

TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
Draft Minutes
February 7, 2007

The monthly session of the Committee of the Whole was held on Wednesday, February 7, 2007 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Phil Roberts, Doug Shaffner, Ron Boulding and Sherman Hudson, CAO Amery Boyer, Director of Finance Melony Robinson and Administrative Assistant Jackie Longmire as recording secretary.

CALL TO ORDER

Deputy Mayor DeWolfe called the meeting to order at 9:00 a.m.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

January 3, 2007

Motion # 1

It was moved by Councillor Roberts, seconded by Councillor Shaffner, that the minutes dated January 3, 2007 be approved. Motion carried.

ADDITIONS TO AGENDA

Under Business add:

- 6. Resolution for Green Streets funding

Under PHAC New Business add:

- 6. Designation of Heritage Trees

APPROVAL OF AGENDA

February 7, 2007

Motion # 2

It was moved by Mayor Kinsella, seconded by Councillor Hudson, that the agenda for the Committee of the Whole meeting dated February 7, 2007 be approved as amended. Motion carried

PRESENTATIONS

1. Norman Naime - Mr. Naime offered several suggestions regarding events and celebrations. He suggested using the cadets for re-enactments and during Natal Day Weekend. He said that there should be more celebrations in Town that focus on heritage as a way to attract visitors. He said that the Town has all the key elements including the Fort, Historic Gardens, history, and Upper Clements Park. The Town should explore ways to package those elements to attract visitors.

Mr. Naime said that there is a negative opinion of Annapolis Royal outside of the area. Greenwood and Digby are progressing while Annapolis Royal sits idle. He said that business in the town will continue to decline as neighbouring communities move forward. He said that he enjoys living in Annapolis Royal because of the simplicity, low crime and friendliness of the people but the Town needs to create events that will draw people to the area. He offered his assistance on planning and executing any event in the future.

Council agreed that rural communities all over the Province are suffering and struggling with the question of “what can we do to make our area more attractive.” Councillor Roberts said that the expensive real estate deters young families from moving to Annapolis Royal. Mayor Kinsella said that the celebration of the 400th Anniversary for the Town in 2005 was an exciting year and the Town is trying to continue the excitement and enthusiasm but hosting events is expensive. Mr. Naime also suggested the possibility of a Tall ships race. Councillor Roberts said that a yacht race is actually in the planning stages with Annapolis, Maryland.

Council thanked Mr. Naime for his comments and suggested that he contact the Natal Day Committee and get involved with event planning. Council also suggested that he contact the Annapolis District Board of Trade and Paul Stackhouse of the Annapolis Royal Tourism Council. Mr. Naime thanked the Town for its suggestions and the opportunity to speak today.

2. Active Living Guide Presentation - Andr_ Bouchard and Recreation Director Grant Potter spoke to Council regarding the development of the Active living Guide. The guide offers lots of ideas on how to remain active all year. He described the Guide as an important phase in the Active Living Strategy and said that other co-op projects will follow. The strategy promotes improving the quality of life and Council was thanked for its participation.

3. Skateboard Park - Andr_ Bouchard and two young representatives from the Annapolis and Area Bikes, Boards and Blades Association (AABBBA) spoke to Council about the possibility of constructing a skate park in Annapolis Royal. They described the park as a place for children, youth and parents to play safe and have fun.

They showed pictures of several different parks across the province and explained how the proposed Annapolis Royal park

would be a tourism draw and would include a walking trail to make it the perfect Town park. The park was described as 4,000 square feet with an area for skateboarders, bikers and walkers. There would also be green space with benches for spectators. The cost of the park is estimated at \$125,000.00.

Possible locations have been explored and two of the site that were considered ideal were in Town. The location should be easily accessible, visible to the community and a focal point of the area. Two possible locations within the Town are near the schools on the property of the Municipality of the County of Annapolis or on Town property behind the Legion. The group has been working with the traffic authority and the Town planner to select possible locations. The County has suggested that the group hold events in the parking lot of their property so that residents can get a feel for what will take place in the area if the park is actually built.

Mayor Kinsella asked what the financial commitment would be for the Town. Mr. Bouchard said that all details are still in the planning stages at this point but he anticipated that the Town would be asked for \$1,000.00 a year over a period of three years. Council expressed an interest in the possible development and thanked the representatives for the interesting and informative presentation.

4. Destination South West Nova Scotia - This organization is the amalgamation of three associations; Yarmouth, South Shore and the Evangeline Trail Tourism Association. Madonna Spinazola and Doug Fawthorp explained the new membership program, the Visitors' Guide and the website. They are encouraging all units to post events on the website and provide a link from their own site. They are encouraging all businesses to become members; the rate is approximately \$75.00 and there will be several benefits of membership. They explained that they are in their first year of operation and they are exploring several plans and options for promotion of the area.

