

COMMITTEE OF THE WHOLE
MINUTES
March 7, 2012
9:00 am

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

Present: Mayor Roberts, Deputy Mayor Mueller-Sparenberg, Councillors Hudson, Fearon, Power, Shaffner, CAO¹ Boyer, DOF² Robinson, Administrative Assistant Monica Mills as recording secretary, Beth Fairn (Annapolis District Board of Trade).

Regrets:

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: February 8, 2012

Motion 1:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the minutes dated February 8, 2012 be approved. Motion carried.

ADDITION TO AGENDA

- unpaid photocopy bill, New Business #3
- in camera: personnel matter
- potential rental of Town Hall office: New Business #4
- in camera: potential litigation
- FCM water workshop next week: New Business #5
- clarification on windows: Business Arising, #7
- rental of Market Square: Business Arising #8
- Fraud Awareness Seminar Report: New Business #6

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Hudson, seconded by Councillor Power that the agenda dated March 7, 2012 be approved as amended. Motion carried.

PUBLIC HEARING

¹ Chief Administrative Officer

² Director of Finance

PRESENTATIONS

BUSINESS ARISING - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Signing authority for Kevin McLean (Tab 1)	<p>Council reviewed the staff report. CAO Boyer explained that signing authority is critical in case there is an emergency. DOF Robinson added that all cheques are signed by one council member and one staff member.</p> <p>Recommendation 1: It was moved by Councillor Fearon, seconded by Deputy Mayor Mueller-Sparenberg that it be recommended to Council that Superintendent of Public Works. Kevin McLean be approved for signing authority.</p>		
2. Budget 2012-2013 (Tab 2)	<p>Council discussed the budget. The request from TCTS was tabled until the Council meeting on March 19, 2012. A decision regarding Planning Services was tabled until the Council meeting. Council decided not to fund Family Matters.</p> <p>Recommendation 2: It was moved by Councillor Power, seconded by Deputy Mayor Mueller-Sparenberg that it be recommended to Council that \$6,000.00 in funding to Friends of Annapolis Pool Society be pre-approved. Motion carried.</p>		
3. Flying of Maryland flag on Maryland Day, March 25 (Tab 3)	<p>Council discussed flying the of Annapolis, Maryland flag on Maryland Day, March 25.</p> <p>Recommendation 3: It was recommend by Councillor Hudson, seconded by Councillor Fearon that it be recommended to Council that the flag flying policy be amended to include the Maryland flag on Maryland Day, March 25. Motion carried.</p>	Administrative Assistant	

4. Draft Agreement for statue required (Tab 4)	Council discussed the draft agreement. Councillor Fearon stated that the increase in insurance costs to the Town would be too high and suggested that the Town decline accepting the statue.		
5. Draft Intermunicipal Agreement for Planning Services (Tab 5)	CAO Boyer recommended tabling the agreement until she meets with the CAOs of Bridgetown and Middleton.		
6. Update on Unsightly Premises	CAO Boyer stated that the son of the owner will complete the repairs in April and that they intend on selling the property.		
7. Clarification on Windows	The windows are being replaced prior to March 31, 2012 as there are funds available for the repairs in the 2011-2012 budget.		
8. Rental of Market Square	CAO Boyer explained that she had met with the Farmers' Market Association and that lease negotiations were ongoing. She added that David Whiney's rental of the Market space was currently being reviewed and a lease was being developed.		

NEW BUSINESS - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Salary increases – 2012 Operating Budget	It is recommended that salaries be increased using the Provincial Consumer Price Index 2.8% effective April 1, 2012 for all employees whose performance has been deemed fully satisfactory, in accordance with Town policy. Recommendation 4: It was moved by Councillor Fearon, seconded by Councillor Power that it be recommended to Council that salaries be increased using the Provincial Consumer Price Index 2.8% effective April 1, 2012 for all employees whose		

	performance has been deemed fully satisfactory, in accordance with Town policy. Motion carried		
2. Annual Fire Services Statistical Report (Tab 6)	Council reviewed the report.		
3. Unpaid photocopy bill	CAO Boyer explained that an organization has an unpaid photocopy bill for \$119.16 and staff was looking for direction from Council. Council decided that CAO Boyer should contact the president of the organization.		
4. Potential rental of Town Hall Property	DOF Robinson explained that the Planning Technician is using only two offices. She suggested that the Town rent the unused office space. Council agreed adding that an ad should be placed in the Town newsletter.		
5. FCM ³ Expert Workshop on Water Technology and Best Practises for Water and Wastewater Management for First Nations and Small Rural Municipalities	CAO Boyer stated that FCM will fund her attendance at the conference. The conference will concern water utilities for small towns and first-nations communities.		
6. Fraud Awareness Seminar Workshop	Deputy Mayor Mueller-Sparenberg stated that it was a very informative workshop. He added that he will provide a brochure for Council's information.		

GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

GENERAL DISCUSSION

Motion 3:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting move in camera at 11:35 am. Motion carried.

³ Federation of Canadian Municipalities

IN CAMERA

- in camera personnel matter
- in camera potential litigation

Motion 4:

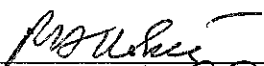


It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting move out of camera at 12:10 pm. Motion carried.

NEXT MEETING: April 4, 2012 at 9:00 am.

ADJOURNMENT

Motion 5:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the meeting be adjourned at 12:10 pm. Motion carried.

<i>Action:</i>	<i>Date:</i>	<i>Signature</i>
Reviewed by Mayor Roberts	2012.03.13	
Changes made by Administrative Assistant Monica Mills	2012.03.15	
Approved for website by CAO	2012.03.15	
Sent to webmaster	2012.03.15	