

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

The regular meeting of the Committee of the Whole was held on Wednesday, December 9, 2009 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Kathie Fearon, Sherman Hudson, Holger Mueller-Sparenberg and Pat Power, CAO Amery Boyer, Director of Finance Melony Robinson and Executive Assistant Jackie Longmire as recording secretary. Several members of the public were also in attendance.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

November 5, 2009

Motion # 1

It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Hudson, that the Committee of the Whole minutes dated November 5, 2009 be approved, as presented. Motion carried.

APPROVAL OF SPECIAL COMMITTEE OF THE WHOLE MINUTES

November 18, 2009

Motion #2

It was moved by Councillor Hudson, seconded by Councillor Power, that the Special Committee of the Whole minutes dated November 18, 2009 be approved, as presented.

ADDITIONS/DELETIONS TO AGENDA

Under PHAC Business Arising add:

4. Update on the Murray House Door – Letter to property owner

Under PHAC New Business add:

1. Application for Changes to Heritage Property – 223 St. George Street

Under COW Business Arising add:

4. Update on St. Anthony Street Sidewalks

Under COW New Business add:

15. Asbestos Removal, Public Works Building
16. Foodbank

Under Correspondence add:

5. Anglican Church Levée

APPROVAL OF AGENDA

December 9, 2009

Motion #2

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson, that the agenda dated December 9, 2009 be approved as amended. Motion carried.

PUBLIC HEARING: None

PLANNING AND HERITAGE ADVISORY COMMITTEE (PHAC)

Mayor Roberts called the Planning and Heritage Advisory Committee meeting to order at 9:00 am

In attendance: Ian Lawrence, Peter Davies and Grant Slinn

PRESENTATIONS - None

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
1. Configuration of the New PHAC Committee	One additional resident member needs to be appointed to the Committee and an advertisement for the position will be placed in the new year. Councillors Hudson and Fearon volunteered to fill the two seats for representatives of Council.		
2. Draft Zoning Brochure for draft and consideration	The brochure will be sent to ADPC for further review. All members of Council will also review the brochure for approval at the next meeting.		
3. Application for Changes to Heritage Property – 208 St. George Street	Additional information was provided as requested. The color and size of the proposed signage was reviewed and approved. <i>Motion #3</i> <i>It was moved by Deputy Mayor Shaffner, seconded by Councillor Mueller-Sparenberg, to recommend to Council that the signage application for 208 St. George Street be approved. Motion carried.</i>		
4. Update on Murray House Door Letter	At the last meeting it was suggested that the CAO send a letter to the property owner regarding the installation of a metal door. CAO Boyer said that there was nothing inconsistent with the installation of the door under the current guidelines. The letter will be sent to the property owner stating that PHAC prefers wooden doors and the letter will also refer to the fact that an application for changes to heritage property was not submitted.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Application for Changes to Heritage Property – 223 St. George Street	The application is for the installation of a solar panel on the residence at 223 St. George Street. The panel is 6 feet high and will be installed on a small tower in the rear of the property but will be visible from the street. The suggested installation is at a 60 degree angle, fastened to		

	<p>the tower and extended out. Grant Slinn said that the panel itself would be more effective if installed at a 45 degree angle.</p> <p><i>Motion #4</i></p> <p><i>It was moved by Peter Davies, seconded by Councillor Hudson, to recommend to Council that the application for changes to heritage property at 223 St. George Street be approved on the condition that the panel be boxed into the existing structure and that the existing window be removed. Motion carried.</i></p>		
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The Planning and Heritage Advisory meeting was adjourned and the Committee of the Whole meeting was called to order.

COMMITTEE OF THE WHOLE

PRESENTATIONS

10:00 –Grant Slinn – Car Institute – Mr. Slinn has been exploring a Car Institute project for several months and presented his idea to members of Council. The proposed institute would be located at the current location of Holmes Garage. It would be an integrated operation with NSCC that would operate as a museum, educational facility, gift shop and restoration service for antique vehicles. For 9 months, it would be open to the public as a workshop/museum and then for the remainder of the year it would be an educational facility to teach the restoration techniques required for such vehicles.

Mr. Slinn has not discussed the project with the current owner of the property, Irving Oil Ltd, but is aware that when the current tenant vacates the building that land will be cleared and fenced. Mr. Slinn is actively looking to meet with Irving Oil Limited to discuss the possibility of Irving Oil Limited sponsoring the project in some manner. If the building continues to operate as a garage facility, then an environmental cleanup of the land is not required. The site will become a liability to Irving Oil Limited should it be vacated by the current tenant. Mayor Roberts will draft a letter of support on behalf of Council.

