

COMMITTEE OF THE WHOLE

DRAFT MINUTES

November 9, 2011

9:00am

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

Present: Mayor Roberts, Councillor Mueller-Sparenberg, Councillor Fearon, Councillor Hudson, Councillor Shaffner and Deputy Mayor Power, CAO¹ Boyer, DOF² Robinson, Superintendent of Public Works Kevin McLean, Planning Officer Keith Saunders, member of the public Beth Fairn and Administrative Assistant Monica Mills as recording secretary.

Regrets: N/A

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES: October 5, 2011

Motion 1:

It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the minutes dated October 5, 2011 be approved with the following amendment on page 7, item #11 remove the word "that". Motion carried.

APPROVAL OF AGENDA November 9, 2011

Motion 2:

It was moved by Councillor Shaffner, seconded by Deputy Mayor Power that the agenda with the following additions be approved.

- in camera item Personnel Matter
- single tax bill feedback, Business Arising #3
- New Business: Hallowe'en decorations
- New Business: emergency generator for lift stations
- renewal of borrowing resolution

Motion carried.

PRESENTATIONS

Kevin McLean, Superintendent of Public Works: presentation on lean-to or car port for Public Works yard to complement the new Public Works building and paving for Upper St. George Street.

¹ Chief Administrative Officer

² Director of Finance

Kevin McLean stated that additional storage was required for the Public Works building in order to store barricades, plows and other equipment away from the elements. He suggested erecting a lean-to that would be 12 feet wide and 36 feet long. He added that the tent that is in the lot could be modified and used to store salt rather than purchasing salt from the Department of Transportation. He stated that the cost would be no more than \$8,000.00 and that Public Works could do a lot of the work themselves. DOF Robinson added that there were sufficient funds in the capital budget for the work.

Recommendation 1:

It was moved by Councillor Fearon, seconded by Councillor Shaffner that the expenditure of no more than \$8,000.00 for a lean-to storage facility for Public Works be recommended to Council for approval. Motion carried.

Kevin McLean stated that there have been ongoing complaints from residents regarding the stretch from Mileboard Corner to St Patrick's Lane on St. George Street. He stated that with the planned infrastructure projects in that area, this may exacerbate the issue. He added that all of St. George Street needs to be repaved but it would be better to do it in increments over time. He recommended that the process should commence in that area. He added that it was necessary to add two storm drains to St. George Street as well, which should occur prior to paving. Council discussed the issue and recommended that Kevin McLean obtain quotes for the project and bring them before Council.

Meeting adjourned at 10:40 for a break, resumed at 11:45

BUSINESS ARISING - COW³

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. User-Friendly Budget Format (Tab 1)	Council reviewed the proposed formats. It was decided that the pie chart format and the single-page five-year budget format were the most user friendly. DOF Robinson stated that the detailed format was available to anyone upon request and she could address any inquiries that might arise.	DOF ⁴ Robinson	
2. Christmas Closure	DOF Robinson stated that all members of staff had agreed to use lieu time or vacation time from December 28, 29 and 30. Town Hall would be closed during this period. Mayor Roberts and Deputy Mayor Power stated that they would be	DOF Robinson	

³ Committee of the Whole

⁴ Director of Finance

	in town during this time and would be available should the need arise. Public Works would also be available for emergencies.		
3. Single Tax Bill Feedback	DOF Robinson stated that there were seven individuals who provided feedback regarding the proposal and only one was in favour of a single tax bill. Council decided that it would not be beneficial to have a single tax bill.		

NEW BUSINESS - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Vital Signs Report (Tab 2)	The Nova Scotia Community Foundation has issued a report on the health of Nova Scotia communities. Annapolis Royal is referred to three times for population, and police and fire per capita expenditures.		
2. Budget deliberations (Tab 3)	Council discussed the formatting of the budget. DOF Robinson stated that she would be meeting with department heads before presenting the first draft of the budget to Council.		
3. Rural Leadership Grant application	Council reviewed the application. This application is for the refurbishment of space at the Legion for the Annapolis Living and Learning Institute (for the amount of \$5,000.00). The Legion is partnering by offering the space. The partnership request for the Town is to support the establishment of a Community Economic Development Investment Fund (CEDIF) as per the Town's <i>Towards Financial Independence</i> Plan. No money is being requested from the Town. Council agreed to give their moral support to the project. Mayor Roberts asked who the lead on the project was. CAO Boyer replied that it was Kevin Burnell.		

4. New Public Works sign (Tab 4)	Request for approval. No heritage application is required according to the ADPC ⁵ . Recommendation 1: It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon that the sign be approved for the Public Works building. Motion carried.		
5. Town website performance, April to September, 2011 (Tab 5)	For information. Council reviewed the details on the Town website performance. Mayor Roberts stated that he was planning on spending time reviewing the website and cleaning it up.		
6. Demolition of garage/storage room at ArtsPlace (Tab 6)	Council reviewed the recommendation from PHAC regarding the property. Motion : It was moved by Councillor Hudson, seconded by Councillor Fearon that Council approve that the demolition of the garage portion of 396 St George Street be approved as proposed. Motion carried.		
7. Environmental Goals and Sustainable Prosperity Act Review (Tab 7)	Council discussed the survey as public input is invited. Council recommended putting an item in the newsletter regarding this.		
8. Critical Accountabilities – Planning Technician (Tab 8)	Council reviewed the critical accountabilities of the Planning Technician position.		
9. Multi-year Contract for Planning Services (Tab 9)	Council discussed the proposed contract. Council requested that a quote for a one-year contract be obtained. This topic is tabled until the Council meeting on November 21, 2011.		
10. New Cenotaph Concept (Tab 10)	There is an opportunity to display the mock-up at the upcoming Open House at the Public Works building on November 17, 2011.		

