

COMMITTEE OF THE WHOLE

Draft Minutes

April 5, 2006

The monthly session of the Committee of the Whole was held on Wednesday, March 8, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Douglas Shaffner and Sherman Hudson, Melony Robinson, Director of Finance, Amery Boyer, CAO and Jackie Longmire, Administrative Assistant, as recording secretary.

Regrets: Councillors Ron Boulding and Phil Roberts

CALL TO ORDER

Chair Deputy Mayor DeWolfe called the meeting to order at 9:00 a.m.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

March 8, 2006

Motion # 1

It was moved by Councillor Shaffner, seconded by Councillor Hudson that the minutes dated March 8, 2006, be approved. Motion carried.

ADDITIONS TO AGENDA

Under Business Arising add:

5. Update on parking issues at 262 St. Anthony Street

Under New Business add:

15. Burning Permit Bylaw
16. Request for decision - Taxation of the Annapolis Royal Wharf
17. Approval to operate a composting facility

Under Correspondence add:

5. Thank you note from the Senior Safety Program
6. Letter from Jamie Muir, Minister of Education

APPROVAL OF AGENDA

March 8, 2006

Motion # 2

It was moved by Mayor Kinsella, seconded by Councillor Shaffner, that the agenda for the Committee of the Whole meeting dated April 5, 2006 be approved as amended. Motion carried

PRESENTATIONS

1. Peter Davies - Report on his trip to Annapolis, Maryland.

Peter and Valerie Davies visited Annapolis, Maryland on March 17, 2006 and reported a very successful and enjoyable trip. He presented an engraved bell and a scroll to the City of Annapolis on behalf of the Town of Annapolis Royal. He read aloud the Town Crier Day Proclamation and displayed a number of photos, gifts and newspaper clippings. Peter said the City of Annapolis is in the process of planning its 300th anniversary and he would like to contribute to the planning process by offering them a package of Annapolis Royal's 400th anniversary items. Peter and Valerie thanked the Mayor, Council and staff for the opportunity to represent the Town. CAO Boyer said their visit was an excellent public relations opportunity and Annapolis Royal was featured on their website. Deputy Mayor DeWolfe thanked Peter and Valerie for their report.

2. Ecology Action Centre's Standing Tall Campaign

The Co-ordinator for the Ecology Action Centre, Joanne Cook began the power point presentation by saying the purpose of The Standing Tall Campaign is to bring real and feasible change to forestry management. She spoke of the many values of the forest other than economic and employment. She displayed pictures of clear cutting and explained that there are no limits for clear cutting. Approximately 500 square kilometres are cut each year. She said the forest industry is in serious trouble across North America. She explained that the Province is in the process of developing a forest strategy. The Department of Natural Resources has been pressured to complete the network of protected areas and it has made some progress. She said it is time for serious, long range planning by the Province, Regional Development Authorities and communities. She asked the Mayor and Council to consider drafting a letter of support for the campaign and to let the public know about the initiative. Deputy Mayor DeWolfe advised Ms. Cook to send a formal request for the letter of support. She thanked her for the presentation and

added that she hoped the efforts would make a difference.

3. Superintendent of Schools - Norman Dray

Superintendent of Schools, Norman Dray and board member Bob Tumility introduced themselves, provided a handout and reviewed it with Council. The two main issues for the School Board at this time are budget and a business plan. Mr. Dray said he has completed his orientation and has visited every school in the district. He spoke of student fees, smoking on the school grounds, and enrollment. He noted that the enrollment in Annapolis County schools is dropping a little faster than in other areas, but it was common for rural areas to see a faster decline.

Council had prepared a list of discussion topics and Mr. Dray addressed each issue. He began with water conservation and said he was not familiar with the issue and was unsure what the question was. Deputy Mayor DeWolfe said she believed some measures have been taken in the schools to deal with water conservation. Mr. Tumilty said that this was not something that was on the agenda for the Board. CAO Boyer said she considered water conservation to be a critical issue and there are challenges with the water supply that may impact large users like the schools. Mr. Dray said he would forward the concerns to the Facilities Co-Ordinator, David Floyd.

Mr. Dray said he did read the Youth Strategy document and he believed that the challenge with the program was funding. CAO Boyer said that the Mayors' and Wardens' group may approach the federal government for funding. Mr. Dray said he was highly supportive of coordinating services and encouraged the continuation of the strategy.