Mr. Slinn also talked about the Veteran Car Run 2010 from London to Brighton. Blaine Schumacher has provided an appropriate vehicle for the run; Blair Longmire will be assisting in the restoration of the vehicle and will be travelling to London for the Run.

Motion #4

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson, to recommend to Council that Mayor Roberts write a supportive letter on behalf of Council for the proposed Annapolis Royal Car Institute. Motion carried.

10:15 – Council Orientation – Overview of the Public Works Department – The Superintendent of Public Works Kevin McLean outlined the services, assets, maintenance schedule and achievements of the Public Works Department. Public Works currently operates with 2 full-time employees and one casual/seasonal worker. Mr. McLean said that another employee needs to be hired and trained in all aspects of operations.

Parking line painting in the St. George Street business district was also discussed and it was suggested that the Department not paint the parking lines in the future. This suggestion will be reviewed further and forwarded to the Traffic Authority for advice.

Mr. McLean said that sub-pump connections are still a factor in the sewer infiltration problems. Sewer readings have been received from the County of Annapolis and negotiations continue. The sewage treatment plant cannot operate in the event of a long-term power outage; this problem was identified to the Regional Emergency Measures Organization but no solution has been put in place. Mr. McLean said that a 3-phase generator is required and Connell Septic Services is on-call in the event of a long-term power outage.

Mr. McLean said that another sidewalk plow is required now that the Town has approximately 2 additional kilometres of sidewalks. He said that the Department currently has only one machine that is capable of clearing snow from the sidewalks and if it has any mechanical failure, the sidewalks cannot be plowed. It was also noted that if the Department had 2 sidewalk plows, the sidewalks would be cleared quicker and that would eliminate additional overtime expenses.

The assistant to the Superintendent will be writing the test for Level 1 certification within the next few weeks.

3. Town Fire Truck – Fire Chief Rick Smith – The Annapolis Royal Volunteer Fire Department is currently looking into replacing the 1991 Volvo Fire Truck that is considered the Town truck. The truck will lose certification required to operate as a fire vehicle in 2011. Mr. Smith provided a list of suitable trucks that will become surplus from a US Department in 2010. The Department intends to secure a loan for the purchase of a truck and is asking the Town to assist in the repayment of the loan. Mr. Smith is proposing that a member of the Department and a fire truck inspector travel to the US to inspect the trucks before a decision is made to purchase.

Motion #9

It was moved by Deputy Mayor Shaffner, seconded by Councillor Fearon, to recommend to Council that the Fire Chief and Inspector travel to the United States to inspect the surplus fire trucks of the Arlington Fire Department with the option to purchase and the Annapolis Royal Volunteer Fire Department providing funds to cover the expense of the trip. Motion carried.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Police Office Space	<p>The Town has sent a letter to the Foodbank advising that the space is now required for the Police Department. The Foodbank has apparently met with the County but the rent for space in that office is priced higher than the group can afford. The Foodbank has recently turned to the media for assistance in finding a location.</p> <p>The Town regrets having to serve notice on the Foodbank but the Police Department requires additional space and the Town cannot afford to house the Department in another location. It was noted that the electrical bills of the Foodbank far outweigh the monthly rental payments.</p>		
2. Water issues on Ritchie Street and St. James Street	The Town Engineer has inspected both properties and has provided reports to CAO Boyer. A solution has been proposed for the St. James Street issues but the problems on Ritchie Street continue to be investigated. The Engineer is working with the property owner on Ritchie Street.		
3. Idling Control Policy	<p><i>Motion #6</i> <i>It was moved by Councillor Mueller-Sparenberg, seconded by Councillor Fearon, to recommend to Council approval of the Idling Control Policy. Motion carried.</i></p>		
4. Update on the St. Anthony Street Sidewalk	There have been complaints received about the sidewalk on St. Anthony Street; especially the area in front of the cemetery parking lot that is used by the Home Hardware employees. The sidewalk was not constructed in front of the parking area at the request of a property owner. It was noted that the contractor is trying to accommodate the requests of property owners and all issues will be addressed in the Spring.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
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1. Water Tests	Water tests have been reviewed and found to be within the required parameters.	CAO Boyer	
2. FCM – Municipal Leadership on Climate Change Action in Copenhagen	For information only.		
3. Instruction to residents regarding the placement of civic numbers on mailboxes – Municipality of the County of Annapolis	For information only.		
4. Letter of appreciation from Carol Littleton	For information only.		
5. Proposed Part 10 Energy Efficiency Code (Building Code)	The code change is driven by the Provincial Environmental Goals and Sustainable Prosperity Act which was passed in the Spring of 2007 and comes into effect on December 31, 2009. The change will affect all new home construction but heritage properties remain exempt.		
6. Influenza Pandemic Personnel Policy	<i>Motion #7</i> <i>It was moved by Councillor Mueller-Spaenberg, seconded by Councillor Hudson, to recommend to Council that the Influenza Pandemic Personal Policy be approved. Motion carried</i>		
7. Tender – Janitorial Services	An advertisement has been placed for janitorial services at the Town Hall and Public Works building. The new contract will take effect on April 1, 2010 with the deadline for submissions being March 11, 2010.		
9. Tender - Insurance	The deadline for insurance tenders submissions is February 25, 2010 with the new contract taking effect on April 1, 2010.		
10. Tender – Garbage Collection	The current contract with EFR expires on March 31, 2010. CAO Boyer is in the process of drafting the tender specifications.		
11. Christmas Potluck December 21	A potluck is planned for December 21 which will include 25 year service medal presentations to Ross Campbell and Dale Miller and the oath for the new Police Chief, Burt McNeil. It was agreed that a retirement dinner should be planned for Dale		

