

COMMITTEE OF THE WHOLE
DRAFT MINUTES
October 6, 2010
9:00 am

CALL TO ORDER

Present: Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Holger Mueller-Sparenberg, Pat Power, Kathie Fearon, and Sherman Hudson, Amery Boyer as recording secretary, Corinne Frantel and Valentina MacDonald.

Regrets: Melony Robinson, Director of Finance

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

Moved by Doug Shaffner, seconded by Councillor Power approval of the minutes of September 8, 2010. Motion carried.

ADDITIONS TO AGENDA

Additional in camera item: ADEDA¹: negotiations and personnel matters

APPROVAL OF AGENDA

Moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson approval of agenda for October 6, 2010 as revised. Motion carried.

PRESENTATIONS

9:00 am: Mrs. MacDonald spoke on behalf of her husband, Stephen MacDonald. She thanked the Mayor and Council for their assistance in resolving issues surrounding an assessment appeal and outstanding taxes.

9:15 am: What is involved in applying for UNESCO² World Heritage Site Designation – Chrystal Fuller, ADPC³

Chrystal Fuller explained what is involved in pursuing UNESCO designation with a Powerpoint presentation. She stated that the benchmark for designation is “outstanding universal value”, i.e. a value to society as a whole internationally. The documentation required is extensive and onerous.

¹ Annapolis Digby Economic Development Agency

² United Nations Educational, Scientific, and Cultural Organization

³ Annapolis District Planning Commission

The discussion revolved around the high costs involved, the geographic area that should be considered for designation, the partnerships that would be required, cost/benefit, and the Town's current financial situation.

9:40am Dave Shelton from the Office of the Fire Marshall in Annapolis, Maryland presented the Mayor with a picture of Annapolis, Maryland showing the Nova Scotia flags flying over the streets of Annapolis, Maryland. In honour of the 300th Anniversary of the naming of Annapolis Royal, the Nova Scotia flags are once again flying over Annapolis, Maryland. The picture is being presented by Mayor Josh Cohen. He also produced a certificate and flag from the State Governor that will be presented to the Lieutenant Governor when she is here on October 10 for the 300th anniversary of the first Anglican service in Canada.

9:45 am: Dr. Bob Mahar Brought two presentations with him. He runs the Applied Geomatics Research Group (AGRG) at COGS⁴ and has been doing so for 10 years. There are 30 staff. They have been using technology to solve a number of problems, mostly environmental. Everything they do involves work with the private sector and communities. They do community economic development. They apply for funding for research activities which require involvement of all three levels of government, communities and the private sector. Increasingly, there is a requirement to be seen to be and to be more collaborative.

Community Mapping: If we are going to talk collaboration, everyone needs to have the same information. AGRG continues to do a lot of work on climate change and sea level rise with detailed mapping. Recently, community mapping work has involved moving the technology out of the world of the research community into the world of the public. Google is increasingly popular. People can now produce their own map products using the technology available. Citizens are updating and keeping maps more current than government organizations can. Traditional topographic maps are now considered base maps. Aerial photographs are also used to produce base maps. However, information to do with arts and crafts don't come from the provincial government – that information has to be assembled by the people who know the information before it can be shared with others. Saltscape Magazine talks about apps being delivered through your telephone and other hand held devices – location of restaurants, etc.

Project 1: Inverness County \$70,000 Sustainability Planning

This is an example of what other perhaps more progressive communities are doing. The County of Inverness, like every other jurisdiction in Nova Scotia, had to complete an ICSP⁵. Inverness County went one step beyond that. They decided to map their assets. They received funding to do that. They did the data collection and AGRG developed the solution for them. They hired three people for a year to collect data.

Project 2: Rural Secretariat Project, Annapolis and Digby County \$400,000-\$500,000

The funding for this project is over two years and it hasn't started yet. The project involves developing a footprint for Annapolis and Digby Counties that can be later extended out to all of South West Nova. Dr. Maher stated that he originally approached

⁴ College of Geographic Sciences

⁵ Integrated Community Sustainability Plan

ADEDA to see if they wished to support this project. They declined but Annapolis County, DSWNS⁶ and the 300th Anniversary and others are supporting the project. This project is using the same technology for Project 1.

Project 3: ACOA⁷/ICF Project \$1.3 million: Community Information Utility

This project is sitting with Team South West Nova Scotia. This project involves organizing data regardless of all the little geographies to create a data warehouse for the benefit of everybody. This would require all parties to share their data. It also involves the challenge of securing funding. Dr. Maher said that governance needs to be addressed up front. Unless people are willing to share data, there is no point in pursuing the project.

Dr. Maher states that he will continue to support what we have been doing on the 300th and the CLICK Project. He needs a letter of support from the Town which may include cash or in-kind support. Second, he needs the Town to understand the projects.

Staff will be asked to recommend whether or not the Town can and should make a financial contribution. The CAO will circulate copies of the two presentations to members of Council.

