

**1 COMMITTEE OF THE WHOLE**  
**DRAFT MINUTES**  
**September 8, 2010**  
**9:00 am**

**CALL TO ORDER**

**Present:** Mayor Phil Roberts, Councillors Holger Mueller-Sparenberg, Kathie Fearon, Doug Shaffner, CAO Boyer as Recording Secretary and Corinne Frantel.

**Regrets:** Councillors Pat Power and Sherman Hudson.

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

August 4th, 2010

**ADDITIONS TO AGENDA**

**APPROVAL OF AGENDA**

Moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon. September 8th, 2010

**PRESENTATIONS**

**BUSINESS ARISING - COW**

Item	Decision /Action	Responsibility	Target date
1. Status Report: Public Works building	Status and report from Engineers is still pending	CAO	
2. Marketing Proposal for Expenditure (Tab 1)	This proposal will go to the next meeting of Council.	CAO	
3. Tax Rebates Listing (Tab 2)	Year Ending March 31, 2011; Council requires this on paper prior to approval. A paper copy will be presented at the next Council meeting.	Dir of Finance	

4. Update re Annapolis Valley Housing Authority	<b><i>Motion 1. Moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg to recommend to Council that Councillor Power be appointed as the Town nominee to the Annapolis Valley Housing Authority subject to receipt of terms of office.</i></b>	CAO/ Councillor Power	
5. Update re: 663 St. George Street	The bank has been asked to forward correspondence to the property owner.	CAO	
6. Human Resources Manual (Tab 11)	New Section 2.03 a) addresses the employment of relatives of employees. What does Council wish to do about employment of relatives of members of Council?  <b><i>Motion 2. Moved by Councillor Fearon, seconded by Councillor Shaffner to recommend to Council that the language “or relatives of Town Council” be added to the list for employment of relatives under 2.03(a)(1). Motion carried.</i></b>	CAO	
7. Strategic Plan update	The Environment Committee has provided its input. This year’s review of the strategic plan is now considered complete with the changes noted.		
8, Update on Paperless project for Town Council	The Environment Committee has doubts about the wisdom of going to computer rather than paper for meetings. <ul style="list-style-type: none"> <li>• Skills have to be developed</li> <li>• There could be superficiality of discussion</li> <li>• There is need for a reliable server (this is seen as crucial) – there was a suggestion that CDs are the best back-up</li> </ul> The Mayor stated that he has requested paper copies of any and all financial reports for all meetings. Members of Council would like to have CoWCOW <sup>1</sup> minutes available to them for Council meetings. It was agreed that there would be a firm cut-off for loading up readers; after that, paper copies will be made for any additional items.		

## NEW BUSINESS – COW

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<sup>1</sup> Committee of the Whole

Item	Decision / Action	Responsibility	Target Date
1. Request for Donation	Chief Burt McNeil discussed making a donation of \$250.00 to the Nova Scotia Fallen Peace Officers' Memorial Fund. After some discussion, members of Council felt that such donations should be left to the discretion of individual members of the public. The Chief, Councillors Mueller-Sparenberg, Fearon and Shaffner, and Mayor Roberts stated that they will contribute towards the Fund.	Burt McNeil	
2. Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO	
3. Annapolis County Fire Department Strategic Plan (Tab 3)	It was noted that the County has initiated a strategic planning exercise with the fire departments in the County that does not appear to include the towns in the process.		
4. Staff Communications Plan (Tab 4)	For Discussion by Council, a plan of action to communicate information to the public.		
5. Water Utility Budget (Tab 5)	Councillor Fearon asked for clarification. This will be made available at the next meeting of Council.		
6. Request for Interest Write Offs	<p><b>1. Roll #03303322 - \$58.71</b></p> <p><i>The property was sold on April 26, 2010 and the interim taxes were not included in the closing of the sale. The new owner had not received the invoice for the taxes and the lawyers are informing the new owners of this interim tax bill. As the new owners have not received a bill, the Director of Finance is suggesting that it does not seem fair to charge them interest.</i></p> <p><b>2. Water Account #113 – 89 Victoria Street</b></p> <p><i>The Director of Finance is requesting that the interest on this account be written off. The homeowner had sold the property and paid the final billing on time, but in error the homeowner applied the amount owing to a water account belonging to one of her other properties. After reviewing all the accounts the homeowner is paying the final billing amount and is asking Council to write off the interest of \$19.04 to clean up the active account.</i></p> <p><b>Motion 3. Moved by Councillor Mueller-Sparenberg, seconded by Councillor Shaffner that a recommendation be made to Council that</b></p>		

	<i>these two accounts be written off.</i>		
	Question from Councillor Fearon		
7. CAP Review Municipal Discussion Sessions (Tab 7)	Invitation & related materials		
8. Small Business Lighting Solutions (Tab 8)	A copy of the information will be sent to the Environment Committee and the ADBOT <sup>2</sup> .	Sandi Millett-Campbell	
9. Ingeonuity Business Incubator	A report from NSCC was reviewed regarding the financial situation of the business incubator. Councillor Mueller-Sparenberg has agreed to take this to the next ADEDA Board meeting.		

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<sup>2</sup> Annapolis District Board of Trade

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

1. Copy of resume of Chrystal Fuller, Managing Director, ADPC (Tab 6)
2. Invitation from Bridgetown and the Volunteer Fire Department to attend opening ceremonies for the new Fire Hall on Saturday, October 2, 2010 at 1:00pm (for 2:00pm) – for all members of Council; the Mayor and Councillor Shaffner plans to attend; Councillor Fearon may attend. The Mayor will ask Councillors Power and Hudson if they wish to attend.

## **GENERAL DISCUSSION**

### **IN CAMERA**

1. Negotiations (Tab 9)
2. Personnel Matters (Tab 10)
3. Potential sale of Town land

***Motion 4. Moved by ,Councillor Mueller-Sparenberg, seconded by Councillor Fearon, that a recommendation be made to Council to allow vacation carry-over of 4 days beyond the current six-month maximum for Constable Campbell in view of a special situation that has arisen.***

***Motion 5. Moved by Councillor Mueller-Sparenberg, seconded by Councillor Shaffner that a recommendation be made to Council that the employment agreement language recommended by staff be approved for all Police Department employment agreements.***

### **NEXT MEETING**

October 6th, 2010 at 9:00 am

### **ADJOURNMENT**

<b><i>1Action:</i></b>	<b><i>Date</i></b>	<b><i>Signature</i></b>
Reviewed by Mayor Roberts		
Changes made by CAO		
Approved for website by CAO		
Sent to webmaster		