	Miller. The Executive Assistant will follow up with Mr. Miller and a date will be set in the new year.		
12. Acadian Bus Lines	<p>The Acadian Bus Lines is considering cancelling its run from Kentville to Digby. There is a petition at the Annapolis Royal Inn that can be signed to object to this decision. The Town will draft a letter to Acadian Lines to express concerns over the run being discontinued. Information about the petition will be posted in the next edition of the Town Crier.</p> <p><i>Motion #10</i></p> <p><i>It was moved by Councillor Fearon, seconded by Councillor Mueller-Sparenberg, to recommend to Council that a letter be drafted to the Director of the Public Utility and Review Board outlining concerns raised about the discontinuation of the Kentville to Digby Acadian Lines Bus route. Motion carried.</i></p>		
13. Request for interest write-off on tax account #01054139	<p><i>Motion #11</i></p> <p><i>It was moved by Councillor Hudson, seconded by Councillor Fearon, to recommend to Council that interest in the amount of \$8.29 be written off account # 01054139. Motion carried.</i></p>		
14. Follow-up on December 2 public meeting	<p>Chris Payne has been contacted to set up a public meeting to explain Community Economic Development Investment Funds. CAO Boyer said that the ADEDA Investment Strategy does not make mention of Annapolis Royal's financial situation. A meeting was held between all CAOs and Mike Gushue of ADEDA; it was noted that Annapolis Royal will be cutting approximately 10% of its budget in the coming year and there would be no funds for an increased municipal share for ADEDA.</p> <p>All points that were raised at the December 2 public meeting will be reviewed and the ones that are of little or no cost will be actioned.</p>		
15. Follow up on December 7 meeting with the Minister of Service	It was agreed that the meeting went well. A letter will be forwarded to the Minister of Education regarding the Goddard College Project and		

Nova Scotia and Municipal Relations	the Town will proceed with the NSPI appeal.		
16. Asbestos in the Public Works Building	A quote of \$1200.00 has been received for the removal of asbestos from the Public Works building. The work must be completed.		

GENERAL CORRESPONDENCE (FOR INFORMATION ONLY)

- 1. Thank you letter from ADEDA** – For information only.
- 2. The Municipality of the District of Guysborough issues a statement on the Tire Derived Aggregate Program** – For information only.
- 3. Enjoy Nova Scotia Lobster** – For information only.
- 4. Letter of Appreciation – French Basin Trail** – For information only.
- 5. Anglican Church Levée** – An invitation was extended to all members of Council for the Levée at the Anglican Church. The Levée begins at 10:00 am and all members of Council has been asked to stand in the receiving line.

IN CAMERA

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson to move in camera to discuss the potential listing of Town land for sale and negotiation of the sewer agreement.

It was moved by Councillor Hudson, seconded by Deputy Mayor Shaffner to move out of camera.

NEXT MEETING

January 6, 2010 at 9:00 a.m.

ADJOURNMENT

It was moved by Deputy Mayor Shaffner 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		