Mr. Fawthorp explained the Visitor Information Centre networking project where 26 centres will be supplied with computers that are linked together. The system will allow for quick access to information on the area and a current list of festivals and events. He also spoke of the Municipal Investment Program. The investment formula is based on uniform assessment and population. The investment for the Town, based on the formula, would be \$641.00 but the organization is asking for a minimum of \$1,000.00 investment. Mayor Kinsella said that the Town is supportive of the organization and he is pleased with the investment formula. He said the Town is always looking for opportunities to partner.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Vacation Policy	<p>CAO Boyer introduced recommendations from staff regarding the vacation policy. The proposed policy would see a one week increase in vacation time every 5 years. It is recommended that one policy cover all employees. Council agreed to one policy but asked for more time to review the options. Council was asked to forward any comments or suggestions to the Human Resources Committee.</p> <p><i>Motion # 3</i> <i>It was moved by Councillor Boulding, seconded by Councillor Hudson to recommend to Council tabling the vacation policy recommendations until the next Committee of the Whole meeting in March.</i></p>		
2. Unsightly Premises Update	<p>An Unsightly Premises notice appeared in the local paper, informing the public of the process. CAO Boyer said that she will be visiting one particular property with the Unsightly Premise Administrator from the Municipality of the County of Annapolis. CAO Boyer said that the process is moving along as scheduled. Council commented that they are pleased with the progress.</p>		
3. NSPI Rate Change	<p>The Director of Finance said that it will cost approximately \$5,000.00 for a meter to be installed in the Food Bank. She said that it would be more cost effective to increase the rent to cover the costs. All options will be explored and Deputy Mayor Jane DeWolfe will speak to a representative of the Food Bank before a final decision is made.</p>		

	<p>The Director of Finance also said that the Building Inspector noticed a problem with the Food Bank freezers causing the room to overheat. He suggested that the freezers be moved into what is now a file storage room. This room has a window and would allow for proper ventilation. More information will be provided and a decision will be made at the next meeting of Council. NSPI will also be approached to obtain information on the effects of the rate increase.</p>		
4. United Baptist Church Sewer Infiltration Project	<p>CAO Boyer said that she has not had a response from a representative of the Church regarding the Town's solution to the infiltration problem. Confirmation tests have been completed and she is waiting for a reply from the Church before proceeding.</p>	Superintendent of Public Works Kevin McLean	
5. Website Policy	<p>CAO Boyer said that the policy has not been followed and the suggested rates have never been charged. She suggested eliminating the policy and encouraging business within the ADBOT district to advertise on the Town website at no charge.</p> <p><i>Motion #4</i> <i>It was moved by Councillor Boulding, seconded by Mayor Kinsella to recommend to Council approval of the request to eliminate the Website Policy and all fees related to out of Town businesses advertising on the Town website.</i></p>		
6. Request for a Resolution for Green Streets Funding	<p>CAO Boyer requested a resolution from Council for the purpose of a Green Streets application. She said that the possible funding would include things such as tree planting, maintenance of entry point signs and landscaping.</p> <p><i>Motion #10</i> <i>It was moved by Councillor Roberts, seconded by Councillor Shaffner to recommend to Council approval of the resolution for Green Streets Funding and to move forward with the process.</i></p>		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been reviewed by the CAO and found to be within the required parameters.	CAO	
2. Commissioner of Oaths fee	<p>The Town has received complaints regarding the fee that is charged for the Commissioners of Oaths service. It was agreed that the fee would be eliminated and a voluntary donation to Town projects would be suggested instead (eg. Pool and/or skateboard park).</p> <p><i>Motion #5</i></p>		

	<i>It was moved by Councillor Roberts, seconded by Councillor Shaffner to recommend to Council approval of the request to eliminate the fee for the Commissioner of Oaths service.</i>		
3. Scheduled times for Committee of the Whole Meetings	Council has asked that consistent times be scheduled for Committee of the Whole and Council meetings. The majority agreed that both meetings should begin at 9:00 a.m.		
4. Order of Nova Scotia - Call for Nominations	Members of Council were advised to pick up an application from the Administrative Assistant if they wish to make a nomination.		
5. Board of the Annapolis Digby Development Agency	<p>CAO Boyer said that negotiations with the prospective Managing Director have begun and the Agency should be up and running by, February 12, 2007. Mayor Kinsella said that the Mayors and Wardens' group recommend that the founding members of the Agency be either the Mayor/Warden or their deputy. Deputy Mayor DeWolfe would agree to serve. The Annapolis District Board of Trade and the Annapolis Royal Tourism Committee will be asked to submit a list of names for the selection of a citizen member.</p> <p>Motion #6 <i>It was moved by Mayor Kinsella, seconded by Councillor Hudson to recommend to Council the appointment of Deputy Mayor DeWolfe to the Board of the Annapolis Digby Development Agency.</i></p> <p>Motion #7 <i>It was moved by Councillor Boulding, seconded by Councillor Hudson to recommend to Council approval of the request to approach the Annapolis District Board of Trade and Annapolis Royal Tourism Council for a submission of names for the citizen member of the Annapolis Digby Development Agency.</i></p>		
6. REMO Annapolis Peacetime Emergency Plan	Deputy Mayor Dewolfe described the report as an evergreen document, which means that changes that are not considered substantive can be made in order to update the plan by the REMO Director. All other changes would be presented to Council for		