The Town is looking for youth involvement in the pool build project and asked Mr. Dray how this might be accomplished. He said the principal of the school must be approached and some type of information sessions should be organized. He cautioned that youth are reluctant to attend meetings or sit on committees. CAO Boyer said the Town hosted a pizza party at the high school and she would consider another attempt with a pizza party and may even offer a stipend.

Mr. Dray also addressed the issue of recreation spaces within the schools. He said the Board is supportive of the facilities being used for non-school activities but insurance may be a problem. CAO Boyer said that the Town Recreation Department has had good access to the schools and insurance issues have not been insurmountable. CAO Boyer noted that there have been a few challenges with access to the Champlain Elementary School. Mr. Dray said to solve those problems the Town would have to work with the management company that actually owns the school.

The next matter on the list was enrollment. Mr. Dray said because of FOIPOP issues it is difficult to accurately project enrollment. The Board is projecting a decrease in enrollment of 10% a year. Bob Tumility added that although student

enrollment is decreasing at a rate of 10%, teaching staff is decreasing at a rate of only 4.5%. CAO Boyer asked about the available space in schools and how it will be utilized. Mr. Dray responded by saying that although one would expect there to be excess space the schools tends to use the space for other things, such as storage and rooms for extra circular activities (ie. ping pong tables).

Mayor Kinsella asked about the Town's mandatory contribution which continues to rise. Mr. Dray said that although enrollments continue to drop the cost of education does not go down. He said that Nova Scotia has the lowest, per pupil expenditures and the Annapolis Valley has the lowest or the second lowest expenditures of all the districts in the Province. The success of the schools despite the lower funding level can be attributed to the support of parents and communities. Mr. Kinsella said he realizes the mandatory contribution is set by assessment but as assessments continue to rise so does the contribution. He questioned if it was possible to cap the contribution. Mr. Dray said he understood the frustration with the issue but the Provincial government was solely responsible for the contribution amounts. Mayor Kinsella said that the Fair & Equitable Funding Initiative does touch on this issue and the Province made a commitment some time ago to take over the contributions. Mr. Dray said that he is aware of other Provinces that have considerably higher rates to pay and the portion paid by the Province of Nova Scotia is low in comparison.

Illegal drug use on the school grounds was addressed and Mr Dray said he has had a conversation with the high school principal regarding the matter. The principal has offered to give Council regular updates and he said the problem seems to decreasing. Deputy Mayor DeWolfe said the Police Department is looking at scheduling issues that would allow them to visit the area during lunch times.

CAO Boyer had raised a question concerning the Public Library. Mr. Dray said there are certain concerns with shared libraries (i.e. public libraries sharing school library space) and it is not a situation that would be considered feasible. Criminal records checks as well as child abuse registry checks would have to be performed on all adults entering the school building and that would included those entering the library.

Mr. Dray ended the session by thanking Council for the opportunity to speak. Council thanked him for offering answers and advice.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date

1. Breakfast Program	Additional information was provided as requested. Of the 222 students attending the school only 19 are actually town residents. Deputy Mayor DeWolfe said this program is not something that she proposes to support. It was agreed to refuse the request for a donation to the breakfast program.		
2. Policy on standing proclamations	<p>CAO Boyer explained that the policy should be changed to state that proclamations will be done for grant applications or specific activities.</p> <p><i>Motion #3</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Shaffner to recommend to Council to approve the changes to the Policy for Standing Proclamations. Motion carried.</i></p>		
3. Nova Scotia Utility and Review Board	<p>Deputy Mayor DeWolfe expressed an interest in serving on the committee. It was agreed that the entire Council would form the committee to address the request of the Board regarding polling districts and the number of councillors for the Town.</p> <p><i>Motion #4</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Hudson to recommend to Council that the committee required to address the issues of the Nova Scotia Utility and Review Board concerning polling district and the number of Councillors for the Town of Annapolis Royal be formed by the entire Council. Motion Carried.</i></p>		
4. Evangeline Trail Tourism Association	The Director of Finance said she has spoken to the former Marketing Director and she does not recommend this form of support for the Evangeline Trail Tourism Association. CAO Boyer said she would like to clarify the matter because she believes maintaining membership with the Association is important. She will speak with the former Marketing Director to determine if the membership should be continued.		
5. Parking at 262 St. Anthony Street	Concerns over parking issues at 262 St. George Street were brought up at a previous meeting. CAO Boyer said she spoke to the Town Planner, Roger Sturtevant and he has assured her that there are no problems. She also said that the planner has spoken to the person who had the question		

