

**COMMITTEE OF THE WHOLE**

**Draft Minutes**

**May 4, 2011**

**9:00am**

**CALL TO ORDER:** Mayor Roberts called the meeting to order at 9:05 am.

**Present:** Mayor Roberts, Deputy Mayor Power, Councillor Hudson, Councillor Shaffner, Councillor Fearon, DOF<sup>1</sup> Robinson, CAO<sup>2</sup> Boyer, Chief McNeil, Administrative Assistant Monica Mills as recording secretary and members of the public.

**Regrets:** Councillor Mueller-Sparenberg

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

Special Committee of the Whole, March 30, 2011,  
Committee of the Whole, April 6, 2011.

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the minutes of March 30, 2011 be approved.  
Motion carried.

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the minutes of April 6, 2011 be approved.  
Motion carried.

**ADDITION TO AGENDA:**

- Potential Litigation, in camera
- Potential Litigation, in camera

**APPROVAL OF AGENDA**

It was moved by Councillor Fearon, seconded by Councillor Hudson that the agenda of May 4, 2011 be approved with the additions noted above.

**PUBLIC HEARING:** N/A

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<sup>1</sup> Director of Finance

<sup>2</sup> Chief Administrative Officer

**PRESENTATIONS:**

9:00 am John Brittain: Mr. John Brittain presented his request to purchase the Town property located at the corner of Chapel Street and St. George street for \$2500.00. Council decided to discuss the proposal in camera.

**BUSINESS ARISING - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
Report on Dual Flush Toilets (Tab 1)	Council discussed the report on Dual Flush Toilets. CAO Boyer stated that that the Town is waiting for the engineering report on the sewage treatment plant; she recommended that a decision regarding dual flush toilets be made once Council has reviewed that report. Council decided to table the discussion until the report on the sewage treatment plant has been reviewed.		
Budget Discussion	<p>Council discussed the budget as revised on May 3, 2011 from the Special COW meeting. Chief McNeil offered clarification on the Police budget as requested by Council.</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>Mayor Roberts left the meeting at 9:45am and Deputy Mayor Power assumed the chair.</p> <p>Council discussed the capital budget.</p>	DOF <sup>3</sup> Robinson	

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<sup>3</sup> Director of Finance

	<p><b>Motion 2 :</b> 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>Mayor Roberts returned to the meeting at 10:15am.</p> <p><b>Motion 3:</b> It was moved by Mayor Roberts, seconded by Councillor Hudson that the Annapolis Royal Fire Department request for \$51,500.00 be recommended to Council for approval. Motion carried.</p>		
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**NEW BUSINESS - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
Evaluation of paperless meetings project	Council decided to further discuss the paperless meetings project at the Council meeting scheduled for May 16, 2011.		
Review of Arts and Culture Policy (Tab 2)	Council discussed the Arts and Culture Policy. Deputy Mayor Power suggested the addition of the wording, "as finances allow". However, Councillors Fearon and Shaffner indicated that it was unnecessary as the current wording does not indicate financial support. Council decided to leave the policy unchanged.		
EAP <sup>4</sup> Program (Tab 3)	Staff recommends that the Town continue to self-insure. CAO Boyer explained that the Town currently self-insures and therefore no premiums are paid. If a situation were to occur, the Town would have to pay the full amount for any counselling services required. Council decided to continue with the current practice.		

<sup>4</sup> Employee Assistance Program

King's Theatre and Market Area report on tripping hazards (Tab 4)	Council discussed the report. CAO Boyer explained that it is for information purposes so that Council will be aware that a plan will have to be developed. She added that funding for the projects could be obtained from grants which should be applied for in the near future.		
Request to increase mileage rates	<p>Request to increase mileage rate from 38 cents to 40 cents which is the provincial rate effective May 4, 2011.</p> <p>DOF Robinson explained that the Town adopts the provincial rate for mileage reimbursement, which the province adjusts yearly.</p> <p>Motion 4: It was moved by Councillor Fearon, seconded by Councillor Shaffner that the provincial mileage rate of 40 cents per kilometre be recommended to Council for approval. Motion carried.</p>	DOF Robinson	
Approval of tax exemption for tax number 02471612	<p>In accordance with policy on Low Income Tax Exemption. CAO Boyer stated that the applicant meets all the requirements of the policy on Low Income Tax Exemption.</p> <p>Motion 5: It was moved by Councillor Hudson, seconded by Councillor Fearon that tax roll number 02471612 be given approval by Council for the \$300.00 tax reduction as per the policy on Low Income Tax Exemption. Motion carried.</p>	CAO Boyer	
Tax write off	<p>Request to write-off interim taxes roll number 04997409 in the amount of \$3312.23 and roll number 00092398 in the amount of \$680.85, both Town owned properties.</p> <p>Motion 6: It was moved by Councillor Hudson, seconded by Councillor Shaffner that the interim taxes for roll number 04997409 in the amount of \$3312.23 and roll number 00092398 in the amount of</p>	DOF Robinson	

	\$680.85 be recommended to Council for write off. Motion carried.		
Unightly Premises Report (Tab 5)	Council reviewed the unsightly premises report.		

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

1. Correspondence regarding Volunteer Week: Council reviewed the draft letter and the correspondence. It was decided that Mayor Roberts would redraft his letter after the Mayors and Wardens meeting scheduled for later in May.
2. Correspondence regarding minute taking of Committee of the Whole , January 5, 2011: Council reviewed the correspondence and decided to make the following changes to the minutes of January 5, 2011:
  1. The deletion of , "and some felt that Council should be lobbying to have tax assessments reduced"
  2. The addition of the names Brenda and Lorne Keene, Madeline Aiken, Paul Stackhouse, Carole Milligan, Ted and Sue Ashdown.
3. Correspondence regarding the building of a greenhouse. CAO Boyer explained that the homeowner did need two permits, which the Annapolis District Planning Commission has approved. She added that the owners of the property are in compliance with the Town's by-laws.

#### **GENERAL DISCUSSION**

- Council discussed the dog prohibition signs at the Farmers Market and decided that the signs would be removed.
- UNSM conference in Digby on May 11, 12, 13. Deputy Mayor Power and Councillor Mueller-Sparenberg will attend.
- Annapolis Royal Fire Department Fundraiser on May 14, 2011.
- Concert at King's Theatre on May 14, 2011.
- Deputy Mayor Power will be away from May 17-22.
- CAO Boyer will be attending a Tree Canada meeting in Ottawa from May 26-28.
- COW Minutes, Mayor Roberts suggested that the draft minutes from the Committee of the Whole meetings be sent to all councillors for their review prior to the next scheduled Council meeting.
- Distribution of rack cards was discussed by Council. The Annapolis District Board of Trade is in charge of the project; business owners can request rack cards from the Board of Trade or from Bainton's.



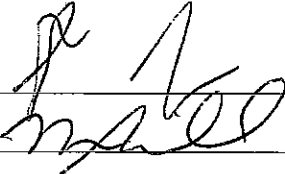
#### **IN CAMERA**

It was moved by Councillor Hudson, seconded by Mayor Roberts that the meeting move to in camera at 10:55am. Motion carried.

- acquisition, sale, lease and security of municipal property
- potential litigation
- potential litigation

**NEXT MEETING:** June 8, 2011 at 9:00am.

**ADJOURNMENT:** It was moved by Councillor Hudson, seconded by Mayor Roberts that the meeting be adjourned at 11:15am.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts	281.05.06	
Changes made by Administrative Assistant Monica Mills	May 6, 2011	
Approved for website by CAO	May 6, 2011	
Sent to webmaster	May 6, 2011	