

COMMITTEE OF THE WHOLE
Minutes
February 09, 2005

The monthly session of the Committee of the Whole was held on Wednesday, February 09, 2005 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Sherman Hudson, Ron Boulding, Peter Kramers and Douglas Shaffner, Melony Robinson Director of Finance, Amery Boyer CAO¹ and Marlene Feener as recording secretary. Also present were Bruce Gurnham, Heather LeBlanc, Bill Travis, Vicki Elliott-Lopez, Brenda Thompson, Dick Levy, Grant Potter Recreation Director, Kevin McLean Superintendent of Public Works.

CALL TO ORDER

Chair Jane DeWolfe called the meeting to order at 9:00 a.m.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

January 05, 2005

It was moved by John Kinsella, seconded by Doug Shaffner, that the minutes dated January 05, 2005 be approved as circulated. Motion carried.

ADDITIONS TO AGENDA

APPROVAL OF AGENDA

February 09, 2005

It was moved by John Kinsella, seconded by Peter Kramers, that the agenda dated February 09, 2005 be approved as circulated. Motion carried.

¹Chief Administrative Officer

PRESENTATIONS:

1. *Bruce Gurnham re Tourism Destination Area 9:00 a.m.*

Bruce Gurnham and Heather LeBlanc were in attendance. Heather is a member of the Tourism Partnership Council and this is her 3rd year on Council. The Council will be meeting in Annapolis Royal in June 2005. The Deputy Minister, the Vision Team and the Partnership Council will be in attendance. Heather read the document attached to these minutes for the record. The initiative will be called Destination Annapolis with a number of partners.

2. *Marlene Huntley, Work Activity Society re a New Job Search Centre in Annapolis Royal / 9:30 a.m.*

Bill Travis, Director; Vicki Elliott-Lopez, Program Manager; Brenda Thompson, Program Search Coordinator were in attendance. The Society is seeking support from the Town in informing the community about its job search activities. Their flagship program is the Annapolis Valley Work Centre located in Kentville. Although the Society is very satisfied with the program, transportation is an issue. They have to put their programs into the rural communities to try to bring it closer to their clients.

The Valley Skills Initiative

This started when Michelin came to the College and said that people in the Valley did not have the job entry skills that they required. The Departments of Education and Community Services, Human Resource Development Canada, the Regional Development Authorities, and the Society met to discuss the problem. A pilot program was developed to focus on the manufacturing sector. A survey was conducted to determine what skill sets were missing. As a result, a test was developed to assess job readiness. A program was developed to raise skill levels.

Employment Counselling Services and a Job Search Centre in Annapolis Royal

There was a counsellor in Annapolis Royal for some time but the demand was low and the local service was discontinued. Job readiness programs are offered. There is also a response for crisis situations, such as Britex. An employment counsellor in Bridgetown worked to assist approximately 80 individuals with excellent results. There is a plan to have something more sustainable than a piece meal approach. Human Resource Development Canada has agreed to fund a job search centre in a pilot program for one year. It will primarily be a self serve centre between ReMax and the Shoebox on St. George Street. There will be three computers and individuals will be given job search assistance. The office will be open and an employment counsellor can be brought in from other areas by appointment. Currently, Annapolis is being served by Digby, but transportation is a barrier. Councillor Ron Boulding stated that King's Transit now goes from Annapolis Royal to Digby and back. The office will open next month and there will be an open house. 90 percent of funding comes from Community Services and Human Resource Development Canada. The rest comes from rotary clubs and municipalities. Rotary clubs are also excellent for providing assistance to the disabled community.

When asked about the long term fix, Bill Travis stated that the educational system needs to focus on the development of soft skills such as

work ethic, motivation, the importance of attendance, and development of self worth.

