

MINUTES
TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
April 9, 2008
9:00 a.m.

The regular meeting of the Committee of the Whole was held on Wednesday, April 9, 2008 in Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Sherman Hudson and Doug Shaffner, CAO Amery Boyer, Director of Finance Melony Robinson, Municipal Intern Tammy Bernasky and Administrative Assistant Jackie Longmire as recording secretary.

Regrets: Councillor Phil Roberts and Ron Boulding

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

March 5, 2008

Motion # 1

It was moved by Mayor Kinsella, seconded by Councillor Shaffner, approval of the Committee of the Whole minutes dated March 5, 2008, as presented. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

Under Business Arising add:

4. Budget
5. Fortier Mills Housing Development
6. Recommendation from the Skatepark Committee

Under New Business add:

11. Preliminary List of Electors
12. Invitation - Let's Talk Tourism Session
13. Refinancing

APPROVAL OF AGENDA

April 9, 2008

Motion # 2

It was moved by Councilor Hudson, seconded by Mayor Kinsella, approval of the agenda dated April 9, 2008, as amended. Motion carried.

PRESENTATIONS

- A. **Val Peterson - 2008-2009 Proposed Budget** - Ms. Peterson expressed concerns over the proposed increase in the commercial tax rate. She said she was also representing other business owners who have the same concerns. She provided several financial figures and asked how a Town of 444 residents could not operate on a \$2.1 million dollar budget. She said that some businesses may not be able to sustain the increases and may have to close.

She said that assessments continue to rise creating an increase in the tax dollars that businesses pay. She also said that tax increases cause increased rental charges, further reduce the number of residents and loss of employment. She talked about expenses that her business and others incur saying that she and others cannot afford a tax increase.

Ms. Peterson also expressed concerns regarding the public budget meeting that is planned for April 21 at 1:00 pm. She said that she has brought her concerns to the Annapolis District Board of Trade and the Town will receive a letter to that effect. She said that the meeting should be held after regular working hours to allow those who have to work the opportunity to attend. She ended by saying that any increase in tax rates would have a negative impact on the Town.

Deputy Mayor Dewolfe said that the budget process is just in the very beginning stages and several options are being considered. She thanked Ms. Peterson for her input.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Solid Waste - Material Management By-law	<p>All recommended changes have been completed. It was noted that any reference to Valley Waste Resource Management must remain unchanged in the By-law as it is an official name.</p> <p><i>Motion #4</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Hudson, to recommend to Council first reading of the Waste Resource - Material Management By-law.</i></p>		
{b} Meeting Times	It was agreed that Committee of the Whole and Council meeting times will be changed to 9:30 am for the summer months, May through September.		
{c} Draft Employee Wellness Policy	The Employee Wellness Policy was briefly reviewed. It was noted that most employers are offering this service and such a policy is becoming an industry standard. CAO Boyer said that the Town hopes to see a decline in sick leave use by staff members if this policy is adopted. Mayor Kinsella said that he feels this is an important policy and would move to accept it. It was agreed that the policy should be further reviewed and brought forward at the next Committee of the Whole on May 7, 2008.		
{d} Budget	<p>The Director of Finance provided updated copies of the budget and pointed out changes that have been highlighted in blue. Several items were discussed and it was agreed that another budget review should be completed before the public budget meeting takes place. All members of Council and staff agreed that serious cutting, especially in capital, would have to be done. Several items were cut during this review. Deleted items include: Annapolis Royal Community Fund, visit by the Mayor to Quebec for 400th anniversary celebrations and Council remuneration increases. The Marketing and Events Coordinator was asked to join the discussion. Several items in the marketing budget were reduced or cut.</p> <p>The possibility of tax rate increases were also discussed. The Director of</p>		

	<p>Finance said that she could understand the concerns of Ms. Peterson and other business owners but an increase may be necessary.</p> <p>It was agreed that the budget should be further reviewed and discussed. A meeting date of April 16 was set for that purpose.</p>		
{e} Fortier Mills Housing Development	Joy Elliott has requested that a meeting be set to discuss the development. It was agreed that the discussion will be added to the Council agenda for the meeting on April 21, 2008.		
{f} Recommendation fro the Skatepark Committee	<p>A successful public meeting was held on April 8, 2008. Based on the meeting and positive feedback, Recreation Director Grant Potter recommended that Council approve the site beside the French Basin Trail for the development of the skatepark.</p> <p><i>Motion #3</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Hudson, to recommend to Council acceptance and approval of the site located south west of the French Basin Trail car park, next to the abandoned railbed as the location of the proposed skatepark.</i></p>		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	Water tests have been reviewed and found to be satisfactory.		
{b} Re-pointing and waterproofing the Town Hall	All brick layers in the area were contacted and one quote was received. Maxner's Masonry quoted a price of \$31,125.85 and can begin the work as soon as weather permits. CAO Boyer said that this quote also includes a sealant that would further protect the exterior of the Town Hall building. It was agreed that this item would be moved to budget deliberations for further consideration.		
{c} Indoor Air Quality Survey Results	Indoor Air Quality Testing was completed on the Town Hall building. Report provided for information only.		

