

COMMITTEE OF THE WHOLE
MINUTES
May 9, 2012
9:00am

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

Present: Mayor Roberts, Deputy Mayor Mueller-Sparenberg, Councillors Shaffner (left at 10:00am), Fearon, Power and Hudson, Administrative Assistant Monica Mills as recording secretary, Brian Keevill, Vice Chair of the Board of Police Commissioners, Jerri Costa, member of the Board of Police Commissioners, Chief McNeil and Beth Fairn.

Regrets: DOF¹ Robinson

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: April 4, 2012

Motion 1:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that the minutes dated April 4th, 2012 be approved as amended. Motion carried.

Councillor Power stated that the under New Business Item # 4, the RCMP should be the provincial Department of Justice.

ADDITIONS TO AGENDA

- Presentation by DOJ² representative Fred Sanford and RCMP³ Staff Sergeant Jim Sponagle at 10:00am.
- Request for an audible alarm at the traffic lights for visually impaired individuals: New Business #6
- Request from the County for additional funding towards Volunteer Week: New Business #7
- Personnel Matter: in camera #5
- Anniversary of Masons in Canada, New Business #8

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Hudson, seconded by Councillor Power that the agenda dated May 9, 2012 be approved as amended. Motion carried.

PUBLIC HEARING: none

¹ Director of Finance

² Department of Justice

³ Royal Canadian Mounted Police

PRESENTATIONS

10:00 am: Presentation by DOJ⁴ representative Fred Sanford and RCMP⁵ Staff Sergeant Jim Sponagle: Fred Sanford explained that at a meeting last month with Council, methods of cost-savings were discussed and he had offered to contact the RCMP so they could help provide some initial information. He added that Jim Sponagle has worked in policing for many years, first as an officer in Wolfville and then absorbed into the RCMP. Jim Sponagle presented the preliminary protocol for a review of policing options. He explained that generally a committee of council is formed to review the needs and expectations of the Town and to make these recommendations to Council. He added that the RCMP has a contract with the Province to be the Province's provincial police force and that they report to the Minister of Justice. Jim Sponagle explained that there were three main options that are available under the Police Act of Nova Scotia:

1. The Town could continue with its own police department
2. The Town police department could combine with another police department
3. Have an agreement with the province to use the provincial service provider, RCMP
4. Contract directly with the RCMP

In order to determine the best fit for the Town, a police review would have to be completed. Fred Sanford explained that every spring, prior to budget deliberations, the RCMP would present the Town with a fixed cost for policing for the year. This amount would cover everything from overtime, on-call duty to fuel costs. He added that incremental costs would be absorbed by the DOJ, and savings would also be absorbed. Mayor Roberts asked Fred Sanford how many officers would a town of less than 500 people require. Fred Sanford explained that it would depend on three components: the expectations of the Town, the file load and the hours of service. Mayor Roberts asked if the DOJ or RCMP could provide any information for the upcoming public meeting on May 16, 2012, as policing costs would be on the agenda. Jim Sponagle replied in the affirmative, adding that it would only be preliminary information as a policing review has not been started. Mayor Roberts added that in the past there has been a lot of public support for the Police Department and a lot of opposition to the RCMP, but what the public will have to consider is how the Town can afford the Police Department without raising the tax rate. Deputy Mayor Mueller-Sparenberg added that there will have to be a compromise of what the Town can afford and what the Town needs. Councillor Power asked Jim Sponagle about what would happen to the current police officers. Jim Sponagle explained that the RCMP has absorption protocol, which means that the current officers can apply to become RCMP.

Brian Keevill asked about the number of man-hours that would be dedicated to the Town under the RCMP. Jim Sponagle explained that the Town's expectations would have to be taken into account and the Town would now be a part of Annapolis District. Brian Keevill asked if the Town would lose the Boots to the Streets funding. Jim Sponagle stated that he would have to contact Ottawa for information regarding the matter. Jim Sponagle stressed that the policing review has not started, he added that he would present to the committee once the process has started, in order to address expectations and service delivery. Mayor Roberts added that there should be more information from the public after the public meeting.