3. *Dick Levy re mural 10:00 a.m. for PHAC ²(tentative)*

The PHAC portion of the agenda began at 10:15 a.m. Mr. Levy brought a large picture of the proposed mural. It is a painting done by Mr. Robert Tom of Louis Hébert. The painting hung in the Hutchins Pharmacy lunch room for 30 years. The mural project was first proposed for the year 1996. The Events Committee of the Port Royal 400th Society discussed the project and the Society decided not to proceed with the project in 1999. In recent years, the idea was revived based on a request from Greg Kerr. The son of the painter was contacted, then the Faisier Corporation in New York, the custodians of the painting, and now there is permission to use the painting as a basis for the mural.

A signed permission from Sidney Young, the owner of the building, has been obtained. A letter was also previously issued by Sherman Hudson endorsing the project in principle on behalf of the Town. Mr. Levy talked about a permanent installation on the building rather than painting directly onto the building. He brought samples of work done by a mural painter. The cost is not expected to exceed \$3,000.00 and the project would take approximately 30 days - the work would be done indoors. Sun and weather resistant paint would be used. He is unsure where the Port Royal 400th Society stands with respect to tendering rules, etc.

Dick Levy will be seeing Chief Muise or Agnes Potter of the Bear River First Nation in Digby next week and will talk to him/her at that time about the project.

²Planning Heritage Advisory Committee

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Results of energy audit of Town owned buildings (3)	<p>Amery Boyer reported that she has reviewed the results from Brian Hayes. She reported that Annapolis Builders are the contractors who received the contract to do the 2004-2005 work on the building.</p> <p>A grant application will be completed to request funds for any work resulting from the energy audit.</p>	CAO	
2. Water Capital Projects (4)	<p>Kevin McLean stated that for the Town to have an adequate water supply for fire service, a holding pond could be dug on Prince Albert Road by Charlie's Place Restaurant. He said that he didn't feel that a water storage tank would be feasible as the cost would be in excess of \$100,000.</p> <p>Kevin McLean reported that there have been discussions between the Town and the County regarding purchasing another generator to provide water to the Town in the event of a major power outage. He said that this type of generator would cost \$50,000 to \$60,000. If the power should go out, the Town would have water for approximately 2 days.</p> <p>Kevin McLean reported that there have been discussions on running a second water line across the causeway in case something should happen to the original line. He said that a second line above the ground would be an option to be looked at.</p> <p>Amery Boyer reported that the water loss that cannot be accounted for is low. The loss includes areas such as the two subdivisions, the Save Easy, and the line going across the causeway.</p> <p>John Kinsella asked if the pressure from the Annapolis Community Health Centre going toward Lequille is still low.</p>		

	<p>Kevin McLean reported that individuals can buy a booster pump for their homes with a back pressure valve. He said that another option would be a booster pump that would service all the residents. This second option would cost more than \$100,000 to install.</p>		
2. Water Capital Projects (4) (cont'd)	<p>Kevin McLean reported that Hillside Drive has a pressure problem. This is because the line for the whole subdivision is only an inch and a half. Kevin McLean reported that there is a line that could be opened to supply water to Hillside Drive. He said that he would have to get permission from the engineer to see if the two pumps would handle the extra pressure.</p> <p>Kevin McLean and Melony Robinson will provide a recommendation to council on the issue of installing booster pumps to homes from the Annapolis Community Health Centre to the top of the hill in Lequille.</p> <p>Kevin McLean reported that a memorandum of understanding would be required from the County before decommissioning the former Town water supply (lake).</p> <p>Discussion was also held on the water rate study. Melony Robinson explained the changes to the water rate study to members present. Melony Robinson reported that changes will be made on Schedule A, B, C and D page 4.</p> <p>With the proposed increase, an average water bill will go up approximately \$6.00 for usage, and the increase of the base rate charge.</p> <p>Melony Robinson reported that the percentage increase to various water line sizes is smaller with the use of larger lines.</p> <p><i>It was moved by Peter Kramers, seconded by John Kinsella, that recommendation be made to Council, that approval be given to the water rate study contingent upon clarification on the issue of the rate of the increase for specific size lines. Motion Carried</i></p>	Council	

