

TOWN OF ANNAPOLIS ROYAL
1 COMMITTEE OF THE WHOLE
MINUTES
August 5, 2009
9:00 am

The regular meeting of the Committee of the Whole was held on Wednesday, August 5, 2009 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Shaffner, Councillors Kathie Fearon and Sherman Hudson, CAO Amery Boyer, and Executive Assistant Jackie Longmire as recording secretary. Also in attendance were Business Liaison Committee members Danny McClair and Caroline Bosley, and PHAC member Grant Slinn.

Regrets: Councillor Pat Power and Director of Finance Melony Robinson

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

July 15, 2009

Motion # 1

It was moved by Councillor Hudson, seconded by Councillor Fearon, that the Committee of the Whole minutes dated July 15, 2009 be approved, as presented. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

Under New Business add:

- 9. Holding Pond for Fire Protection
- 10. Funding Request from ARDMA¹

Under PHAC New Business add:

- 4. Unsightly Premises

¹ - Annapolis Royal & District Marketing Association

APPROVAL OF AGENDA

August 5, 2009

Motion #2

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson, that the agenda dated August 5, 2009 be approved as amended. Motion carried.

PRESENTATIONS:

9:00 am – **Farmer's Market and Parking – Angela Chartier** – Ms. Chartier asked that Council address the congestion issues at the Farmers' Market. She said that she had received a letter from the Town but the Town had been misinformed about the situation. Ms. Chartier provided photos of the Market area to demonstrate how congested the area is and to indicate where cars have been parking on the sidewalk. Mayor Roberts apologized for the miscommunication and said that the Town depends on the market organizers to make good decisions. Danny McClair suggested that St. George Street be blocked off during Saturday markets and a survey be taken of the business community for other input.

It was noted that other markets have restrictions that are a result of policies and by-laws enforced by each municipal unit. It was also mentioned that a police presence has not been noted during Saturday markets.

It was agreed that staff will follow up this fall and arrange a meeting with market organizers to sort out the issues before the spring market season. It is possible that a survey will be distributed throughout the Town to get opinions on the market from business owners and residents.

PUBLIC HEARING: None

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Accessibility Rebate Policy	<i>Motion #3</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, to recommend to Council, acceptance and approval the Accessibility Rebate Policy as presented. Motion carried.</i>		

2. Environment Committee	Mayor Roberts is hoping to have the committee meet within the next couple of weeks. Three individuals have indicated an interest in becoming members of the committee.		
3. Strategic Plan	The Strategic Plan will be reviewed on Monday, August 17 at 1:00 pm.		
4. Trail behind the Firehall	Mayor Roberts has not yet contacted Bear River First Nations regarding naming the trail after Chief Membertou.		
5. Council Orientation – Public Works	The site visit is complete and a presentation will be made to Council at the next meeting of Council on Monday, August 17. The presentation will cover all other aspects of the Public Works Department that were not addressed during the site visits.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO Boyer	
2. Development/Building Permit Report and Fire Inspection Report	For information only.		
3. Anti-Idling By-Law	This item will be reviewed by the Environment Committee.		
4. Procurement Policy	<p>CAO Boyer said that as a result of the changes in federal rules for procurement on June 30, 2009, the Town must change its Procurement Policy to reflect the Atlantic Procurement Agreement. Exclusions to the agreement are professional services such as banking, lawyers, engineers, etc.</p> <p>Council will review the information provided and the Procurement Policy will be discussed at the next meeting of Council.</p>		
5. Orderly and Peaceful Conduct By-Law	Mayor Roberts said that the Orderly and Peaceful Conduct By-Law should be re-written to address specific concerns. This item will be left to staff and a new draft by-law will be brought back to Council for review.		
6. Public Works Building Committee	The Town engineer is recommending that a Public Works Building Committee be created with the following composition:		

