

**TOWN OF ANNAPOLIS ROYAL**  
**COMMITTEE OF THE WHOLE**  
**Draft Minutes**  
**January 3, 2006**

The monthly session of the Committee of the Whole was held on Wednesday, January 3, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Phil Roberts, Doug Shaffner and Sherman Hudson, CAO Amery Boyer, Director of Finance Melony Robinson and Administrative Assistant Jackie Longmire as recording secretary.

Regrets: Councillor Ron Boulding

**CALL TO ORDER**

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

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

December 5, 2006

**Motion # 1**

***It was moved by Councillor Roberts, seconded by Councillor Shaffner, that the minutes dated December 5, 2006 be approved. Motion carried.***

**ADDITIONS TO AGENDA**

Under New Business add:

10. Suggested amendment to the Human Resources Manual

Under Correspondence add:

2. Letter from the Municipality of the County of Kings requesting the presence of municipal politicians during a demonstration by pork producers and farmers at Province House on January 9, 2007.

## APPROVAL OF AGENDA

January 3, 2006

### Motion # 2

***It was moved by Mayor Kinsella, seconded by Councillor Hudson, that the agenda for the Committee of the Whole meeting dated January 3, 2006 be approved as amended. Motion carried***

## BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Unsightly Premises	A draft public notice regarding unsightly premises was reviewed. An ad will appear in the local paper this month notifying people that a request for tenders will be made in the spring for unsightly properties that are the subject of a Council order for remediation.		
2. Bylaw relating to the Fees for the Provision of Taxation Information	It was noted that this is a bylaw relating to financial institutions. A fee will be charged for written information provided to financial institutions on behalf of the tax payer. Clarification of the wording was discussed and it was agreed that the word "status" would be deleted from section 3 of the bylaw. First reading will be referred to Council.		
3. Baptist Church - Sewer infiltration	<p>Kevin Skebo has recommended that the Town pay half of the cost of a mutually satisfactory solution to correct the infiltration problem at the Baptist Church. CAO Boyer will discuss the options with members of the church. It was agreed that this work should take place as soon as possible but is contingent on the church agreeing to the proposed solution. This project will not go to tender because it is considered an addition to this year's sewer contract work and an urgent issue.</p> <p><b><i>Motion #3</i></b> <b><i>It was moved by Mayor Kinsella, seconded by Councillor Roberts to recommend to Council to proceed with the Baptist Church Sewer Infiltration Project at the quoted expense of \$7,168.50 to the Town,</i></b></p>		

	<i>with the work beginning as soon as possible.</i>		
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## 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. Request for decision - incentive for staff to quit smoking	The request is for the Town to provide an incentive for staff to quit smoking by paying for an initial 30-day prescription. It is estimated that the expense will be \$72.00 per staff member who decides to take advantage of the program. It was asked if the Town is willing to offer additional support if the initial subscription is not effective. CAO Boyer said the policy reflects that the Town is offering an incentive to start the quitting process. It was agreed that this initiative complements the Town's wellness policies.		
3. Business Incubation Centre at COGS	The Centre of Geographical Sciences is in the process of establishing a business incubator to assist new businesses out of their facility. The school will equip three offices and supply the necessary training and information for starting a business. It has been requested that Middleton, Bridgetown and Annapolis Royal contribute \$3,025.00 each towards the project for the 2007-2008 fiscal year. The majority of the funds have been or will be contributed by the federal and provincial governments. CAO Boyer said that she has visited the facility and it is quite impressive. It will encourage graduates to stay in the area and provide them with the tools for starting their own business. CAO Boyer said that companies from Alberta have expressed an interest in the project. Councillor Roberts asked if subsequent investments would be required. CAO Boyer said that the		

	<p>Town is not committing to anything beyond a year.</p> <p><b><i>Motion #4</i></b>  <b><i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to recommend to Council approval of the request for a contribution of \$3,025.00 to the Business Incubation Centre Project at COGS in Middleton.</i></b></p>		
4. E-mail poll: Permit to move building	<p>CAO Boyer conducted an e-mail poll for approval of the permit; Solicitor George Lohnes assisted in establishing the process. The structure will be moved within the next few weeks between the hours of 3:00 a.m. and 9:00 a.m.</p> <p><b><i>Motion #5</i></b>  <b><i>It was moved by Councillor Shaffner, seconded by Mayor Kinsella to recommend to Council approval of the application by Donnie Brown to move the former McGinis house from Babineau Heights to Lequille.</i></b></p>		
5. Revisions to Dogs Bylaw	<p>A bylaw amendment relating to dogs has been drafted and reviewed by Council. It was agreed that the fees will be attached as an appendix and a few other minor changes will be made. First reading will be referred to Council.</p>		
6. Maintenance issues at Sinclair Mews	<p>CAO Boyer said that there is a potential problem with trees in the Sinclair Mews lot. Joy Elliot has recommended that the town take responsibility for the trees and have them pruned. This effort by the Town may encourage the property owner to maintain the landscaping in the area. Mayor Kinsella said that an attempt should be made to contact the new property owner regarding the trees before the Town commissions any pruning to be done. It was agreed that CAO Boyer would proceed by attempting to contact the property owner; she will offer an update at the next meeting of Council.</p>		
7. Changes to the Burning	<p>Minor changes have been made to the Burning Bylaw including an</p>		

