

**COMMITTEE OF THE WHOLE**

**MINUTES**

**November 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 Shaffner, Hudson, Fearon, Power, CAO<sup>1</sup> St-Amour, Councillors-elect Byron Mersereau and Paul Paquette, Administrative Assistant Monica Mills as recording secretary and Beth Fairn

**Regrets:** DOF<sup>2</sup> Robinson, Mayor-elect Tompkins

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES:** October 3, 2012

**Motion<sup>1</sup>:**

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Hudson that the minutes dated October 3, 2012 be approved as amended. Motion carried.

-Typo: the word emphasis should be emphasize page 5.

**ADDITION TO AGENDA**

**Discussion:**

- Councillor Power asked if the financials regarding the paving project had been received and finalized. CAO ST-Amour replied in the negative indicating that final figures have not been finalized.
- Councillor Power requested clarification regarding the zoning matter at 6 Drury Lane. She requested clarification on who determines the percentage of a property zoned commercial or residential and what percentage of properties in Town are assessed in this manner. CAO St-Amour stated that this is a decision by PVSC<sup>3</sup> and that she did not know what percentage of properties in Town are assessed in this manner. Councillor Fearon stated that she felt there were many properties zoned both residential and commercial. Mayor Roberts speculated that DOF Robinson might be able to answer these questions.

**APPROVAL OF AGENDA**

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<sup>1</sup> Chief Administrative Officer

<sup>2</sup> Director of Finance

<sup>3</sup> Property Valuation Services Corporation

**Motion 2:**

It was moved by Councillor Hudson, seconded by Councillor Shaffner that the agenda be approved. Motion carried.

**PUBLIC HEARING: none**

**PRESENTATIONS: none**

**BUSINESS ARISING - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. none			

**NEW BUSINESS - COW**

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Request for write-off	<p>Roll number 00092398 in the amount of \$680.85 Roll number 04997409 in the amount of \$3170.47</p> <p>Council reviewed the information. CAO St-Amour explained that both are town-owned properties.</p> <p>Recommendation 1: It was moved by Councillor Fearon, seconded by Deputy Mayor Mueller-Sparenberg that it be recommended that Council approve taxes be written-off for the following roll numbers and amounts: Roll number 00092398 in the amount of \$680.85 Roll number 04997409 in the amount of \$3170.47. Motion carried.</p>		

2. Municipal Auditor General (Tab 1)	Council reviewed the information. CAO St-Amour explained that we had received notification through the UNSM <sup>4</sup> that the municipal auditor general position is going forward. She added that each municipality will be required to pay for a value- for-money audit every four years. She noted that a timeline was not clear. Municipal Advisor Chris McNeil had provided her with the funding formula that was used to estimate the cost for each municipality. The municipal advisor said that one large municipality expects a cost of approximately \$120,000.00 while a smaller municipality calculates a cost of approximately \$8,000.00 to \$10,000.00. She stated that according to the DOF Robinson's calculation the cost for the Town could be approximately \$3000.00, as the Town of Annapolis Royal's debt load is quite high and therefore according to the formula, debt load reduces the cost of a value-for-money audit.		
3. Email from Jamie MacNeil, Senior Government Relations Advisor, NSPI re: Regional Committees (Tab 2)	Council reviewed the correspondence.		
4. Tree Canada Edible Trees Project (Tab 3)	CAO St-Amour reported that a cheque in the amount of \$3,000.00 had been received from Tree Canada which brings the total revenues from other sources in the Town Community Garden Edible Trees to \$6,300.00. This same amount, \$6,300.00, is the same as the expense expected on the project. Council reviewed Angelika Waldow's report to Tree Canada. Another report will be brought forward to the Council meeting on November 19, 2012 for the information of the new Council about a TD Green Streets potential grant that the Town could apply for along with Angelika Waldow.	Nov 19	

<sup>4</sup> Union of Nova Scotia Municipalities

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

Council reviewed the following correspondence.

