for the 2010-2011 fiscal</i></b></p>		
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	<p><b><i>year. Motion carried.</i></b></p> <p>The webmaster has requested an increase in his hourly rate from \$20.00 to \$30.00. No other quotes for website maintenance have been received. The Director of Finance will post a survey on the listserve to see what other municipal units are paying for webmaster fees.</p> <p>A funding request was received from Valley Restorative Justice. The Town has not contributed in the past and will not be contributing this year.</p> <p>The Superintendent of Public Works received several quotes on a new sidewalk plowing machine and recommends the purchase of a new Kubota at a total cost of \$34,000.00. The price includes shipping, customs and a 4-year warranty. Council will consider the request.</p> <p>Other specific budget line items were discussed and will be adjusted as agreed. The grant amounts in the budget for King's Transit, Seniors Housing, correctional facilities and the School Board are the best estimate of the Director of Finance as the actual amounts have not been received.</p> <p>The tax rate was discussed and it was noted that the residential rate in 2004 was \$1.70 and the commercial rate was \$3.50. Increasing the commercial tax rate would also result in an increase in the grants in lieu received by the Town. If the residential and commercial rates are raised it would be the intention of the Town to lower the rates, as it has in the past, when the Town is in a better financial position. If an increase is deferred this year, a higher increase could be proposed for the 2011-2012 budget year. It was noted that the Town was able to decrease the tax rates in 2005 based on the NSPI funds; the Town is now losing those funds. All members of Council agreed that the budget should be drafted with a commercial rate of \$3.40 and \$1.70</p>		
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	<p>for residential for further review during the next budget discussions.</p> <p>The capital budget was also reviewed and the following things were noted:</p> <ul style="list-style-type: none"> <li>- The tender has been awarded for the new sprinkler system and electrical upgrades at King's Theatre. The cost of the upgrades is \$75,000.00.</li> <li>- \$5,000.00 was added on the advice of the Engineer for stabilization of the current Public Works building. This is a safety issue and cannot be deferred. CAO Boyer will provide a report on whether or not remediation is required for the site.</li> <li>- \$194,000.00 has been added for a modular building to be used as a Public Works building. The estimate does not include heating. It is possible that the project will take place over two fiscal years.</li> <li>- \$10,000.00 for a new police car will be discussed at an upcoming Police Board meeting.</li> <li>- \$20,000.00 has been included for the construction of holding ponds using the French Basin Trail. A report is being drafted and additional details will be known when the report is complete. The Fire Department is currently using potable water to fill the fire trucks.</li> </ul>		
2. ARDMA – Business plan and budget	<p>Paul Stackhouse represented ARDMA in presenting the business plan and proposed budget. The business plan will be presented to the Business Liaison Committee in more detail on March 9 and all members of Council are welcome to attend. The total marketing budget presented was \$50,000.00 and Mr. Stackhouse explained that this would only be a portion of the total budget; a request for core funding will be made of the County of Annapolis. He proposed that</p>		

	<p>ARDMA would become the “marketing arm” of the Town and would present plans and budget annually. ARDMA would be in an advisory position and would offer a similar service to Annapolis County and Bridgetown.</p> <p>Mr. Stackhouse said tourism is the biggest industry here and should be a focus. He suggested that tourism development should be clearly identified as a major pillar of the Town’s Sustainability Plan, which it is currently not. Everyone should be involved in the marketing process and people need to be made aware of what we have to offer visitors. Mayor Roberts said that the Town has spent significant dollars on marketing since 2002 and there seems to be no correlation with the number of visitors. Mr. Stackhouse questioned whether or not the previous expenditures were strategic.</p> <p>Mr. Stackhouse said that ARDMA has no destination marketing experts on the Board but there is a plan to develop a 5-year marketing plan. The first phase of the 5-year plan is to go back and look at what has happened to visitation over the past 5 years. This portion of the 5-year plan can be completed this year. He said there is a need to engage the services of professionals in destination marketing.</p> <p>A copy of the complete ARDMA budget was requested. This item will be further reviewed before a decision is made.</p>		
2. Flag Flying Policy	<p><b><i>Motion # 4</i></b></p> <p><b><i>It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg, to recommend to Council that the Flag Flying Policy be approved as presented.</i></b></p>		
3. Response to letter received from Carol Milligan re: condition of St. George Street	For information only.		