	<i>It was moved by Mayor Kinsella, seconded by R. Boulding, that a round of thanks be given to Melony Robinson for all of her work on the water rate study. Motion Carried</i>		
3. Young Company Productions Association letter re Financial Support for Young Company (27)	Discussion was held. Councillor Peter Kramers will facilitate a meeting with the Young Company Productions Association and the King's Theatre Society.	Councillor Kramers	
4. Other			

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Bill Card 140 (1)	<p>Discussion was held.</p> <p><i>It was moved by John Kinsella, seconded by Ron Boulding, that recommendation be made to Council, that water bill card # 140 be written off in the amount of \$228.42. Motion Carried</i></p>		
2. L.M. Emms Memo re Traffic Authority memos dated December 30, 2004 and December 29, 2004 (2)	<p>Discussion was held on the various options.</p> <p>It was moved by Peter Kramers, seconded by Doug Shaffner, that recommendation be made to Council, that Laurie Emms' recommendation that all parking on the east side of St. George Street from St. Anthony Street to the church be eliminated. Motion withdrawn</p> <p>Laurie Emms will be asked to attend the February Council meeting</p>		

	to discuss options further. An ad will be placed in the paper stating that this will be discussed at a public meeting.		
3. Launch of Green Streets Program	Amery Boyer reported that there is a \$3,000 grant that may be available to the Town for this program. She reported that 1,000 bush willows that were planted on the French Basin Trail by Clean Annapolis River Project. The trees supplied by J. D. Irving. The Town has already re-applied for next year.	CAO	
4. Water Bill Card 520 (5)	<p>Discussion was held. Kevin McLean reported that the owner of bill card 520 provides a service to the Town. He said that the individual informs Public Works staff if there is no water at this point in the water line.</p> <p><i>It was moved by Ron Boulding, seconded by Peter Kramers, that recommendation be made to Council, that fifty percent of water bill card 520 be written off on an ongoing basis. Motion carried</i></p>		
5. Town Flag (11)	<p>Discussion was held.</p> <p>Jane DeWolfe preferred flag 10, the water from flag 8 and the pendant flag from 3. Ron Boulding liked 3 and 4. Doug Shaffner liked flag 4.</p> <p>Peter Kramers suggested a flag with the ensign (Maple Leaf) on it. It was agreed that three options would be presented to the public for consideration: flags 10, 4 and a third to be developed.</p>		
6. Provincial Volunteer Week / Volunteer Nomination (14)	<p>Amery Boyer reported that no nomination was put forward for the Thésése Casgrain award for this year. She said that the time line was too short for the work that was involved to prepare for the nomination.</p> <p>Council was asked to forward potential nominations for the</p>	Council	

	provincial award to the CAO. A phone poll will be held to vote on potential nominations if necessary.		
7. Grant to Port Royal 400 th Society (16)	<p>Amery Boyer stated that this grant would cover the extra cost of directors' liability insurance for the Port Royal 400th Society during the 400th celebrations.</p> <p><i>It was moved by Ron Boulding, seconded by John Kinsella, that recommendation be made to Council, that the Town of Annapolis Royal provide a grant, not to exceed \$500, to cover directors' liability insurance for the Port Royal 400th Society during the 2005 celebration year. Motion carried.</i></p>		
8. Dogs Bylaw, Animal Control Services Provided by the County memo dated February 04, 2005 & Email dated January 31, 2004 from Steve Lewis re CAPS suggestions for Dogs Bylaw / Report from (9) & (17)	Amery Boyer asked members of Council if the Town should parallel the County's Bylaw for enforcement issues. Members of Council agreed. Staff will draft a new Dogs Bylaw.	CAO	
9. The Old Post Office & Examining Warehouse - Report from Masters Student (18)	<i>It was moved by Ron Boulding, seconded by John Kinsella, that the Town of Annapolis Royal accept The Old Post Office & Examining Warehouse report. Motion carried.</i>		
10. Emergency Measures Organization (EMO) - Town (20)	<p>Amery Boyer stated that this report is a result of a recent Emergency Measures Organization debriefing in Lawrencetown. She reported that the Fire Chief said that the Fire Fighters were being overtaxed when an emergency takes place. They have to man the emergency centre and be on call for call outs. She said that service groups could be asked to participate at the emergency centre.</p> <p>Amery Boyer suggested that the Town should have a trunk mobile radio and a demon dialer for use during an emergency. She will investigate the cost of a demon dialer</p>	CAO	

