

COMMITTEE OF THE WHOLE
Draft Minutes
July 10, 2006

The monthly session of the Committee of the Whole was held on Monday, July 10, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Ron Boulding, Phil Roberts, Sherman Hudson and Douglas Shaffner, 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

June 7, 2006

Motion # 1

It was moved by Mayor Kinsella, seconded by Councillor Boulding, that the minutes dated June 7, 2006 be approved. Motion carried

ADDITIONS TO AGENDA

Under Presentations add:

2. Green Team - Jenna & Karla Grimm

APPROVAL OF AGENDA

July 10, 2006

Motion # 2

It was moved by Councillor Boulding, seconded by Councillor Roberts, that the agenda for the Committee of the Whole meeting dated July 10, 2006 be approved as amended. Motion carried

PRESENTATIONS:

1. Kevin McLean - Cement slabs for composting

Superintendent of Public Works said the cement slab composting plan was basically on hold until permits could be obtained. He explained that temporary composting is now being done on the ground next to the sewage treatment plant and the process seems to be going well. There have been no complaints of odour or rodents. The compost pile is attended to frequently, the finished product will be delivered to the Public Works yard and will be available to residents of the Town.

Mr. McLean also spoke about the leaf waste yard and the problems that have been experienced by those who drop off items that do not belong there. He has also encountered several non-residents dropping off waste in the yard. He suggested that the yard have a locked gate during the summer months with a key available to Town residents.

The fly larva problem with the green carts was discussed and Mr. McLean said there is not much more that can be done to keep the carts clean. He has tried remedies of vinegar and corn meal but nothing seems to work. The Green Team will research manufacturer solutions to the problem and report their findings back to Mr. McLean.

Council commented that the Town was looking great with the flower baskets and barrels and thanked Mr. McLean for his good work.

2. Green Team - Jenna & Karla Grimm

Jenna & Karla Grimm have been hired for the summer to act as Green Team members and to promote composting in the Town. A draft copy of their composting brochure was presented. They will be visiting each home and business to answer questions and to conduct a survey. The survey will generate information about successful green cones and garbage disposal systems. Councillor Roberts suggested that the neighbourhood composters be re-named Neighbourhood Organic Collection. The legalities of organics were discussed and will also be researched. Mayor Kinsella said the Town must foster co-operation from the residents. The Town has the vision and the policy but it is the residents who make the recycling/composting programs successful.

Jenna & Karla estimated that their survey and research would be complete within the next 2 weeks. Council will be presented with the results of their work.

BUSINESS ARISING

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Item	Decision /Action	Responsibility	Target date
1. Sewer Bylaw	<p>CAO Boyer explained that no new development can take place in the Town until the bylaw is in place, has been enforced, and a year's testing has been completed. She stressed that second and final reading had to be completed. No new hook ups to the sewer system can take place without an inspection by the Superintendent of Public Works and he cannot inspect and certify until the bylaw is in place. The Town Solicitor George Lohnes has cleared up the final questions on the bylaw and it appears to be in order. CAO Boyer said the County has been contacted and informed of the situation. She said that the sewer agreement with the County has expired and it can now be negotiated to reflect the new bylaw. The developer for the land behind the Fire Hall has also been contacted. This will delay their sub-division plans but the developer does plan to proceed.</p> <p>CAO Boyer said that the Superintendent of Public Works has been investigating during times of heavy rain and she advised Council that if they notice pooling or anything unusual with water after rain they should contact Mr. McLean.</p> <p><i>Motion #3</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Boulding to recommend to Council approval and second and final reading of the Sewer Bylaw.</i></p>	CAO	
2. Human Resources Manual	CAO Boyer said that the manual has been in the works for several years and a draft copy is now available for review. She asked that each Councillor review it and offer comments at the next meeting.		
3. Interest write off	The Director of Finance explained the need for the interest write off for Roll #3253325. Apparently the bill was misplaced at the post office and the customer did not receive it until after the due date. She was charged \$9.33 in interest and doesn't believe she should		

