

PLEASE READ THESE MINUTES CAREFULLY AND TAKE ACTION AS NECESSARY. PLEASE BRING A COPY OF THESE MINUTES TO THE NEXT COMMITTEE/COUNCIL MEETING.

COMMITTEE OF THE WHOLE
APPROVED MINUTES

April 7, 2004

The monthly session of the Committee of the Whole was held on Wednesday, April 7, 2004 in the Council chambers. In attendance were Chair Deputy Mayor T. Fry, Mayor J. Kinsella, Councillors, M. Tompkins, W. Morgan and R. Microys, A. Boyer CAO¹, and Administrative assistant M. Feener as recording secretary. Nat Tileston, Carl Oldham, Peter Wyman, and A. Robinson were also present. Regrets from Councillor J. DeWolfe.

CALL TO ORDER

J. Kinsella called the meeting to order at 9:00 a.m.

He indicated that Deputy Mayor T. Fry was unavoidably delayed and would be arriving a little late.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

March 03, 2004

It was moved by W. Morgan, seconded by M. Tompkins, that the minutes dated March 03, 2004 be approved as circulated. MOTION CARRIED.

ADDITIONS TO AGENDA

Planning and Heritage - Sandwich Board Sign GEMS.

¹ Chief Administrative Officer

APPROVAL OF AGENDA

² Annapolis District Board of Trade

N. Tileston said that both the Town and the County benefit from the tourist information centre and that both tax bases increase because of the Visitor Information Centre. Carl Oldham said that the Town would benefit more than the County from the visitor information centre in its present location.

N. Tileston said that the ADBOT would like to keep the Visitor Information Centre in the present location for this year and feels that it would benefit the Town.

Mayor Kinsella stated that Nova Scotia Power is providing a service that is not a benefit to it and that it has to answer to its shareholders. Mayor Kinsella said that the Visitor Information Centre is a cooperative venture and that both the Town and the County should support it.

Mayor Kinsella thanked N. Tileston and C. Oldham for their presentation and explained that their request would be considered during the budget process.

T. Fry arrived and took over the chair at this point.

2. **Peter Wyman on Wind Energy** - P. Wyman gave an oral presentation on wind energy. He indicated that Nova Scotia Power may be interested in this program and that it may also be of benefit to the Visitor Information Centre. Bay Windfield is the company that is supporting this project. He explained that 30 percent of an individual's provincial tax can be written off for any amounts given to CEDF³. He explained that for every \$40 that is raised, another \$60 can be leveraged for the program.

P. Wyman stated that Bay Windfield would cover the area from Yarmouth to Middleton. He said that one turbine could provide enough energy to supply the Town with electricity.

A. Robinson said that 98 percent of RRSP⁴ money leaves the province each year. Bay Windfield has a number of partners who have raised

³ Community Economic Development Investment Fund

⁴ Registered Retirement Savings Plan

over \$500,000 to date. A wind turbine that spins like an egg beater is now being designed in the United States and the area is looking at this initiative. She reported that they would like to see if the Town is interested in this initiative at this time.

P. Wyman reported that the information on the turbine in Clare is being kept quiet at this time, but is running at 37 percent.

A. Robinson stated that there would be a payback once the turbine started developing power. She indicated that the Town would not necessarily have to support it financially, but could support it in principle.

Councillor W. Morgan voiced concerns regarding the noise issue and the number of birds that are killed each year by turbines. A. Robinson reported that they do not have any statistics on the number of birds killed each year.

Mayor Kinsella stated that he would be interested in supporting the project in principle and thanked them for their presentation. P. Wyman requested signature of a letter of intent from the Town to bring in a 100 foot tall wind turbine. The Mayor agreed **to sign the** letter.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Targ et date
Update on West Nile Virus Policy (2)	Department of Environment will be approached next for information.	CAO	
Renewal of existing line of credit with ScotiaBank (3)	<i>It was moved by W. Morgan, seconded by John Kinsella, that the Town of Annapolis Royal renew the existing line of credit with the ScotiaBank. MOTION CARRIED.</i>	CoW	
Thank you to Annapolis Royal Volunteer Fire Department (9)	For information only.	CoW	
Draft policy on Councils and staff expenses (22)	<i>It was moved by J. Kinsella, seconded by W. Morgan, approval of draft policy on Council and staff expenses with a change to include staff expenses for special events. MOTION CARRIED.</i>	CoW	
Process for de-registration of municipal heritage properties (29)	Deferred to PHAC	CAO	
Draft letter to property owners re Town	For review.	CAO	

plans for perimeter trail (24)			
Report on potential use and renovation of basement (23)	<p>Chair T. Fry stated that the basement is now being used for archival storage.</p> <p>Discussions were held on possible uses which included public wheelchair accessible washrooms and the area Food Bank.</p> <p>A. Boyer stated pay back for the cost of any renovations attributable to the Food Bank would be within five years.</p> <p>The cost for washrooms will be forwarded to the Budget Committee for further consideration.</p> <p>Mayor Kinsella reported that having the Food Bank in the Town hall is a good option and that rent would be recouped from the organization which would cover the cost of any renovations within 5 years.</p> <p>This matter referred to budget.</p>	CAO	