	<p>Member of Council – Doug Shaffner</p> <p>Hatch Mott MacDonald Engineers – Kevin Skebo</p> <p>Town of Annapolis Royal – Kevin McLean</p> <p>Wayne Morgan has been recommended as a lay person for the committee and Deputy Mayor Shaffner will contact Mr. Morgan to discuss his interest.</p>		
7. Building a Rural Creative Community	<p>Dr. Bob Maher has offered to make a presentation on a proposal he is making to the Rural Secretariat. This is seen as complementary to the Institute Project which has been on the Town's list of projects since 2002. Dr. Maher supports the project for Annapolis Royal, especially with the possibility of a school closure. A date for the presentation will be set based on Dr. Maher's schedule.</p> <p>PHAC member Grant Slinn said that he has held discussions with the Nova Scotia Community College, specifically regarding antique car restoration courses. There is also the possibility that a trolley bus offered to the Town by Annapolis, Maryland could be restored by students of NSCC. The Town has yet to accept the offer of the trolley bus until issues such as storage, shipping and use can be clarified.</p>		
8. Audit Committee	<p>Advice from the lawyer has been received and reviewed regarding the regulations surrounding the Audit Committee meetings. CAO Boyer said the Policy on Meetings and Procedures should be revised based on the advice received.</p>		
9. Holding Pond	<p>The Town had originally planned to create a holding pond adjacent to the trail in the Fortier Mills development but the idea has proven cost prohibitive. Ducks Unlimited was contacted about the possibility of using the French Basin as a holding pond and have indicated that it is possible. The next step in the process is for the engineers to provide a sketch of what the area would look like if the holding pond was developed at that location.</p>		
10. Funding Request from ARDMA	<p>ARDMA has provided a summary of the group's plans for making use of the marketing funds provided by the Town. The group anticipates using a maximum of \$15,000.00 of the funding for the following initiatives: advertising contracts, digital photo frame project and</p>		

	<p>promotional efforts in a variety of media. The funding will be provided by the Town paying the actual invoices. Copies of all invoices will be provided to Council for review. The balance of the original funding would go to fall projects.</p> <p>Mayor Roberts mentioned the Coastal Discovery magazine that is available on the ferries coming into Nova Scotia. The only mention of the Annapolis Royal area in that particular magazine is an advertisement for the Clothes Basket. Caroline Bosley will pass the information along to ARDMA.</p>		
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PLANNING AND HERITAGE ADVISORY COMMITTEE (10:00 a.m.)

In attendance: Grant Slinn

Regrets: Ian Lawrence and Peter Davies

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
1. 238 St. George Street	<p>A letter was received from the residents of 238 St. George Street regarding their in-home business. There are zoning issues with the property that are being addressed by Roger Sturtevant of the Annapolis District Planning Commission.</p> <p>It was noted that realtors and lawyers should be provided with zoning information for the Town that they can provide to potential residents and business owners.</p>		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Metal door on the Murray House	This item has been deferred until Ian Lawrence is in attendance and able to provide further details.		
2. Suggestion that the PHAC meetings begin at 9:00 am	All members of Council and PHAC present agreed with the suggestion. The next meeting of PHAC is scheduled for September 9 and it will be called to order at 9:00 am, as long as it works for those members absent.		
3. Application for Changes to Heritage Property – 221 St. Anthony Street	<p>This application is for used, larger, wooden windows to be installed in a garden shed. It has been requested that a photo of the shed be provided with a sketch of what it will look like after the installation of the windows.</p> <p>PHAC has suggested that all future applications for changes to heritage property be rejected if no photos are included with the application.</p>		
4. Unsightly Premises	<p>Councillor Shaffner asked about specific properties on St. George Street that could be considered unsightly as a result of poor yard maintenance. The Town does have a by-law that identifies community standards for maintenance and residents will be reminded in the next newsletter. Personal letters will also be sent to the property owners in question. As for other properties that have been previously identified as unsightly, CAO Boyer said the Town continues to follow the process to have the issues addressed.</p> <p>CAO Boyer suggested that the Unsightly Premises Committee meet to discuss the issues. She also indicated that another member was required on the committee.</p>		

IN CAMERA

It was moved by Councillor Fearon, seconded by Deputy Mayor Shaffner that the meeting move in camera to discuss by-law violations, a lease agreement and a personnel issue.

It was moved by Deputy Mayor Shaffner, seconded by Councillor Fearon that the meeting move out of camera.

The following motion is a result of the in-camera discussions:

Motion #4

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson, to recommend to Council that the license agreement proposal from Parks Canada for Petit Parc be approved and that the lease for the Town Hall and adjacent parking area be separate from the license for Petit Parc.

NEXT MEETING

September 9, 2009 at 9:00 a.m.

ADJOURNMENT

It was moved by Councillor Fearon that the Committee of the Whole meeting be adjourned.

<i>1Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts		
Changes made by Administrative Assistant Jackie Longmire		
Approved for website by CAO		
Forwarded to the Website		