

COMMITTEE OF THE WHOLE
MINUTES
September 13, 2012
9:00am

CALL TO ORDER: The meeting was called to order at 9:00 am by Deputy Mayor Mueller-Sparenberg.

Present: Deputy Mayor Mueller-Sparenberg as acting chair, Councillors Fearon, Hudson, Shaffner, Power, CAO¹ St-Amour, DOF² Robinson, Administrative Assistant Monica Mills as recording secretary

Regrets: Mayor Roberts

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

Motion 1:

It was moved by Councillor Hudson, seconded by Councillor Power that the minutes dated July 4, 2012 be approved with the below amendments:

- The dates in item #1 should be changed from September 17, 2012 to September 5, 2012.
- Business Arising item #3, the paragraph relating to two-hour parking should be in a separate line item.

Motion carried.

ADDITIONS TO AGENDA

- Business Arising #3: Update on status of computers and backup memory
- Business Arising Items #3 and 4: should be moved under the heading New Business

APPROVAL OF AGENDA

Motion 2:

It was moved by Councillor Shaffner, seconded by Councillor Power that the agenda dated September 13, 2012 be approved with additions. Motion carried.

PUBLIC HEARING: none

PRESENTATIONS: none

¹ Chief Administrative Officer

² Director of Finance

BUSINESS ARISING - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1.Motion Tabled from July 16, 2012 Council Meeting	<p>Council discussed the below motion. Recommendation: Recommended to approve the replacement of the sidewalk and storm sewer on Victoria Street between St Anthony Street and Prince Albert Road for an estimated cost of \$58,000.00.</p> <p>Motion 8 (From July 16, 2012): It was moved by Deputy Mayor Mueller-Sparenberg, seconded by Councillor Fearon that this item be tabled until the Committee of the Whole meeting, September 5, 2012. Motion carried.</p> <p>DOF Robinson suggested that the motion be tabled until the September 25, 2012 Council meeting, as three new invoices have arrived from the Town's engineers, which required financial analysis. Council agreed to table the motion until September 25, 2012.</p>		
2. Power Pole for Natal Day vender's	<p>CAO St-Amour explained that the power pole that is used for the Lion's Club Canteen bus during Natal day celebrations cost \$25.00 to hook up, \$25.00 to disconnect and the power usage. Other services were permitted to use the pole during Natal Day due to the absence of the Lion's Club but this fee was not included in their agreement. CAO St-Amour suggested that the Town pay the invoices for this year, adding that next year's agreement with the vendors include these costs. Council agreed.</p>	DOF	
3. Computers and Back up update.	<p>Councillor Power requested an update on the server back-up tapes and administrative staff computers. DOF Robinson stated that new back-up storage has been purchased. She added that Accounting Clerk Sandi Millett-Campbell has</p>		

	received a new computer. She noted that there are still currently issues with internet and accessing the server. CAO St-Amour stated that she was currently using her personal computer and could not access the servers. Councillor Power stated that Mayor Roberts had suggested that separate internet for the Police Department and the Administrative Offices be investigated. DOF Robinson stated that she would contact the Town's IT support to investigate. CAO St-Amour added that she would investigate internet services.		
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NEW BUSINESS - COW

ITEM	DECISION / ACTION	RESPONSIBILITY	TARGET DATE
1. Boardwalk replacement / New trails	DOF Robinson stated that she had requested a quote and is waiting for it. Council decided to table the matter until the results of the NSURB ³ are received.	Mayor Roberts	
2. Motion required, Annual Non-profit property tax reduction as per by-law	Recommendation 1: It was moved by Councillor Power, seconded by Councillor Hudson that Council approve the following not for profit tax reduction for 2012-2013: 00479993 \$ 2,960.90 00100943 \$ 81.20 02355256 \$ 1,869.05 00092428 \$ 727.90 05596173 \$ 42.05 06445721 \$ 1,847.30 04997409 \$ 6,340.95 00092398 \$ 2,523.15 02045486 \$ 137.75	DOF	