{d} 2008 Annual GFOA Conference	The Director of Finance has been selected to attend, all expenses included. All members of Council congratulated the Director of Finance on this honour.		
{e} Annapolis Royal and Area Tourism Vision	The final report was provided for information only. Phase II will be completed by the Annapolis Digby Economic Development Agency.		
{f} Art Tour Committee	The Art Gallery of Nova Scotia has printed a brochure highlighting three different art tours. One of the highlighted tours is scheduled for June 7, 2008 to Annapolis Royal.		
{g} Request to locate a Food Cart in Town	A request was received from a couple who are interested in moving to the area. They would like to open a food vending cart from May to September near the Farmer's Market. CAO Boyer made reference to the Vending Bylaw which states "No Person shall operate a vending stand within the Town unless the vending takes place in association with a business assessed for business occupancy or as a commercial assessment within the Town." The individuals will be advised to contact the Farmers' Market to discuss the possibility of vending during market hours.		
{h} Request from CAPS	<i>Motion #5 It was moved by Councilor Shaffner, seconded by Councillor Hudson, to recommend to Council referral of the request for \$850.00 in financial support to budget deliberations.</i>		
{i} Loss of NSLC Grants	The Nova Scotia Liquor Commissions in all municipal units will now be paying commercial tax at the rate times assessment, rather than grants in lieu. This will result in the loss of revenue for all municipal units, including Annapolis Royal. This item will be further discussed during budget deliberations.		
{j} Preliminary List of Electors	The list was reviewed and changes have been forwarded for correction.		
{k} Invitation - Let's Talk Tourism Session	For information only.		
{l} Refinancing	This item has been forwarded to the next meeting of Council on April 21, 2008.		

PLANNING AND HERITAGE ADVISORY COMMITTEE 10:00 am

In attendance: Kathie Fearon and Elizabeth Ross.

Regrets: Ian Lawrence

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
{a} 2008 Garden Awards	It was agreed that changes should be made to the garden award program for 2008. It was suggested that previous award winners be excluded for a period of time and that an application is not necessary for judging . This item will be discussed with Ian Lawrence before changes are made.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Application for Changes to Heritage Property -St. Luke's Anglican Church	<p>Councillor Shaffner completed a declaration of interest for this item. He is the Property Committee Chair for St. Luke's and submitted this application for approval. There will be no direct benefit to Councillor Shaffner if this request is approved.</p> <p>A rough draft for a 30 foot addition was reviewed. Issues with the doors and windows were discussed. It is the preference of PHAC that the windows be more in keeping with those in the existing building. It was noted that this a rough draft and fine details are not included in the application. Internal discussions within the Church are still taking place and the final details have not been decided. This application was</p>		

	submitted for approval in principle so that contact could be made with ADPC regarding appropriate permits. <i>Motion #6</i> <i>It was moved by Kathie Fearon, seconded by Elizabeth Ross, to recommend to Council approval of the application for changes to heritage property located at 340 St. George Street, conditional to pending changes to all windows and doors.</i>		
{b} Application for Changes to Heritage Property - 438 St. George Street	The applicant is requesting permission to renovate a carriage house at the back of the property to living quarters. The construction will require a development permit through ADPC. <i>Motion #7</i> <i>It was moved by Kathie Fearon, seconded by Councillor Shaffner, to recommend to Council approval of the application for changes to heritage property located at 438 St. George Street with additional steps to be determined by ADPC.</i>		
{c} Proposed Changes to Heritage Property - 89 Victoria Street	Residents of Vancouver are considering purchasing a property in Annapolis Royal and have forwarded proposed changes they would like to make to the property. PHAC indicated no issues with the proposed changes.		
{d} Development/Building Permit Report	For information only.		

CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} Annapolis Society for Youth-friendly Public Spaces	For information only.		

Town of Annapolis Royal
Committee of the Whole
April 9, 2008

{b} Apple Blossom Festival - Response to letter sent from the Town	For information only.		
{c} Letter sent from Sister Helen Wallace - Greenhouse Project	This item has been forwarded to the next meeting of Council for review and consideration.		

NEXT MEETING May 7, 2008 at 9:00 a.m.

ADJOURNMENT

It was moved by Mayor Kinsella to adjourn the meeting.

<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 CAO		
Forwarded to the Website		