	and the matter has been cleared up.		
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NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Banking Agreement	CAO Boyer said that banking is not on the tender register but the competing bank would like a chance to bid. The Director of Finance explained it would be very difficult and expensive to change banks. Councillor Shaffner said he did not believe there was any benefit to changing banks. CAO Boyer said that there would be no harm in giving the competing bank the opportunity to bid. It was agreed to start with a survey on the AMA listserve to see how the issue has been handled in the past.		
2. Farmer's Market Lease Agreement	<p>CAO Boyer is suggesting renewal of the agreement. Deputy Mayor DeWolfe said a clause should be added to the lease restricting dogs from the market. CAO Boyer said she spoke to Willie Troop about the dog issue and Mrs. Troop expressed serious concerns about banning dogs from the Market. Deputy Mayor DeWolfe said she believed it to be a health issue and it should be investigated. CAO Boyer said she will enquire with the Department of Health and report back to Council.</p> <p><i>Motion #5</i> <i>It was moved by Councillor Shaffner, seconded by councillor Hudson to recommend to Council the renewal of the Farmer's Market lease, with the possibility of adding a clause relating to dogs. Motion carried.</i></p>		
3. Invoice write-off	The Director of Finance said this invoice has been in receivables for a period of 2 years and a response to several requests for payment has not been received. Mayor Kinsella suggested one more letter be sent providing a final opportunity for the account to be brought up to date.		

4. Unsightly premises	<p>CAO Boyer presented the procedures followed by the County for unsightly and dangerous properties. She has a list of 10 unresolved properties and would like to start at the beginning and follow every detail. Mayor Kinsella said if a positive outcome would be expected, Councillors could assist by speaking to the property owners. CAO Boyer said she feels strongly that the procedure must be followed and if an order is issued, the Town must be ready to follow through.</p>		
5. Vending Bylaw	<p>CAO Boyer said she would like to encourage buskers in Annapolis Royal by eliminating the fee.</p> <p><i>Motion #6</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Hudson to recommend to Council first reading of the Vending Bylaw, with changes being made to eliminate the fees for busking. Motion carried.</i></p>		
6. Canadian Professional Immigration Services	<p>CAO Boyer said the staff would like to pursue the issue of immigrants with Council's permission. Council agreed and updates will be given at future meetings.</p>		
7. Sewer Bylaw	<p>CAO Boyer explained that changes have to be made to the bylaw to reflect the sump pump issues. The changes will allow Public Works to have sump pumps disconnected from the sewer system. The Superintendent of Public Works will identify all property owners who have the pumps and will then go to door to door to make property owners aware that they must redirect the pumps.</p> <p><i>Motion #7</i> <i>It was moved by Councillor Hudson, seconded by Councillor Shaffner to recommend to Council to make the required changes to the Sewer Bylaw relating to sump pumps. Motion carried.</i></p>		
8. MRIF application	<p>The Municipal Rural Infrastructure Funds requires a resolution making the Champlain, Ritchie and Grange Streets project the Town's number one priority. CAO Boyer said it is a \$808,000.00 project that has been split into two phases. Funding is under consideration for</p>		

	<p>phase one and two.</p> <p>Motion #8 <i>It was moved by Mayor Kinsella, seconded by Councillor Hudson to recommend to Council to draft a resolution to accompany the application for the Municipal Rural Infrastructure Funds. Motion carried.</i></p>		
9. Request for a decision - Municipal Officials' Accident Insurance	<p>The new insurance carrier for the town did not include coverage for the Mayor and Councillors while working on Town business. It was asked if Council would like to have this coverage. Deputy Mayor DeWolfe said that Councillors should be covered and status quo would be the recommendation.</p> <p>Motion #9 <i>It was moved by Councillor Hudson, seconded by Mayor Kinsella to recommend to Council to continue the Accident Insurance for Mayor and Councillors, with coverage to be extended while they are on Town business. Motion carried.</i></p>		
10. Trans County Transportation Society - request for funding	<p>Mayor Kinsella asked if funding was provided to the Society last year. It was determined that an amount of \$350.00 had been paid each year for the past two years. Deputy Mayor DeWolfe said the Society does offer a valuable service. It was decided to send the request to budget in the amount of \$350.00.</p> <p>Motion #10 <i>It was moved by Mayor Kinsella, seconded by Councillor Shaffner to recommend to council to refer the funding request from the Trans County Transportation Society to the next budget presentation. Motion carried.</i></p>		
11. Dog flyer	<p>CAO Boyer introduced the flyer that was designed and developed by Sandi Millet-Campbell who is in the process of doing a dog inventory and determining which dogs are not registered with the Town. The Bylaw enforcement officer will then make a personal visit to the dog owners to encourage registration.</p>		