	have to pay. The Director of Finance suggested that ads be placed in the local paper to remind residents of due dates for Town billings. She said this may avoid write offs like this in the future.		
4. King's Theatre - Strategic Plan	<p>King's Theatre has supplied the Town with a copy of its strategic plan which is a comprehensive and informative document. The Theatre is requesting an amount \$2,900.00 from the Town to assist with the expense of the public washrooms.</p> <p><i>Motion #4</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Shaffner to recommend to Council approval of the request from King's Theatre to assist with the expense of the public washrooms, in the amount of \$2,900.00.</i></p>		
5. Project updates	<p>Councillor Shaffner has asked CAO Boyer for updates on projects that have been announced but have not actually been started or completed. He said he is asked about projects by residents and he believes Council should have regular updates. CAO Boyer said she is planning to have a page on the website that will inform Council as well as others about the progress of Town projects. The update she gave today is as follows:</p> <ul style="list-style-type: none"> - Trail - Waiting for approval of the barriers from Department of Natural Resources. - Trail extension past the causeway - this project is contingent on the land deal, within one year of signing the agreement. The right of way for Nova Scotia Power has been negotiated. - Tennis courts - CAO Boyer said there has been a major problem with the contractor and the Recreation Director is dealing with the issue. - Pool and UV projects - Tender packages have gone out for both projects. The UV project is 70% complete, with most of the work consisting of engineering. New signage has been posted at the old pool site. - Surveillance cameras - The supplier is committed to finding a fix. Cameras could be installed right away for \$20,000.00 but only \$12,000.00 has been budgeted. The Town continues to work with 		

	<p>the supplier and the cameras will be installed as soon as they are available.</p> <ul style="list-style-type: none"> - Boardwalk extension - This project will be officially announced during Natal Day weekend 2006. A legal easement will be obtained from an adjacent property owner and the project should be complete in 2007. - Sign blades - The new street signs have arrived and the Public Works crew will begin installing them today. The new installation also includes new poles and hardware. - Lower St. George Street - The tender for this project will be prepared after the Champlain/Ritchie Drive tender is complete. - Sale of the old library building - An appraisal has been completed but the Town is under no obligation to list the property. CAO Boyer will wait to hear back from Goddard College regarding its plans before any decision is made with respect to its sale. It must be noted that the Town is required to seek fair market value for any sale of Town Property. 		
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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.		
2. UNSM - Call for nominations	For information only.		
3. Freedom of the Town	The information that was provided was based on meetings that were attended by Sandi Millet-Campbell. CAO Boyer said it was customary for the Town to offer gifts on this type of occasion and she recommended a key to the Town. A rehearsal for the Freedom of the Town is scheduled for July 20, 2006. The actual event will take place on August 6, 2006. There are some scheduling issues that will be worked out before the event takes place. It was requested that members of Council attend in costume.		

4. SGE Acres - Lower St. George Street Overhead Utility Back Lot Servicing	CAO Boyer said this was a great idea and worth pursuing but has proven to not be feasible due to high costs.		
5. First Pond	A tour of the First Pond took place on July 5, 2006. Councillor Boulding said their appeared to be no great potential for selling the property and the general consensus was to keep the property in reserve for emergency use. Roger Sturtevant has suggested that the Town discuss possible trail potential of the property with the County. It was agreed that the CAO would follow up.		
6. Setting of dates for strategic planning exercise and public consultations regarding the number of Councillors	Three strategic planning meetings will be held. The last meeting will be combined with the review of the number of Councillors required by the Nova Scotia Utility and Review Board. The meetings have been tentatively scheduled for November 2, 16 & 30, 2006. CAO Boyer said an attempt will be made to reorganize the Municipal Planning Strategy and the Land Use Bylaw and to unite all documents.		

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

In attendance for the Planning and Heritage Advisory Committee meeting were: Ian Lawrence, Elizabeth Ross and Kathie Fearon.

