

**TOWN OF ANNAPOLIS ROYAL**  
**COMMITTEE OF THE WHOLE**

**Minutes**  
**August 2, 2006**

The monthly session of the Committee of the Whole was held on Monday, August 2, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Ron Boulding, Phil Roberts, Sherman Hudson and Douglas Shaffner, Director of Finance Melony Robinson as Acting CAO, and Administrative Assistant Jackie Longmire as recording secretary.

Regrets: CAO Amery Boyer

**CALL TO ORDER**

Deputy Mayor DeWolfe called the meeting to order at 8:30 a.m.

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

July 10, 2006

**Motion # 1**

***It was moved by Mayor Kinsella, seconded by Councillor Roberts, that the minutes dated July 10, 2006 be approved.***  
***Motion carried***

**ADDITIONS TO AGENDA**

Under Presentations add:

1. 9:00 - Green Team - Karla & Jenna Grimm
2. 9:30 - Larry Fairn - Town Hall Renovations
3. 10:00 - Jane Nicholson - Munro Property (Remove from PHAC New Business)
4. 10:30 - Theresa Bunbury - Parks Canada update - guardrail

Under PHAC New Business add:

1. Application for changes to Heritage Property - 372 St. George Street
2. Application for changes to Heritage Property - 285 St. George Street

## **APPROVAL OF AGENDA**

August 2, 2006

### **Motion # 2**

***It was moved by Councillor Hudson, seconded by Councillor Shaffner, that the agenda for the Committee of the Whole meeting dated August 2, 2006 be approved as amended. Motion carried***

## **PRESENTATIONS:**

1. Green Team Update - Jenna & Karla Grimm presented the results of approximately 100 completed questionnaires. The green cones have received mixed reviews and are reportedly not working as they are supposed to. Approximately 79% of those surveyed had complaints about the green cones. Fewer people had back yard composters but they were considered more efficient than the cones. It was noted that a \$25.00 rebate is offered to those who purchase the back yard composters. Positive remarks were received regarding the neighbourhood organic bins. Some complaints did include rodents, insects and smell. The Green Team will pass along the suggestion to Public Works that the wood shavings could be replenished more often.

Restrictions on the number of recycling bags that can be placed at the curb for pick up was discussed and will be reviewed at a later meeting. Mayor Kinsella asked Jenna and Karla if they could gather information on alternative methods of composting during their household visits. He said any additional information that they may be able to provide would assist with policy development in the future.

The Green Team was thanked for their efforts. They will provide a final report at an upcoming meeting.

2. Larry Fairn - Town Hall Renovations - Construction of a deck area off the John Brittan room in the Town Hall was previously approved at an estimated cost of \$5,000.00. Larry Fairn stated that there have been some problems with the original plans and the estimated cost has now risen to approximately \$7,000.00. An engineer's report was necessary to obtain a permit for the construction and the report indicated that the original plans were not satisfactory with respect for safety. Larger brackets, framework and raising the floor contribute to the extra expense. Mr. Fairn also explained that a galvanized pan that would be required for access to the deck through the existing door. He said that all the requirements would bring the building of the deck up to code. It was explained that the deck addition was part of an ongoing process to restore the building to its original look. Elizabeth Ross said it may be beneficial to contact archives in Halifax for the original plans of the building. Deputy Mayor Jane DeWolfe agreed saying that the railing may have to be changed to keep it consistent with the original look. The Acting CAO said there were funds

available for the extra expense, to a limit of \$7,000.00 for the completed project.

***Motion #3***

***It was moved by Mayor Kinsella, seconded by Councillor Boulding to recommend to Council approval of the additional \$2,000.00 to restore the deck to its original state, by installing a new sub floor, railing and access through the existing door.***

***Motion #4***

***It was moved by Elizabeth Ross, seconded by Mayor Kinsella to recommend to Council approval of the application for changes to Heritage Property located at 285 St. George Street, with the option to review pictures of the original building and make changes, if necessary, to the proposed railing to better replicate that of the original.***

3. Jane Nicholson - Munro Property - Jane Nicholson has purchased the property of Alton Munro. She presented Council with a list of renovations that she has planned. It is her intention to restore the property, host a design week in 2008 and then sell the property.