	Amery Boyer reported that she will be attending a meeting at the County on February 11, 2005 on the subject of the Emergency Measures Organization.		
11. Response to Questions Posed by the County re: Recreation Facilities (23)	Amery Boyer reported that a survey will go out to residents regarding recreational facilities within the Town. There will also be a public meeting to discuss further.		

PLANNING AND HERITAGE ADVISORY COMMITTEE (1:00 p.m.)
BUSINESS ARISING

1. Proposed Public Meeting on Signage	A staff report is complete except for the agenda for the public meeting scheduled for March 16, 2005. Roger Sturtevant will be asked to provide input to the agenda.	CAO	
2. Follow up to 2001 Heritage Conference	Elizabeth Ross reported that Bill 81 is now dead. Of concern is the one year moratorium on demolition of heritage properties. The existing legislation is 20 years old. She stated that the Town could adopt two projects. One would be to lobby for stronger heritage protection with other municipal units, and the other would be introducing a new heritage layer to the Town's website.	E. Ross	
3. Mews Development - Options for Development of Properties Behind St George Street (behind Annapolis Appliances)	Amery will follow up with Harry Jost.	PHAC Harry Jost	
4. Consideration of Heritage Awards	<p>Elizabeth Ross circulated a draft program. The question was whether there should be a program for the Town only or for the whole County.</p> <p><i>Moved by John Kinsella, seconded by Sherman Hudson, that an Annapolis Royal buildings award program be adopted and announced in time for Heritage Day 2005. Motion carried.</i></p> <p>It was agreed that the program should be discussed with the Mayors and Warden's group to see if others are interested in the program. Elizabeth Ross and Ian Lawrence will discuss options for an official name in time for decision at the next Council meeting.</p>	E. Ross	Feb 21/05
5. Heritage Projects Funding Application (25)	The contract has arrived for signing. Elizabeth Ross and Barry Moody are working on the statements of significance for heritage properties. Elizabeth stated that Harry Jost who is the Project Manager, is willing to come to make a presentation to members of Council. Arrangements	CAO	

	will be made to have Harry present.		
6. Landscaping for the Health Centre - Carole Milligan	Jane DeWolfe has agreed to talk to Fran Duggan to see what the Auxiliary might be able to do.		

PLANNING HERITAGE ADVISORY COMMITTEE

NEW BUSINESS

1. Petit Park (15)	Staff are now pursuing an amended lease with Parks Canada as well as potential acquisition of the property to allow for the Boardwalk Extension Project to proceed.	CAO	
2. Emergency Health Services request for Signage (19)	Members of Council would like to see traditional materials used and not plastic. A formal applications is being requested that meet the MPS ³ , LUB ⁴ and heritage guidelines.		
3. Ye Olde Towne Pub Request for Lease Renewal (21)	<p>There was some discussion about future plans. Some time ago, it was agreed that when the street is resurfaced, the decision would be revisited.</p> <p><i>Peter Kramers moved and Ron Boulding seconded, that recommendation be made to Council, approval of the Ye Old Towne Pub lease renewal. Motion carried.</i></p>		
4. Florence Lewis' letter dated	Peter Kramers asked what the process and timeline were for	CAO	

³Municipal Planning Strategy

⁴Land Use Bylaw

09 February 2005 re Request to Deregister Property 36/36 St. Anthony Street (26)	deregistration. Staff will follow up. Ian Lawrence and John Kinsella will visit Mrs. Lewis to hear her concerns.	Ian Lawrence & John Kinsella	
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4. *Grant Potter Recreation Director*

At 11:15 a.m., Grant Potter gave members of Council a copy of the Recreation Department's projects, programs and priorities. They are attached to these minutes.