12. Annapolis Royal Historic Gardens	<p>The Gardens are basically asking for funding of \$10,000.00 a year for the next four years. CAO Boyer said the Gardens must provide a detailed debt reduction plan. They should also consider selling portions of the properties that can be carved out without affecting the Gardens' appearance or reputation. As far as 2000, and the Town has given the Gardens \$10,000.00 every year as well as access to the Public Works staff and a reduction in their taxes. Staff's recommendation is to consider the amount of \$10,000.00 be granted with conditions. It was also decided that the Town should have a representative on the board for the Gardens.</p> <p><i>Motion #11</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Shaffner to recommend to Council to provide the requested funding to the Annapolis Royal Historic Gardens, with specific conditions attached. Motion carried.</i></p>		
13. "Theatre of Neptune"	<p>The request was reviewed and a decision was made to forward the request to budget.</p> <p><i>Motion #12</i> <i>It was moved by Councillor Hudson, seconded by Mayor Kinsella to recommend to Council to refer the request for funding from the "Theatre of Neptune" to the next budget presentation. Motion carried.</i></p>		
14. Request for a decision - Policing	<p>CAO Boyer asked that a letter be sent to the Minister of Justice asking for an exemption that would permit the continuation of the existing flexible shift schedule. Councillor Shaffner noted that the deadline of April 1, 2006 has passed and nothing has changed within the Annapolis Royal Police Department. It was agreed that a letter will be sent.</p>		
15. Burning Permit Bylaw	<p>Annapolis Royal Fire Chief, Rick Smith has recommended a few changes to the Burning Bylaw. He would like the Town's bylaw to have the same dates as the County so there is no confusion for residents.</p>		

	<i>Motion #13</i> <i>It was moved by Councillor Hudson, seconded by Mayor Kinsella to recommend to Council first reading of the Burning Permit Bylaw, with the recommended changes being made. Motion carried.</i>		
16. Request for a Decision - Wharf	<p>CAO Boyer said it has recently been established that the wharf can be taxed. The Society can then claim the expense and receive the money back from the federal government. CAO Boyer proposes taxing the wharf and then placing the funds received back from the federal government in a capital account for the planned wharf expansion. CAO Boyer is also working on a business plan for the wharf but said it is now at a point where a professional on wharves must be consulted to complete the plan.</p> <p><i>Motion #14</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Shaffner to recommend to Council to Tax the Annapolis Royal Wharf with conditions. Motion carried.</i></p>		
17. Approval to operate a composting facility	<p>CAO Boyer introduced an application for approval that will be forwarded to the Department of the Environment. The plan is to move the entire composting operation to the sewage lagoon. She said this would include discontinuing the use of the earth tubs. The two earth tubs that are owned by the Town could be sold for approximately \$4,000.00 each. The Department of the Environment has inspected the area and all reports look good. Deputy Mayor DeWolfe asked if this plan had been discussed with the business community. CAO Boyer said that she is waiting for approval in principle from Council and the Department of the Environment before she addresses the business community. It was agreed to submit the application.</p>		

PLANNING AND HERITAGE ADVISORY COMMITTEE (10:00 a.m.)

This portion of the meeting was postponed until Thursday, April 20, 2006.

PLANNING AND HERITAGE ADVISORY COMMITTEE

BUSINESS ARISING

Item	Decision/Action	Responsibility	Target
1. None			

PLANNING AND HERITAGE ADVISORY COMMITTEE NEW BUSINESS

1. None			
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GENERAL / CORRESPONDENCE

1. Letter from the Minister of Service Nova Scotia and Municipal Relations - For information only.
2. Copies of Tax Sale Notice Letters - For information only.
3. Development/Building Permit Report - For information only.
4. Report from Fundy Broad Band - For information only.
5. Thank you note from the Senior Safety Program - For information only.
6. Announcement from the Minister of Education regarding the additional funding made available to library boards - For information only.

GENERAL DISCUSSION

1. Annapolis Library - Report from the representative.

Deputy Mayor DeWolfe said she was speaking to Anne Esslinger who is the representative and she would be willing to present a report to Council at the next Committee of the Whole meeting.

ADJOURNMENT

It was moved by Councillor Shaffner to adjourn the meeting.

NEXT MEETING April 5, 2006 at 9:00 a.m

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Deputy Mayor DeWolfe		
Changes made by Administrative Assistant Jackie Longmire		
Approved for website by Mayor or CAO		