³ Nova Scotia Utility and Review Board

	02045494 \$ 1,506.55 03611957 \$ 1,213.65 1033204 \$ 577.10 Motion carried.		
3. Federal Gas Tax Fund Forecast Survey	DOF Robinson explained that the gas tax is filed annually. Approval of the Federal Gas Tax Forecast Survey is also required each year. Recommendation 2: It was moved by Councillor Hudson, seconded by Councillor Shaffner that Council approve the Federal Gas Tax Fund Survey. Motion carried.	DOF	
4. 2013 WCB ⁴ rates (Tab 1)	Council reviewed the 2013 WCB rates.	DOF	
5. October meetings in relation to election dates	CAO St-Amour explained that with the pending election a new Council would have to be sworn in. According to the Municipal Election Act this would have to occur within four weeks of the election. She requested direction from Council regarding the schedule of October's meetings. DOF Robinson stated that in the past new councils have been sworn in at the next month's Committee of Whole meeting. CAO St-Amour will investigate and report back to Council.	CAO	
6. Candidate Meet and Greet	CAO St-Amour stated that the Town paid for a Candidate Meet and Greet. Council reviewed the costs. It was decided that there would be a Meet and Greet on October 2, 2012 from 6:00pm – 9:00pm at St Luke's Church Hall.	Newsletter, website, front door, community reminder.	
7. Endorsement of Letter to NSURB Chair regarding LED Street Lighting (Tab 2)	CAO St-Amour explained that the UNSM requests the endorsement of multiple municipalities on the correspondence to the NSURB. Council agreed to endorse the letter. Recommendation 3: It was moved by Councillor Fearon, seconded by		

⁴ Workers' Compensation Board

	<p>Councillor Hudson that Council approve the endorsement of the letter to the Chair of the NSURB regarding LED Street Lighting. Motion carried.</p>		
8. Complaint regarding teenagers at the park at night. (Tab 3)	<p>Council reviewed the complaint. It was decided that it would be beneficial to erect a sign that indicated that the park was closed from dusk until dawn. Recommendation 4: It was moved by Councillor Fearon, seconded by Councillor Hudson that Council approve the erection of a sign stating that the playground/park is closed from Dusk until Dawn on a daily basis and that the entire police department is informed that they should enforce this. Motion carried.</p>		
9. LED Light Exchange (Tab 4)	<p>Council reviewed the information. Council decided that the Town should participate one more year; however, if participation was down it should be discontinued. Recommendation 5: It was moved by Councillor Fearon, seconded by Councillor Hudson that Council approve the Town's participation in the LED Light Exchange for one more year. Motion carried.</p>		
10. Request for Funding from Wharf Rat Rally (Tab 5)	<p>CAO St-Amour explained that the Wharf Rat Rally was requesting funding in the same amount as last year. Council discussed the request. Councillor Shaffner stated that the rally is beneficial to the Town as it increases business. Recommendation 6: It was moved by Councillor Power, seconded by Councillor Hudson that Council approve the donation of \$500.00 to the Wharf Rat Rally. Motion carried.</p>		
11. Request for Write-Off for water account 148.00 in the amount of \$75.05 (Tab 6)	<p>DOF Robinson explained that the charge resulted in an issue with the previous and current owner of the property and neither were willing to pay the bill. Accounting Clerk Millett-Campbell had reported to CAO St-Amour that the</p>		