Grant Potter gave an update on the status of the proposed swimming pool. A decision on siting is required as well as soil testing. There is a 28-point work plan at item 23 which has been reviewed with Mike Trinacty of Nova Scotia Sport and Recreation. A survey will be conducted and a public meeting will be held to get input from the public. A grant application has not been sent to date. An application would be sent by February 01, 2006, with the possibility of a new pool by June 2006 if siting and soil testing is done prior to fall 2005.

The Province is saying that provincial funding is not available this year, but may be available next year.

Grant Potter reported that the Annapolis County Trail Authority has sent a letter seeking a letter of authority from DNR⁵. He said that he is seeking a letter of authority for in Town trail to ensure non-motorized use.

Grant Potter reported that Clare is ready to open a 16 kilometer trail with uses by skidoos and all terrain vehicles. He said that insurance issues have come up. He said that insurance agencies did not want to insure the trail if it is used by all terrain vehicles. He reported that Middleton had distinct concerns regarding the use of motorized vehicles in the Town. They have now asked the Annapolis County Trail Authority to come to the Town of Middleton to discuss the possible use of motorized vehicles. Council voiced concerns regarding insurance issues on the abandoned railway. Staff will investigate the insurance issue if motorized vehicles are permitted on the trail within the Town boundaries.

GENERAL / CORRESPONDENCE

1. Annapolis District Planning Commission Development/Building Permit Report for the month of January 2005 (6) - information only
2. Valley African Heritage Celebration Committee letter dated January 19, 2005 (7) - Discussion was held. Ron Boulding and his wife will attend. John Kinsella will investigate his availability.

⁵Department of Natural Resources, owner of old railway beds

3. Nova Scotia Utility and Review Board memo dated January 21, 2005 re Hearing Review Process (8) - information only
4. Atlantic Arborists Ltd. Letter dated October 18, 2004 re Trees (10) - Amery Boyer reported that the Town has taken down trees diseased with Dutch Elm and other trees that required pruning. Nova Scotia Power helped finance some of the work. Amery Boyer will investigate to ensure that the chipper work didn't leave Dutch Elm at the Public Works yard.
5. Annapolis District Planning Commissions letter dated January 18, 2005 re Fire Inspection Town Halls (12) - information only
6. Occupational Health and Safety Division report dated February 02, 2005 (24) - Amery Boyer reported that the Safety Representatives have been working on Health and Safety issues. David Sullivan from the Department of Labour provided a safety report for the Town Hall and Public Works buildings.

Discussion was held on renovations to Town Hall basement and the eating area at the Public Works building. Staff will get quotes for a lunchroom for Public Works and renovations to the basement.

It was moved by Ron Boulding, seconded by Peter Kramers, that recommendation be made to Council, that staff proceed with tendering work for the basement and the Public Works lunch room. Motion carried

7. Federation of Canadian Municipalities email dated February 01, 2005 re Government of Canada Press Release (13) - information only
8. Western Valley Development Authority email dated February 03, 2005 re Nova Scotia Immigration Strategy (22) - information only
9. Other - Melony Robinson reported that the rate increase for larger lines is lower because they will be paying a higher fee for water usage.

It was moved by Peter Kramers, seconded by John Kinsella, that recommendation be made to Council, that approval be given to the Town of Annapolis Royal water rate study. Motion Carried

OTHER

NEXT MEETING March 09, 2005 at 9:00 a.m.

Budget meetings are planned for March 08 and 10, 2005 at 9:00 a.m.

ADJOURNMENT

It was moved by Ron Boulding, that the meeting adjourn at 2:55 p.m.

<u>Action:</u>	<u>Date</u>	<u>Signature</u>
Reviewed by Deputy Mayor DeWolfe		
Changes made by Administrative Assistant Marlene Feener		
Approved for website by Mayor or CAO		
Forwarded to website and WVDA		