Mrs. Nicholson said she will be applying for all appropriate permits this week and the renovations will begin as soon as possible. Renovations will include the exterior, interior, new services and landscaping. She said she plans to document the renovations by video recording and may approach HGTV to produce a show on the restoration. She mentioned Elsie deWolfe, the world's first recognized interior designer and her connection to the original owner of the house. She said this family connection and Design Week 2008 would be an excellent way to publicize the Town's decorative arts scene.

Mrs. Nicholson said she is excited to begin the project and she invited Council and PHAC members to visit the property before and during the renovations. Everyone wished her well with her latest project.

***Motion #5***

***It was moved by Mayor Kinsella, seconded by Councillor Shaffner to recommend to Council approval of the planned renovations of the Munro property to take place under the direction of Jane Nicholson.***

4. Theresa Bunbury - Parks Canada update - Ms. Bunbury said that a request had been made by Council to have the guardrail that protects the Fort Grounds from oncoming traffic removed. The highway guardrail runs along the parking area of St. George Street from the Fort Anne entrance driveway to the other end of the grounds at the exit driveway. She said that many barrier options have been explored and the logical replacement appears to be a sodded berm. She said the berm would be visibly non-obtrusive with soft edges but steep enough to be an impediment. She also explained how the access road would be widened to allow more room for the departure of tour buses. She said there are snow removal issues and other small details that would be worked out with the Town's Public Works Department. She estimated that construction would begin in the Fall of 2006 but that date is dependent on the completion of other projects.

Ms. Bunbury also mentioned that a letter would be sent to Linda Fraser on behalf of Parks Canada regarding the closure of the Saint John/Digby Ferry. The letter will indicate the impact on Fort Anne from the loss of one particular tour bus business that travels on the ferry. She said closing the ferry would result in the loss of potential revenues of \$6,900.00 from that one particular company. Mayor Kinsella explained the latest efforts by the Mayors and Wardens with regard to the ferry service. He said municipal and provincial leaders from Nova Scotia and Saint John will travel on the ferry on August 8, 2006. Meetings and discussions with the media will also take place on that day.

#### BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Human Resources Manual	The Human Resources Manual is still being reviewed. It was noted that some pages are missing from the manual, the problem will be corrected and the review will continue.		
2. Sewage Treatment Plant Policy	<p>Councillor Shaffner said the policy is contradictory and there appears to be a definite moratorium. Mayor Kinsella explained that there is the understanding that the County would have to retire one hook up before a new one could be installed. He also said that the sewer agreement with the County will be negotiated. Deputy Mayor DeWolfe said the issue is restrictive for the County and the policy may encourage them to install meters and monitor sump pumps.</p> <p><b><i>Motion #6</i></b>  <b><i>It was moved by Mayor Kinsella, seconded by Councillor Roberts to recommend to Council adoption of the Sewage Treatment Plant Policy to permit future development.</i></b></p>		

#### NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been reviewed by the Acting CAO and found to be within the required parameters.		

2. UNSM - Long Service Awards	For information only		
3. Request from the Arthritis Society	The Arthritis Society has requested a flag raising ceremony during the month of September to raise the awareness of arthritis. The request was reviewed and it was determined that more information was required before a decision could be made. Additional information will be available at the next meeting of Council.		
4. Audit Tender Package	The tender for audit services for fiscal years 2006/2007 through 2010/2011 was reviewed. A few minor changes have been noted. The closing date for tenders will be September 29, 2006. The audit service agreement with Morse & Brewster will expire this year.		
5. Noise Bylaw	<p>The Port Royal Legion has applied for an exemption to the Noise Bylaw for their Natal Day Princess Dance. It was agreed that the exemption would be granted but the Legion would be informed that the building and parking lot must be cleared no later than 1:30 a.m. The Annapolis Royal Police department will enforce the restrictions. It was necessary to ratify the motion now, in time for the event.</p> <p><b><i>Motion #7</i></b>  <b><i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to approve the request of the Port Royal Legion for an exemption to the Noise Bylaw for their Natal Day Princess Dance on August 5, 2006, with conditions. Motion carried.</i></b></p>		
6. Status Report on Composting Operations	The report was drafted by CAO Boyer and Superintendent of Public Works Kevin MacLean. No recommendation accompanied the report; it was intended as information only and will be addressed at a later meeting of Council.		
7. Job Description	It was agreed that the description should include educational requirements and the title of the position should include reference to the Regional Development Authority. CAO Boyer and Linda Fraser will refine the description.		