	<p>approval. This plan provides all the information that would be required in case of an emergency.</p> <p><i>Motion #8</i> <i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to recommend to Council acceptance of the Annapolis Peacetime Emergency Plan.</i></p>		
7. FCM - Workshops	For information only.		
8. Community Pandemic Vaccine Clinic Locations	The document is requesting designation of a location for a possible clinic. It was agreed that the Legion, Health Centre and Fire Hall would be suggested as possible locations.		
9. Save the Tourism Visitor Rebate Program Campaign	<p>Visitors to Canada are now able to receive an HST refund through the program. The program is being discontinued and will result in higher costs to travellers and may deter tourists from visiting the area. A letter will be drafted on behalf of Council and forwarded to the local MP. Council agreed to send the letter as soon as possible.</p> <p><i>Motion #9</i> <i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to recommend to Council approval of the request for a letter to be forwarded to the local MLA requesting the elimination of the Tourism Visitor Rebate program be reconsidered.</i></p>		
10. Website Contract	The webmaster contract is up for renewal; Council was asked if they wished to suggest any changes, additions or deletions to the existing contract; this will be discussed at the next meeting of Council.		

PLANNING AND HERITAGE ADVISORY COMMITTEE 9:00 a.m.

PHAC members Kathy Fearon and Elizabeth Ross were present for this portion of the meeting.

Regrets: Ian Lawrence

BUSINESS ARISING

Item	Decision/Action	Responsibility	Target Date
1. Update from Ian Lawrence re: the designation process	Mr. Lawrence was not present to offer updates. He will provide the information at the next meeting.		
2. Committee to develop a property restoration handbook - update from Ian Lawrence	An update will be provided at the next meeting.		
3. Heritages Places in Nova Scotia: what you need to know	PHAC members were asked to review the publication and offer an opinion at the next meeting.		

NEW BUSINESS

Item	Decision/Action	Responsibility	Action
1. Vacant lot on St. George Street - proposed development for the property	The proposal for the lot was for a chalet style, multi level, single family home. It was agreed that the land would be difficult to build on and that the proposed development was a suitable option for the lot. Council and		

	<p>the PHAC Committee had questions about the chalet style of the building. Several other questions were generated regarding land use and the size of the lot that will be forwarded to the Planning Commission.</p> <p>Mr. Schnetzel arrived at the meeting after the discussion was held and he answered most of the questions. He presented Council with a different drawing of the structure. The new drawing was of a one level home and Council preferred the design over the original chalet. Mr. Schnitzel said that he is exploring options at this time and he is wondering what he can and cannot do with the design. He said that he will not be using an architect; he will be designing and building the structure himself. He said that the exterior will be wood shingles, stucco or clapboard. Council asked that Mr. Schnetzel if he would consider building a home that was more in tune with the heritage style of the Town. Mr. Schnetzel questioned the style of the building adjacent to the vacant lot and said that it was a difficult lot to build on and he was proposing a structure that would fit the lot. He said that it would be expensive and difficult to build a heritage style home on the lot. Council encouraged Mr. Schnetzel to proceed with the development, to continue to communicate with the Planning Commission and keep the Committee up to date on his plans.</p> <p><i>Motion #11</i> <i>It was moved by Councillor Roberts, seconded by Councillor Boulding to recommend to Council approval in principle of the development plans for the vacant lot on St. George Street.</i></p>		
2. Embracing the Heritage Advantage: A conference for people living and working with heritage	For information only. Anyone wishing to attend can obtain a registration package from the Administrative Assistant.		
3. Application for Changes to Heritage Property - 613 St. George Street	The application covered an extensive list of repairs to the home located at 613 St. George Street. Pictures and details of the work to be completed were provided. It was noted that most of the renovations		

	<p>were related to energy efficiency and were in line with the Town's energy policy. The owner of the property, Grant Slinn, arrived after the discussion was held. Council did not have any questions regarding the application. The property owner was thanked for a very complete application.</p> <p><i>Motion #12</i> <i>It was moved by Councillor Shaffner, seconded by Kathie Fearon to recommend to Council approval of the application for changes to Heritage Property located at 613 St. George Street</i></p>		
4. Heritage Weekend in Annapolis Royal	A schedule of events for the weekend was distributed. For information only.		
5. Unveiling of the Prince of Wales Plaque	The official unveiling will take place on March 23, 2007 at 4:00 p.m.		

GENERAL / CORRESPONDENCE

1. Annapolis Valley Regional Library - Report to Municipal Units - For information only.
2. Development/Building Permit Report - For information only
3. Annapolis Royal Historic Gardens - Thank you for participating in the jar fund raising campaign - For information only.

IN CAMERA

Motion #8

It was moved by Mayor Kinsella, seconded by Councillor Shaffner to move in camera to discuss Administrative staffing needs.

Motion #9

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

NEXT MEETING March 7, 2007 at 9:00 a.m.

ADJOURNMENT

It was moved by Mayor Kinsella that the meeting adjourn.

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