1. Correspondence from Lieutenant Governor re: visit on October 9, 2012

## **GENERAL DISCUSSION**

- Mayor Roberts explained that the Human Resource Committee has conducted a performance evaluation for CAO St-Amour. He added that she had successfully completed her probationary period. He thanked CAO St-Amour and added that the new council was in good hands.
- Councillor-elect Paquette asked for clarification regarding the recreation coordinator that CAO ST-Amour had mentioned previously in the meeting. She explained that it was a position that was a shared service between the three Towns of Annapolis Royal, Bridgetown and Middleton and is funded through money provided by the Province. She added that Brooke Southcote was based out of Middleton but is house in Annapolis Royal one day a week. She added that the Town has benefited as Brooke Southcote works with the local community schools and various organizations to help promote active living, particularly among young people, adolescents and some adults as well in our community. She added that it costs the Town exactly the same as the Town had budgeted for recreation in previous years, which is approximately \$2500.00. Councillor-elect Paquette asked if the position coordinated competitions between various sports teams. CAO St-Amour replied that she was unsure, adding that Sandi Millett-Campbell does some coordinating for some school activities but she was unclear about the competition side of things. Councillor Fearon added that Sandi Millett-Campbell also organizes the adult recreation programs at the schools in the evenings. CAO St-Amour replied in the affirmative adding that both Sandi Millett-Campbell and Brooke Southcote take care of these programs. Councillor Fearon stated that she hoped that these programs remained. CAO St-Amour stated that it would be up to the new Council to maintain these programs if there is money involved.
- Councillor-elect Mersereau stated that he had a question regarding New Business item 2, the value-for- money audit and asked if the total expenditures in the formula which is a part of "x" included water and capital. CAO St-Amour replied in the affirmative. He asked for confirmation that the value for "y" is 0.00100725. CAO St-Amour replied in the affirmative. Councillor-elect Mersereau stated that this works out to approximately \$1000.00 per million net expenditures. Councillor Power thanked Councillor-elect Mersereau for his clarification. Councillor-elect Mersereau added that Annapolis Royal's total expenditures would approximately be 3 million dollars.
- Mayor Roberts stated that the new Council should be informed of the absence of DOF Robinson and requested that CAO St-Amour explain the situation to the councillors-elect. CAO St-Amour stated that it was a personnel matter and should be moved in camera for discussion. Mayor Roberts stated that DOF Robinson is currently using time-in-lieu to do another position; therefore she is not always available for meetings. He added that this will end December 2, 2012. Councillor Fearon stated that DOF Robinson is teaching at Acadia University. Councillor-elect Paquette asked if her absence interfered with any of the practices for the Town. CAO St-Amour replied in the negative.

Mayor Roberts agreed, adding that it was convenient to have DOF Robinson present as she could provide answers about finance when no one else can.

- Councillor Fearon stated that she would miss working with staff and council. She thanked staff for their hard work and wished the new council good luck.
- Mayor Roberts stated that Council and staff have been a great team to work with. He added that he would like to thank Byron Mersereau for his hard work with the NSPI Appeal.
- Deputy Mayor Mueller-Sparenberg stated that he had enjoyed working for the Town. He encouraged the new council to review the taxation system and to attend as many meetings as possible.
- Councillor Shaffner stated that it has been an interesting eight years and that he will be leaving with mixed emotions. He added that he will miss the staff.


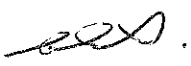
#### IN CAMERA

#### NEXT MEETING

#### ADJOURNMENT:

##### Motion 3:

It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that the meeting be adjourned at 9:40 am. Motion carried.

Action:	Date:	Signature
Reviewed by Mayor Roberts	2012.11.19	
Changes made by Administrative Assistant Monica Mills		
Approved for website by CAO	Nov. 20/12	
Sent to webmaster	Nov 23/2012	