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
Request from Lions Club to operate mobile canteen during Natal Day Weekend and offer of assistance with Acadian celebrations (4)	<p><i>It was moved by W. Morgan, seconded by J. Kinsella, approval for Lions Club to operate mobile canteen on Natal Day weekend in their usual location. 1 Nay. MOTION CARRIED.</i></p> <p>Staff to follow up on offer of assistance.</p>	<p>CoW</p> <p>Phyllis McLean</p>	
Request for financial assistance- Valley Restorative Justice - no amount specified (8)	No action required (not to be referred to budget).	CoW	
Municipal Rural Infrastructure Fund	For information only.		

(11)			
Focus 2005 request for funding (14)	Referred for follow up by Mayors and Wardens' and CAO group (the most urgent requirements are for banners and a person).	CAO	
Spring cleanup and hydrant flushing dates	For information and publication: Spring Cleanup: May 10 and 11 until noon Fire hydrant flushing: May 5, 12 and 19 at 6:00 p.m.	Superintendent of Public Works	
Use of Family Matters building	For discussion and decision. <i>It was moved by W. Morgan, seconded R. Microys, that the building located at 9 Grange Street be placed on the market for sale.</i> MOTION CARRIED.	CoW	
ADPC restructuring plans and budget (21)	<i>It was moved by J. Kinsella, seconded by M. Tompkins approval of the Annapolis District Planning Commission restructuring plans and budget. 1 Nay (W. Morgan). MOTION CARRIED.</i> Copies of last year's budget information to go to Wayne Morgan and Michael Tompkins as soon as possible.	CoW	
Police vehicle - repairs versus purchase of new vehicle	Decision on purchase of new vehicle is deferred to budget.	CoW	
Spring 2004 Debenture (19)	Decision deferred. The Town's Auditor is to be called in to investigate; pay down options with the bank will be considered.	CAO	
Closing of existing bank account in the amount of \$36.89 for the waterfront and move to other active Town account	Requires motion with retroactive application to March 29, 2004 <i>It was moved by R. Microys, seconded by M. Tompkins, that an existing bank account in the amount of \$36.89 for the Waterfront Development Committee be closed effective March 29, 2004.</i> MOTION CARRIED	CoW	
Request from Legion for assistance	Item deferred to budget.		

with roof repairs (18)			
Draft letter for collections (31)	Information only.	Director of Finance	

Elizabeth Ross, Carol Milligan and Ian Lawrence were present for the Planning Heritage Advisory portion of the meeting arriving at 10:00 a.m..

Chair T. Fry welcomed new members of the PHAC.

Discussion was held on an orientation package for new PHAC members.

PHAC⁵

Letter from Alan Melanson confirming the Historical Association's choice of Elizabeth Ross for membership on PHAC (13)	<i>It was moved by J. Kinsella, and seconded by R. Microys, that recommendation be made to Council, that Elizabeth Ross become a member of the Planning Heritage Advisory Committee. MOTION CARRIED</i>	PHAC	
Request for Heritage Building Preservation Incentive - \$500 for exterior painting (1)	<p>Discussion was held on the Heritage Building Preservation Incentive. Members were asked to convey any comments on the Building and Alterations guidelines to staff.</p> <p>There is a provincial grant available for Provincially designated properties.</p> <p>The Town has budgeted \$8,000 as a heritage building incentive fund. Staff will work on revisions to the policy to include exterior painting.</p>	PHAC CAO	
Report from Building Inspector on building at 262 St Anthony Street and letter of support for demolition (10)	Discussion was held on the property at 262 St. Anthony Street. The rear building has now been restored. A garage is now in the lower floor and a bakery in the upper floor, the bakery is now closed. It was noted that massing on the site dates back to the 1920s and that elimination of such off		