	<p>Town has two course of action, either write-off the bill or pursue legal action. Council discussed the options. Recommendation 7: It was moved by Councillor Power, seconded by Councillor Shaffner that Council approve the write-off of utility code 148 in the amount of \$75.05. Motion carried.</p>		
12. MPAL (Tab 7)	<p>CAO St-Amour explained that that Middleton has hired active living coordinator with provincial assistance. The new Active Living Coordinator will be shared with the three towns. She will spend one day a week in Annapolis Royal and will present Council with a monthly report.</p>		
13. Correspondence from National Historic Site regarding new hours of operation (Tab 8)	<p>CAO St Amour reported that she had met with Lillian Stewart, National Historic Site And Visitor Experience Manager, regarding the new hours of operation. CAO St-Amour noted that the main implication is the increased traffic to the Town Hall washroom. Councillor Power stated that it will impact the tourism schedule, as the parks schedule was used to arrange the tourism schedule.</p>		
14. Unsightly Premises (Tab 9)	<p>Council reviewed the complaint regarding the unsightly premises. CAO St-Amour suggested that a letter be sent to the property owner and that the fire inspector be contacted to investigate the building. Council agreed.</p>		
15. Revised REMO ⁵ Plan (Tab 10)	<p>CAO St-Amour noted the below changes to the revised REMO Plan:</p> <ol style="list-style-type: none"> 1. Page 4 – changes to the incident command system 2. Page 7 – there is an example of the flow of command. 3. Page 8 – a reminder to agency representatives that 		

⁵ Regional Emergency Measures Operations

	<p>they require authority to implement the plan</p> <p>4. Page 8-11 – a breakdown of the roles and responsibilities.</p> <p>5. Page 42 – Dam safety protocol</p> <p>Recommendation 8: It was moved by Councillor Power, seconded by Councillor Fearon that it be recommended that Council adopt the revised REMO plan as presented. Motion carried.</p>		
16. Paving of Highway #1 and Prince Albert Street	<p>CAO St-Amour stated that she had met with Tony Harvey from the Department of Transportation regarding Highway #1. Mr. Harvey stated that tenders for construction are currently out. The tender will most likely be awarded in October or November. He added that the Department of Transportation is planning on repaving the section past the Tidal Power Plant and readjusting the guard rails. Due to budget constraints the sidewalks cannot be repaired.</p>	CAO	
17. Christmas Closure	<p>CAO St – Amour explained that there are three days between Christmas and New Year and staff has agreed that if Council permits the closure staff will use three vacation days during that period. Council agreed to the Christmas closure. DOF Robinson clarified that Town Hall will be closed at 4:30pm on December 21, 2012.</p> <p>Recommendation 9: It was moved by Councillor Shaffner, seconded by Councillor Fearon that it be recommended to Council that Town Hall be closed from December 21, 2012 at 4:30 pm until January 2, 2012 and that staff use vacation time for this closure. Motion carried.</p>	<p>Administrative Assistant to place notice in Town Crier explaining the closure and clarifying that staff will use vacation time.</p>	
18. Shared service agreements	<p>Councillor Power requested that the Town spearhead a meeting with the other Towns to discuss shared services, as this is an important election issue. CAO St-Amour replied that it could be added to the upcoming Mayors and Wardens meeting agenda on September 24, 2012.</p>	<p>CAO St - Amour will add the item to the Mayors and Wardens meeting agenda and report to Council.</p>	

GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)

Council reviewed the below correspondence:

- Response to Mayor Roberts, RE: C@P (Tab 11)
- Response to Mayor Roberts, RE: 2012 NS Tourism Map (Tab 12)

GENERAL DISCUSSION

UNSM: Councillor Power stated that she would be unable to attend the UNSM meeting. Deputy Mayor Mueller-Sparenberg offered to attend on the day that resolutions are passed. CAO ST-Amour added that she would attend the entire conference.

CALENDAR ITEMS:

- Mayors and Wardens Meeting: Sept 24
- Fall Clean up: Sept 25

Motion 3:

It was moved by Councillor Hudson, seconded by Councillor Power that the meeting move in camera at 10:25 am. Motion carried.

IN CAMERA

-personnel matter (2)

Motion 4:

It was moved by Councillor Hudson, seconded by Councillor Power that the meeting move out of camera at 11:10 am. Motion carried.

NEXT MEETING: October 3, 2012

ADJOURNMENT:

Motion 5:

It was moved by Councillor Hudson, seconded by Councillor Power that the meeting be adjourned at 11:10 am. Motion carried.