⁵ Annapolis District Planning Commission

	Council reviewed the new concept for the cenotaph. Mayor Roberts stated that the decision for the cenotaph is between Parks Canada and the Royal Canadian Legion.		
11. Proposed solution to buying or renting a chipper for leaf and yard waste area (Tab 11)	Kevin McLean explained that the Town had been renting a chipper from Halifax to chip the brush in the yard waste area. This is very expensive and time-consuming. He stated that an individual in Auburn recently obtained a tub grinder which is a cost-effective alternative. He added that it would only be necessary to use the tub grinder once every two years.		
12. Request to pursue feasibility of hooking up to Town water line – Hillside Subdivision (Tab 12)	Kevin McLean stated that Hillside Subdivision is requesting an alternative hook up to the Town's water lines at no cost to the Town. He added that it would be a good opportunity to connect to Hubley Drive as well. Council requested that Kevin McLean discuss possibilities with the subdivision residents and report back to Council.		
13. Request from ICLEI ⁶ to sign Global Cities Covenant on Climate - Mexico City Pact (Tab 13)	Staff recommend approval. Council referred this matter to the Environment Committee.		
14. Maritime Lumber Bureau survey of projects featuring a significant use of wood in the design (Tab 14)	CAO Boyer explained that the wooden window refurbishing plan could be mentioned in the survey. Councillor Fearon stated that PHAC recommended buying brand-name wooden windows for the Town Hall. CAO Boyer replied that only two windows in Town hall would have to be replaced; the others would be refurbished. DOF Robinson indicated that staff were obtaining quotes for the replacement of the second floor wooden door above the front door.		
15. Request for write off of taxes roll number 00092398 for \$680.85 and roll	Motion to recommend to Council required. DOF explained that they are both town-owned properties.	DOF Robinson	

⁶ Local Government for Sustainability (international – the Town is a member)

number 04997409 for \$3312.22	Recommendation 2: It was moved by Councillor Hudson, seconded by Councillor Fearon that the request for write-off of taxes for roll number 00092398 for \$680.85 and roll number 04997409 for \$3312.22 be recommended to Council for approval. Motion carried.		
16. Report on 2011 VIC ⁷ Operations (Tab 15)	Council reviewed the information.		
17. Response from the County of Annapolis regarding the future of the ARRA building, space for the Library, the future of recreation programming and the funding formula for the Annapolis Royal Volunteer Fire Department (Tab 16)	Council discussed the letter from the Warden of Annapolis County. CAO Boyer stated that the fire department has already expressed its displeasure and concern regarding the recent fire services audit conducted for the Municipality of the County of Annapolis. Mayor Roberts stated that inter-municipal cooperation should become an issue for the next election for the County as well as the by-election.		
18. Request from Destination South West Nova Scotia for \$1,000 in funding for the 2011-2012 fiscal year (Tab 17)	Council discussed the request for funding from Destination Southwest Nova Scotia. Council requested more information prior to making a decision.		
19. Halloween decorations	CAO Boyer stated that all the Town Hall Halloween decorations were donated by staff. Council thanked staff.		
20. Generator for lift stations	Doug stated that apparently there was an idea a few years ago to share the cost of a three-phase generator with the County for the lift stations that require three-phase power. CAO there is a grant for joint emergency preparedness that would provide 50% of the cost. CAO Boyer will put in a grant application and contact the County's engineer. She added that if the power goes out at the lift stations, there is potential for sewage to overflow.		

⁷ Visitor Information Centre

<p>21. Two PHAC recommendations</p>	<p>Council discussed the recommendations.</p> <p>Motion 3: It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg that Council approve the application to alter a registered heritage building located at 424 St George Street. Motion carried.</p> <p>Motion 4: It was moved by Councillor Hudson, seconded by Councillor Shaffner that the demolition of the garage portion of 396 St George Street be approved as proposed. Motion carried.</p>		
<p>22. Renewal of Borrowing resolution</p>	<p>DOF Robinson explained that the renewal is necessary in order to keep the borrowing resolution open.</p> <p>Recommendation 4: It was moved by Councillor Hudson, seconded by Councillor Mueller-Sparenberg that the renewal of the borrowing resolution be recommended to Council for signatures. Motion carried.</p>		

GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

Council discussed the following correspondence.

1. Letter from the Minister of Service Nova Scotia and Municipal Relation, for information (Tab 18)
2. Hamilton First in Ontario with Climate Charter (Tab 19)
3. UNSM News Flash re RCMP Contract Negotiations (Tab 20)
4. Letter to Mayor from Premier Dexter re Combat Vessel Contract of \$25 billion (Tab 21)

GENERAL DISCUSSION

Motion 5:

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the meeting move in camera at 12:12pm.
Motion carried.

IN CAMERA

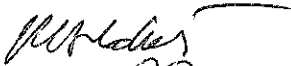
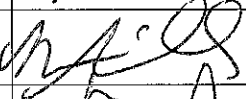
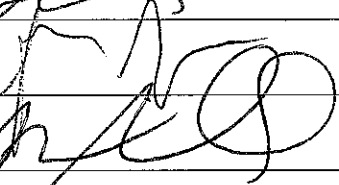
- Potential litigation
- Personal matter

NEXT MEETING: December 7, 2011 at 9:00 am

ADJOURNMENT

Motion 5:

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the meeting be adjourned at 12:25pm.
Motion carried.

Action:	Date:	Signature
Reviewed by Mayor Roberts	2011.11.15	
Changes made by Administrative Assistant Monica Mills	2011.11.15	
Approved for website by CAO	November 15, 2011	
Sent to webmaster	2011-11-15	