⁵ Planning and Heritage Advisory Committee

	<p>street buildings leaves only a shell along the street.</p> <p><i>It was moved by C. Milligan seconded by R. Microys that recommendation be made to Council, that a letter be sent to the owner of property at 260 St. Anthony Street stating that the application for demolition be denied and that the Town will work with the owner towards a solution for the property. MOTION CARRIED</i></p> <p>Staff are to enclose a copy of the Town heritage pamphlet.</p>	<p>PHAC & staff</p> <p>M. Feener</p>	
Zoning for Post Office Building (20)	<p>It was moved by J. Kinsella, seconded by W. Morgan, that recommendation be made to Council to accept the Development Officer's proposal to allow the rezoning of the Post Office.</p> <p>Motion Tabled until next PHAC meeting for to allow further investigation.</p> <p>Would the Town be receiving the Business Occupancy Tax for this business? Staff to investigate this issue.</p> <p>Mayor Kinsella said that the Municipal Planning Strategy and the Land Use Bylaw would be up for review over the next few years and this type of issue would be reviewed at that time.</p>	<p>CAO</p>	
Signage for Public Washrooms, King's Theatre (28)	<p>Discussion was held on suggested signage for the public washrooms at King's Theatre. The holders suggested seem to be too ornate and a more universal sign would be more appropriate using the Town signage colors.</p> <p>King's Theatre will be consulted on the signage issue for their feedback.</p>	<p>CAO</p>	
Procedure for deregistration of municipal heritage property (29)	<p>Discussion was held.</p> <p><i>It was moved by J. Kinsella, seconded by C. Milligan, that recommendation be made to Council, that the request for deregistration of the municipal heritage property known as "The Gables" located at 789-791 St. George Street be denied. MOTION CARRIED</i></p>		

	Mayor J. Kinsella stated that the deregistration issues will be dealt with during the Municipal Planning Strategy and Land Use Bylaw review. Council will consider continuation of the heritage incentive fund. Staff will review the Lunenburg heritage bylaw.		
Changes to Heritage Property - Café Mozart, 235-237 St. George Street (30)	<p>Discussion was held on changes to the heritage property at 235-237 St. George Street. The exterior deck will not be enclosed with glass as was proposed in the former application, it will now be open to the air.</p> <p><i>It was moved by W. Morgan, seconded by J. Kinsella, that recommendation be made to Council, that approval be given to Amanda Egle for changes to heritage property at 235-237 St. George Street, with the condition that traditional materials be used in both the front and rear of the property. MOTION CARRIED</i></p> <p>T. Leslie is to work with the developer to ensure traditional materials are used with the renovations.</p>	T. Leslie	
Changes to Heritage Property, 2 Bohaker Street (27)	Discussion was held. Staff to investigate further.	CAO	
Sign for Action Jax (25)	<i>It was moved by W. Morgan, seconded by M. Tompkins, that recommendation be made to Council, that Council reject the application for the directional sign for Action Jax. MOTION CARRIED</i>		
GEMS Signage / Request for relocation of signage	Staff will request more information on location of sign and wording of sign.		
Orientation for new members	A package will be put together for new members for their information and review which will include copies of the heritage incentive fund, MPS and		

⁶ Municipal Planning Strategy and Land Use Bylaw

	LUB ⁶ , application forms, the Lunenburg Heritage Bylaw, the Heritage Act of Nova Scotia, and the Town's Heritage Bylaw..		
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GENERAL / CORRESPONDENCE

1. Canadian Bill of Rights for Children proposed by former Police Chief Vic MacLellan (5) defer
2. Notice of plans by Annapolis County to develop a Bio-Solids Management Plan (6) defer
3. Details on 100% GST Rebate for Municipalities, KPMG (7) for information only
4. Letter from Jane Nicholson re use for old Post Office Building (12) - Discussion was held. The building is privately owned and the Town is not able to purchase the building. C. Milligan stated that a building inspector from Halifax had viewed the building with an interest in purchase, and determined that the building should be a multi use facility. She also stated that the person indicated that the building would require extensive repairs inside. The Town will invite J. Nicholson to come to the Town to discuss various options for the former post office.
A. Boyer stated that ACOA was interested in the Town's proposal through the Sustainable Communities Initiative Program for a use for the former Post Office located at 202 St. George Street which would include a learning centre.
5. ADPC Report for March 2004 (15) for information only
6. Documents from Statement of Concern Ad Hoc Committee (16) defer
7. Report on FCM Board of Directors' Meeting (17) for information only
8. Innova Award: the CLICK Team will be nominated
9. Sinclair Inn: Robert Thibodeau will be here on Thursday morning at 11:00 a.m. to announce a grant to Sinclair Inn; all are invited to attend
10. Budget process: W. Morgan has requested a meeting. It was agreed that a meeting would be scheduled as soon as possible after J. DeWolfe's return.

IN CAMERA

It was moved by J. Kinsella, seconded by R. Microys, that the meeting go into camera for discussion on a lease. (26). MOTION CARRIED.

It was moved by J. Kinsella, seconded by R. Microys, that the meeting move out of camera. MOTION CARRIED.

It was moved by M. Tompkins, seconded by R. Microys to increase rental charge for public space to \$1.50 per square foot, from \$1.00 per foot, as per existing policy. MOTION CARRIED.

OTHER

Janet Larkman will be making a presentation at the May Committee of the Whole meeting. She is scheduled for a half hour at 9:00 a.m.

NEXT MEETING May 5, 2004 at 9:00 a.m.

ADJOURNMENT

It was moved by J. Kinsella that the meeting be adjourned.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor John Kinsella		
Changes made by Administrative Assistant Marlene Feener		
Approved for website by Mayor or CAO		