4. Non-Profit Organization Property Tax Reduction By-law	<p>The by-law was reviewed and minor changes are required.</p> <p><b><i>Motion # 5</i></b></p> <p><b><i>It was moved by Councillor Hudson, seconded by Councillor Fearon, to recommend to Council that the Non-Profit Organization Property Tax Reduction By-law be approved for second and final reading. Motion carried.</i></b></p>		
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#### 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 Boyer	
2. Deadline for federally-funded stimulus projects	For information only. It was noted that the Town has or will meet all of the applicable deadlines.		
3. Property Valuation Services	A letter was received by mail, indicating that the PVSC budget had been approved and the Town would be receiving an invoice for its financial contribution. A complete budget was not included with the request. A letter will be drafted.	Director of Finance	
4. Review of draft Community Sustainability Plan	The mandatory draft integrated Community Sustainability Plan has been completed. A final draft is required by March 31, 2010.		
5. Development/Building Permit Report and Fire Inspection Report	For information only.		
6. Recognition for Public Works	Certificates of appreciation for snow and ice removal were presented to Kevin McLean, Bill Brown and Paul Rice.		

7. Council Orientation – Town staff	This item has been tabled until the next Committee of the Whole meeting.		
8. Free membership in ICLEI for one year	For information only.		
9. Town position on the Health Centre	CAO Boyer is working on a position paper. It was noted that an on-line petition is circulating.		
10. Recreation Award	Annapolis Royal Recreation received the <i>Ice Dreams Hoser Award</i> from Nova Scotia Health Promotion and Protection for recognition of outstanding commitment in supporting outdoor winter active play in the community.		
11. Newsletter	In an effort to reduce expenses and limit staff time, the newsletter will now be printed on a quarterly basis.		
12. Meeting minutes	CAO Boyer suggested that the Business Liaison Committee, the Environment Committee and the Twinning Committee appoint a secretary to produce meeting minutes with recommendations only being forwarded to Council for consideration. Updates will be provided to all members of Council by the Council representative appointed to each committee. This suggestion will be discussed by the appropriate committees and a decision will be made after all comments are reviewed.		
13. Workplan for Municipal Auditor General	The Province announced on April 28, 2008 that the Service Nova Scotia Minister would appoint a Municipal Auditor General to perform value for money audits. The Municipal Auditor General is to be funded by municipalities. CAO Boyer will prepare a response.	CAO	
14. Annapolis Royal Crest	A letter was received from the Garter Principal King of Arms stating that no record of Armorial Bearing for Annapolis Royal has been found in the Official Records of the College of Arms. Mayor Roberts will draft a letter to Dr. Clare Boudreau requesting that the crest continue to be used based on its continuous use since 1918, well before the Canadian Heraldic Society was in place. It was also noted that no problems with resemblance to royal arms were indicated in the letter received from Buckingham Palace.		
15. PVSC Survey	All members of Council were asked to complete a satisfaction survey		



	on the presentation made by Debi Karrel of PVSC at the March Committee of the Whole meeting.		
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## GENERAL CORRESPONDENCE

1. **CAA Magazine** – A copy was provided as an example of free public relations. Annapolis Royal having been listed as one of the locations that will be participating in Earth Hour on March 27, 2010.

## GENERAL DISCUSSION

1. **Minute keeping** – It was suggested that the Town purchase a voice recording system to be used at all meetings to ensure exact documentation of motions and discussions. The tapes should be kept on file for a period of one year.

## IN CAMERA

*It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner that the meeting move in camera to discuss negotiations and a personnel issue.*

*It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson 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 Fearon, seconded by Councillor Mueller-Sparenber, to recommend to Council that eligible staff receive a salary increase of 1.3% as per the Human Resources Policy. Motion carried.*

## NEXT MEETING

April 7, 2010 at 9:00 a.m.

## ADJOURNMENT

*It was moved by Councillor Power that the Committee of the Whole meeting be adjourned.*

<i>1 Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts		

Changes made by Administrative Assistant Jackie Longmire		
Approved for website by CAO		
Sent to webmaster		