	<p><b><i>Motion #8</i></b>  <b><i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to recommend to Council approval of the Job Description for the Executive Director of the Regional Development Authority, with corrections.</i></b></p>		
8. Request for support	A financial support request was received from the Nova Scotia Provincial Bantam AAA Baseball Team. It was decided not to approve this request. Mayor Kinsella said the Town does routinely support local athletes in external competitions but there are no local members on this particular team.		
9. Model Bylaw	A model bylaw for control and reduction of fine particle emissions produced by wood smoke from wood heating was reviewed. It was determined that this bylaw held no benefit to the Town and enforcement of the bylaw may cause problems.		
10. Wireless Video Proposal	It was agreed that this proposal would be tabled until the next meeting of Council to allow all Councillors time to review. The proposal was tentatively placed on the agenda of the Council meeting on August 14, 2006.		
11. Family History Day - Sponsorship request	<p>It was agreed to sponsor the event at the silver level of \$500.00.</p> <p><b><i>Motion #8</i></b>  <b><i>It was moved by Councillor Shaffner, seconded by Mayor Kinsella to recommend to Council approval of the sponsorship request in the amount of \$500.00 for Family History Day 2006.</i></b></p>		
12. Summary of Proposed Research	This item was sent to the “read-in file” to allow Councillors time to familiarize themselves with the report. If necessary, it will be addressed at a future meeting of Council.		
13. Application for Boardwalk - correspondence	For information only.		

14. Emergency sandbag supply	The request from Emergency Measures Manager Dave McCoubrey was reviewed. It was determined that additional information was required before a decision could be made.		
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**PLANNING AND HERITAGE ADVISORY COMMITTEE 9:30 a.m.**

In attendance for the Planning and Heritage Advisory Committee meeting and presentations were: Ian Lawrence, Elizabeth Ross and Kathie Fearon.

**BUSINESS ARISING**

Item	Decision/Action	Responsibility	Target Date
1. Heritage Tree Application	The Heritage Tree Designation application from Blaine Schumacher has been approved. The task force has evaluated the elm tree at 616 St. George Street and Mr. Schumacher has been notified of the approval.		

**NEW BUSINESS**

Item	Decision/Action	Responsibility	Action
1. Complaint about wheel chair	A complaint has been received from Leslie Gilholme regarding wheel		

accessibility	chair accessibility in Annapolis Royal. It was agreed that the complaint would be forwarded to the Annapolis District Board of Trade. The Acting CAO will conduct a survey on listserve to see how other heritage towns deal with disabled access. Information regarding bylaws and codes would also be requested from the Town Planner and the Building Inspector.		
2. New Civic/Construction	More information was requested. It is unclear why a new civic number was assigned to this property.		
3. Windows Conservation Course	For information only.		
4. Application for changes to Heritage Property - 372 St. George Street	<p>Councillor Boulding declared a conflict of interest for this issue. The application is for his property.</p> <p><b><i>Motion #9</i></b> <b><i>It was moved by Ian Lawrence, seconded by Kathie Fearon to recommend to Council approval of the Application for changes to Heritage Property at 372 St George Street.</i></b></p>		

## GENERAL / CORRESPONDENCE

1. Development/Building Permit Report - The report was reviewed, and found to be satisfactory.
2. Annapolis Royal Town Crier in the Stellarton Newspaper - For information only.

## GENERAL DISCUSSION

1. Councillor Roberts distributed information on the Saint John Arts & Culture Policy. Chair of the Arts Council Board, Christine Ross, would like to make a presentation to Council on August 14, 2006. Council will consider adopting a policy at that time.



**NEXT MEETING** September 6, 2006 at 9:00 a.m.

**ADJOURNMENT**

*It was moved by Councillor Boulding that the meeting adjourn.*

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