Bylaw	extension of the burning season. There was some confusion over the wording in section 6 (a). The wording will be changed but the content will remain the same. First reading will be referred to Council.		
8. Proposal for Annapolis, Maryland 300th anniversary in 2008 from Peter Davies	Annapolis, Maryland will be celebrating its 300th anniversary in 2008 and CAO Boyer said that this would be an excellent marketing opportunity for the Town. Annapolis Royal has developed a close relationship with Annapolis, Maryland through the twinning process. Mr. Davies has put forward some ideas for consideration. CAO Boyer suggested contacting the provincial and federal governments and the County of Annapolis as potential partners in the marketing project.		
9. Review of the policy on Town Website listings and links	The annual review of the Website Policy was completed. It was agreed that a copy of the policy should be sent to the Annapolis District Board of Trade for review of the fees and reconsideration of the fees that are charged for out of Town members.		
10. Human Resources Manual suggestion	<p>CAO Boyer recommended that the following language be inserted into the Human Resources Manual: The regular hours of work for administrative staff shall be from 8:30 a.m. to 4:30 p.m., five days a week. This period is inclusive of two paid 15-minute breaks and one unpaid 1 hour lunch break.</p> <p><b><i>Motion #6</i></b>  <b><i>It was moved by Councillor Roberts, seconded by Councillor Hudson to recommend to Council approval of the insertion in the Human Resources Manual as reference to hours of work.</i></b></p>		

**PLANNING AND HERITAGE ADVISORY COMMITTEE 10:00 a.m.**

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

## BUSINESS ARISING

Item	Decision/Action	Responsibility	Target Date
1. Heritage Designation	PHAC members were asked to review a portion of the minutes from December 5, 2006 relating to a discussion on the heritage designation process. Deputy Mayor Dewolfe said that Annapolis County is also in the process of reviewing its designation process and is planning a meeting which she will attend. Ian Lawrence said that he will meet with the Annapolis Heritage Society regarding the designation process and will report back to Council.		
2. Heritage Building Awards	Updates have been made to the Heritage Building Award brochure, all changes were reviewed. Other changes and dates were discussed; it was agreed that the awards will be announced during Heritage Day Weekend and the awards will be presented during the Canada Day weekend. Further review will be completed before the brochure is produced.		
3. 6 Drury Lane	Wilbert Doucette has forwarded comments regarding the sidewalk at Drury Lane. He suggested that the ramp be extended to compensate for the drop in the sidewalk. Several other options were discussed and it was agreed that this matter must be addressed by an engineer. Councillor Roberts suggested that the ramp be removed, the sidewalk be extended and a new entrance to the building be constructed. The information was added to the agenda so that the PHAC committee could offer suggestions of a heritage nature. The ramp was originally constructed with no heritage approval. The engineer's report will be reviewed when it is completed.		

## NEW BUSINESS

Item	Decision/Action	Responsibility	Action
1. Feedback to the strategic planning process - comments from Ryan Scranton	Ryan Scranton of the Annapolis Heritage Society offered comments with respect to some Heritage projects that were abandoned by the Town due to lack of funding. The Heritage Society along with individual members are willing to work on the projects. Ian Lawrence will develop an historic gardens brochure for residents and businesses and Mr. Scranton has indicated that volunteers will work on other items. Mayor Kinsella asked if a committee would be formed to develop a property restoration handbook. Ian Lawrence said that he will discuss all the issues with the Heritage Society and will give more details at the next meeting. Mayor Kinsella expressed an interest in the committee.		
2. Annapolis Eye Care Centre - sign application	<p>Annapolis Eye Care Centre is moving to a new location and have requested approval of a new sign. Members of PHAC and Council have expressed concerns over the script and images on the sign.</p> <p><b><i>Motion #7</i></b>  <b><i>It was moved by Councillor Boulding, seconded by Elizabeth Ross to recommend to Council approval, in principle, of the sign application for the Annapolis Eye Care Centre with the condition that the design of the eye and the lettering be brought in line with the heritage character of St. George Street, if possible.</i></b></p>		
3. Heritage Places in Nova Scotia: what you need to know	Copies of the publication were given to members of PHAC for review. They will offer their opinion at the next meeting on February 7, 2006.		
4. Feedback to the	A package of comments and information was provided for all members		

strategic planning process from the Annapolis Heritage Society and the Attractions Group	<p>to review. It was noted that all comments have been posted on the website.</p> <p>Theresa Bunbury of Parks Canada suggests in her written submission that the Town may benefit from membership in the Family of National Historic Sites organization. Mayor Kinsella said that he and Councillor Boulding attended the last meeting of the organization and Councillor Boulding is now a member on behalf of the Town. Mayor Kinsella said that he had a discussion with Kim Seaward Hannam of the organization and it was agreed that the organization must develop its purpose and move forward. Mayor Kinsella said that he will get more information and will offer an update at the next meeting of PHAC.</p>		
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## **GENERAL / CORRESPONDENCE**

1. Development/Building Permit Report - For information only.
2. Letter from the Municipality of the County of Kings requesting the presence of Municipal politicians during a demonstration by pork producers and farmers at Province House. Members of Council are unable to attend, regrets will be forwarded.

## **IN CAMERA**

### ***Motion #8***

***It was moved by Councillor Shaffner, seconded by Councillor Roberts to move in camera to discuss the potential sale of Town-owned land.***

### ***Motion #9***

***It was moved by Councillor Shaffner, seconded by Councillor Roberts to move out of camera.***

**NEXT MEETING**     February 7, 2006 at 9:00 a.m.



## ADJOURNMENT

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

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