BUSINESS ARISING - COW

Item	Decision /Action	Responsibility	Target date
1. Status Report: Public Works Bldg	The tender is out and a site visit is scheduled for October 7 th . The closing date is October 21 st .	CAO	
2. Marketing Proposal for Expenditure	A meeting of the steering committee was held on October 1 st . Staff is aiming to have a report ready for the next council meeting.	CAO	
3. Annapolis Valley Housing Authority	Councillor Power accepts the appointment to the Board.	CAO	

⁶ Destination South West Nova Scotia

⁷ Atlantic Canada Opportunities Agency

NEW BUSINESS – COW

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO	
2. ADEDA	<p>The County has served the required twelve-month notice for withdrawal from the Agency. A number of issues have been identified. The following documents were reviewed:</p> <ol style="list-style-type: none"> 1. Recommendations regarding differences of opinion surrounding the intermunicipal funding agreement 2. Motion from the Sept 23rd ADEDA board meeting to create a working group to address issues that have arisen as a result of Annapolis County's letter of withdrawal from the Agency 3. Municipality of Digby appointment to working group 4. Municipality of Digby application/selection criteria for citizen appointment 5. Municipality of County of Annapolis Council representatives 6. Draft Ingenuity, Business Incubation and Mentoring report and Draft Memorandum of Understanding with NSCC <p>Councillor Mueller-Sparenberg expressed concern over the lack of clarity over the terms of office for Board members. For example, the District of Digby recently advertised for a citizen rep. The Town needs to confirm the term for its citizen representative who is believed to have served two terms.</p> <p><i>Motion 1: Moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg, that for future appointments for citizen representative on the ADEDA Board, that the position be advertised through the Spectator, the Town website and Town bulletin board. Motion carried.</i></p>	Council / CAO	
3. Parking-Infraction Tickets	Charles Cranton provided members of Council with an update on current progress along with a draft procedure of Filing a Parking-Infraction	Charles Cranton	

	Ticket with the Court System. He patterned the draft procedure from obtained from the Town of Digby. Charles will define the term “ticket administrator”. The draft will be forwarded to the Board of Police Commissioners for review and comment.		
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4. Update on ACT ⁸ Grant	The CAO stated that a consultant has been hired with grant money to conduct public consultations on choice and affordability of housing within the Town. Chrystal Fuller of the ADPC is assisting with this project.	CAO and Chrystal Fuller, ADPC	
5. Holiday Closure	Request from staff to have holiday closure between Christmas and New Year’s (similar to last year). <i>Motion 2: Moved by Councillor Fearon, seconded by Councillor Shaffner, that a recommendation be made to Council that Town staff, with the exception of the CAO, be given time off with no loss of pay on January 29, 20 and 31, the period between Christmas and New Year’s.</i>	Council	
6. 2009/10 Audited Financial Statements	The auditor is scheduled to present at the Oct 18 th Council Meeting.	Staff	
7. Infrastructure Upgrades	A list of outstanding projects was reviewed. The Mayor suggested that consideration should be given to a new flagpole for Town Hall.	CAO	
8. Draft PHAC ⁹ by-law	Chrystal Fuller stated that when the Committee was reconstituted, there was no clear mandate. The CAO had drafted a by-law for discussion only. Chrystal Fuller has suggested changes to ensure conformity with the MGA ¹⁰ . The next step would be for this document to go to PHAC for review and comments. Printed copies of the draft document and the	Council	

⁸ Affordability & Choice Today

⁹ Planning & Heritage Advisory Committee

¹⁰ Municipal Government Act

	<p>previous recommendations from PHAC will be circulated to members of Council for review.</p> <p><i>Motion 3: Moved by Councillor Fearon, seconded by Councillor Hudson that the draft by-law be referred to PHAC for review and comment.</i></p>		
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GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

1. Letter from the Terry Fox Foundation: Mayor Phil Roberts stated that 35-40 people participated in the run. Barbara Fickes is the area coordinator for the Terry Fox Foundation.
2. Nova Scotia Property Act Review: members of PHAC have been asked to complete a survey relating to this Act. Any member of the public may complete the survey.

GENERAL DISCUSSION

Evaluation of paperless project:

1. Deputy Mayor Shaffner's reader screen goes blank after just a few seconds. Grant Dares will be asked to address this.
2. Councillor Fearon stated that Word documents do not come up on her computer. Charles Cranton will be asked to address this.
3. Mayor Roberts stated that having all of the information put on a stick makes the information come up in a more organized manner.

IN CAMERA

Moved by Councillor Holger Mueller-Sparenberg, seconded by Councillor Pat Power that the meeting go into camera to discuss the following matters:

- CUPE Negotiations
- ADEDA: negotiations and personnel matters

Motion carried.

Moved by Councillor Holger Mueller-Sparenberg, seconded by Councillor Pat Power that the meeting go out of camera. Motion carried.

Motion 4: Moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon, That a recommendation be made to Council to serve notice of withdrawal from ADEDA. Motion Carried.

NEXT MEETING

November 3, 2010 at 9:00 am

ADJOURNMENT

Moved by Councillor Holger Mueller-Sparenberg the meeting be adjourned

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts		
Changes made by CAO		
Approved for website by CAO		
Sent to webmaster		