⁴ Department of Justice

⁵ Royal Canadian Mounted Police

BUSINESS ARISING - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Advice from Insurers regarding Dog Park (Tab 1)	Council reviewed the advice from the insurers regarding the dog park. Mayor Roberts stated that he had taken the information to the Environment Committee. The Committee felt that it would now be up to a group of citizens to organize and spearhead the project. Councillor Power stated that she had received a call from Janet Swansberg, who stated that she was pleased with Council decision. Mayor Roberts stated that there was incorrect information in the previous meetings minutes. Dogs must be leashed unless otherwise posted. He added that a sign should be erected on the rail trail indicating that dogs are permitted without a leash. He added that the Environment Committee were requesting that the time of the leash-free period be changed to the Environment Committee's original recommendation of 2:00 pm-4:00 pm. Councillor Power recommended that the hours of the leash-free period be included on the sign. Council decided to revisit the time of the leash-free period at the Council meeting.		
2. Budget discussions	Council reviewed the two requests: 1. Does Council wish to rescind Motion 11? Council did not wish to rescind the motion, as it was not part of the transit decision. 2. Request from Laurie McGowan , President of the Soccer Association Council reviewed the request from the Soccer Association requesting that the funds that go towards mowing the field be given to the Association. Council decided to table discussion until the Council meeting. Administrative		

	Assistant Monica Mills requested direction as the gentleman who currently mows the fields has been asking if he should continue. Council decided that the gentleman should continue to mow until further notice.		
3. Request to rescind motion made at February 20, 2012 Council meeting	<p>Council reviewed the staff recommendation:</p> <p>Due to the anticipated absence of both Sandi Millett-Campbell and DOF Robinson in September 2012. It is recommended that the following motion be rescinded by Council. Staff recommend that Administrative Assistant Monica Mills be designated as Returning Officer, DOF Robinson be designated as Deputy Returning Officer, Sandi Millett-Campbell be designated as Poll Clerk and the new CAO be designated as the Assistant Returning Officer.</p> <p>Motion 7 of February 20, 2012 meeting:</p> <p>It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Shaffner that Council appoint Melony Robinson as Returning Officer and CAO Boyer be appointed Assistant Returning Officer for the October 2012 municipal elections. Motion carried.</p> <p>Motion 3:</p> <p>It was moved by Councillor Power, seconded by Councillor Hudson that Motion 7, made February 20, 2012, be rescinded. Motion carried.</p> <p>Motion 4:</p> <p>It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that it be recommended that Council appoint Administrative Assistant Monica Mills as Returning Officer, the new CAO⁶ as the Assistant Returning Officer, DOF Robinson as the Deputy Returning Officer and Accounting Clerk, Sandi Millett-Campbell as the Poll Clerk. Motion carried.</p>		

⁶ Chief Administrative Officer

4. Request to write-off taxes for Town owned properties	<p>Roll # 04997409 for \$3170.48 Roll #00092398 for \$680.85</p> <p>Motion 5: It was moved by Councillor Fearon that it be recommended to Council that it approve to write-off the taxes for the following Town-owned properties: roll number 04997409 for \$3170.48 and roll number 00092398 for \$680.85. Motion carried.</p>		
5. Stand-by-pay for the police Department (Tab 4)	<p>Mayor Roberts asked for clarification from Councillor Power and Deputy Mayor Mueller-Sparenberg regarding the matter. Councillor Power stated that the process has been approved but a rate of pay has yet to be determined. She added that Chief McNeil was willing to discuss the matter with his department once a fee had been determined. She added that DOF Robinson recommended a total fee of \$10,000.00 to be divided amongst the department. Councillor Fearon asked if all the constables have the same amount of stand-by shifts, as Council had indicated that due to the distance of Constable Thompson's residence from Town that he should only be given stand-by shifts as a last resort. Councillor Power stated that she would take the matter to the Board of Police Commissioners and report to Council. She added that she will schedule a meeting with the constables prior to the Board of Police Commissioners meeting.</p>	Councillor Power	
6. Council Motion Deferred to Special Council April 17, 2012	<p>Mayor Roberts explained that due to a Council oversight the motion did not arise during the April 17th, 2012. Councillor Power stated that she had met with the DOJ representative, Jim Sanford and that he had recommended changes to the initial letter. Mayor Roberts suggested that she discuss the matter with the DOJ representative today. Councillor Power stated that she would raise the matter with the Board of Police Commissioners at their meeting.</p>	Councillor Power	
7. Go-forward plan (Tab 5)	<p>Council reviewed the staff's go-forward plan. Mayor Roberts stated that the Municipal Advisors said that an</p>		

	<p>interim CAO could be hired; however, it would be very costly. Council reviewed the request to open the office to the public from 9:00am to 3:00pm to enable staff time to complete their tasks due to the fact that they are currently very short staffed. Councillor Power stated that a sign with the revised hours could be posted on the door and a temporary screen could be used to cover the window. Administrative Assistant, Monica Mills stated that staff would still answer all phone calls. Jerri Costa stated that it was not a good idea. Councillor Hudson agreed.</p> <p>Motion 6: It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Power that it be recommended to Council that Town Hall be opened to the public from the hours 9:00am-3:00pm for a trial period due to staffing shortages. Motion carried with one nay vote from Councillor Hudson.</p> <p>Council asked if anything else should be addressed. Administrative Assistant, Monica Mills asked who staff should approach when questions and concerns arose. Council stated that Council would assist as much as possible.</p>		
8. Minutes from ASYPS ⁷ (Tab 6)	<p>Council reviewed the minutes. Mayor Roberts stated that the organization was requesting that the Town issue tax receipts for donations to ASYPS. He added that FAPS⁸ had to apply to become a charitable organization so that they may issue their own receipts. He suggested that ASYPS approach FAPS for assistance in filing the applications. Council tabled discussion regarding the port-o-potty until more information could be obtained.</p>		

⁷ Annapolis Society for Youth-Friendly Public Spaces

⁸ Friends of the Pool Society

NEW BUSINESS - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Report on the Town website by the webmaster Troy Woodland (Tab 7)	Council reviewed the report. Councillor Power noted that the Town's webmaster, Troy Woodland was doing a terrific job.		
2. Children's Art Display (Tab 8)	Council reviewed the request. Council agreed that the artwork could be displayed throughout Town Hall as long as none of the walls were damaged. Councillor Fearon commented that special tape could be purchased that will not damage the paint.		
3. Request for Low-Income Property tax reduction (Tab 9)	Discussion was moved in camera.		
4. PCP News regarding putting Hydrogen and Fuel Cells to work (Tab 10)	Council reviewed the information.		
5. Request from Heather Leblanc for assistance from Public Works for the IncrEdible Picnic.(Tab 11)	Council reviewed the request. Council tabled discussion until more information could be obtained from Public Works Superintendent, Kevin McLean.		
6. Audible signals at the traffic lights	Council discussed the matter. Mayor Roberts stated that the Environment Committee suggested the Town obtain traffic lights where the audible signal would occur only when the button was pressed. Council requested that Public Works Superintendent, Kevin McLean research costs.		

7. Funding from County for Volunteer Week	<p>Mayor Roberts explained that the County was unable to obtain sponsors for Volunteer Week and were requesting that each partner contribute an additional \$62.50.</p> <p>Motion 7: It was moved by Councillor Power, seconded by Councillor Hudson that it be recommended to Council that the Town contribute an additional \$62.50 to the County for Volunteer Week. Motion carried.</p>		
8. The 275 th anniversary of the Masons in Annapolis Royal	<p>Deputy Mayor Mueller-Sparenberg stated that the Masonic Lodge in Annapolis Royal will be celebrating its 275th anniversary next year. The Masons plan to celebrate by hosting the annual convocation in Town. This event will bring in over 1800 people from around the world. He added that the Masons will be presenting to Council at a later date.</p>		

GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

1. ARCAC⁹ collaboration with CARP¹⁰ for Environment Week: Art on the French Basin Trail, June 2-3, 2012 (Tab 12)

Council reviewed the request and agreed with the proposal.

2. Letter from Annapolis County Children's Foundation regarding property at 32 Chapel Street (Tab 13)

Council reviewed the letter.

3. Letter from Lee Kuan Yew World City Prize Secretariat (Tab 14)

Council reviewed the letter.

4. Letter from Michael Arthur, Manager of Physical Activity. (Tab 15)

Council reviewed the correspondence from the manager of Physical Activity. It was noted that André Bouchard was not an employee of the Town, therefore the Town had not received any funds. Mayor Roberts stated that he would contact Michael Arthur by phone.

GENERAL DISCUSSION

Motion 8:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that the meeting move in camera at 10:44am. Motion carried.

⁹ Annapolis Region Community Arts Council

¹⁰ Clean Annapolis River Project

IN CAMERA

- sale of Town owned property
- land transactions
- unsightly premises(1)
- unsightly premises(2)
- personnel matter

NEXT MEETING: June 6, 2012 at 9:00am



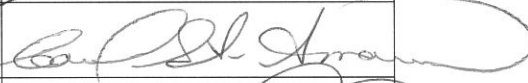
Motion 9:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that the meeting move out of camera at 11:00am. Motion carried.

ADJOURNMENT:

Motion 10:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that the meeting be adjourned at 11:00am. Motion carried.

Action:	Date:	Signature
Reviewed by Mayor Roberts	2012.06.15	
Changes made by Administrative Assistant Monica Mills	2012.12.06	
Approved for website by CAO	June 12, 2012	
Sent to webmaster	2012.12.06	