BUSINESS ARISING

Item	Decision/Action	Responsibility	Target Date
1. R.C Lawrie Ltd - Development Agreement for 82 St. Anthony Street	It was noted that two very different proposals have been submitted for the development at 82 St. Anthony Street. Council and PHAC were originally presented a proposal that included pictures of a proposed building that was considered to be heritage sensitive and appeared more like a country market. Mr. Lawrie recently presented a plan that included a very large, warehouse type building. Some concerns were expressed about the metal siding, roof line, lack of windows and lighted signage. Mr. Lawrence stated that the area of the new development is obviously a commercial area and the		

	<p>building would be similar to other buildings on that street. Mayor Kinsella said that area has been zoned as highway commercial and the proposed development would be consistent with what the community has decided. It was agreed that a letter would be drafted to the attention of Rob Lawrie. The letter would highlight specific concerns and requests.</p> <p><i>Motion #5</i> <i>It was moved by Councillor Hudson, seconded by Mayor Kinsella to recommend to Council to proceed with the development agreement with R.C. Lawrie Ltd and to draft a letter requesting specific changes to the exterior of the proposed structure.</i></p> <p>Kathie Fearon voted nay to the above motion.</p>		
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NEW BUSINESS

Item	Decision/Action	Responsibility	Action
1. Request for approval of signage - Royal View Row	<p>Donmar Developments has requested approval of a sign that they wish to erect by the housing development on Champlain Drive. Councillors and PHAC had questions about colour, size, height and who will be constructing the sign.</p> <p><i>Motion #6</i> <i>It was moved by Councillor Boulding, seconded by Councillor</i></p>		

	<i>Shaffner to recommend to Council approval in principle of the proposed sign pending more information regarding colour, size and manufacturer.</i>		
2. Request to designate a Heritage Property - 6 Grange Street	<p>Wayne Morgan has recommended that the old library building located at 6 Grange Street be designated as a Heritage Property. Concerns were expressed because Goddard College from the USA seems interested in the building as administration offices and the heritage designation might be considered an obstacle for renovations. CAO Boyer said that designating the property would result in all exterior renovations being subject to heritage guidelines.</p> <p><i>Motion #7</i> <i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to recommend to Council to designate the Town owned building located at 6 Grange Street as a Town Heritage Property.</i></p> <p>Deputy Mayor DeWolfe and Councillor Shaffner both voted nay to the above motion.</p>		
3. Application for changes to Heritage Property	<p><i>Motion #8</i> <i>It was moved by Councillor Boulding, seconded by Councillor Shaffner to recommend to Council approval of the application for changes to Heritage Property located at 260 St. George Street.</i></p>		
4. Insurance Pamphlet	The pamphlets for older home insurance were received from Nova Scotia Department of Tourism, Culture and Heritage. The pamphlets will be distributed to home owners in the Town.		
5. Heritage Tree Nomination Form - Ontario Heritage Tree Alliance (OHTA)	The Town is presently using a heritage tree nomination form from the Ontario Tree Program. CAO Boyer would like to have the form redesigned and approved by PHAC. Deputy Mayor DeWolfe asked what the Town's responsibilities were for trees that warrant special protection. CAO Boyer explained that the Town is responsible for only Town owned trees. Property owners are responsible for trees		

	<p>that are located on their property. The special treatment for nominated trees would mean possible exemption from tree trimming by Aliant and injections to extend the life of the tree. Ian Lawrence suggested that the Town's tree policy be reviewed and restrictions be placed on cutting trees.</p> <p>Motion #8 <i>It was moved by Councillor Roberts, seconded by Kathie Fearon to recommend to Council to have the Heritage Designation Committee Task Force review the Ontario Heritage Tree Alliance (OHTA) tree form and develop a Heritage Tree Nomination form that is unique to Annapolis Royal.</i></p>		
6. Application for changes to Heritage Property	<p>Motion #9 <i>It was moved by Councillor Hudson, seconded by Councillor Roberts to recommend to Council approval of the application for changes to Heritage Property located at 222 St. George Street.</i></p>		
7. Application for changes to Heritage Property	<p>Motion #10 <i>It was moved by Councillor Roberts, seconded by Councillor Hudson to recommend to Council approval of the application for changes to Heritage Property located at 164 St. George Street.</i></p>		
8. Heritage Tree Designation	<p>Blaine Schumacher has requested that an elm tree located on his property at 616 St. George Street be designated as a Heritage Tree. The application was reviewed and appears to be complete. It was noted that Mr. Schumacher has completed the evaluation of the tree himself but the evaluation should be completed by members of the Heritage Designation Task Force or PHAC.</p> <p>Motion #11 <i>It was moved by Mayor Kinsella, seconded by Councillor Roberts to recommend to Council approval of the Heritage Tree Designation application for the elm tree located at 616 St. George Street, pending the results of the tree evaluation to be</i></p>		

	<i>performed by the Heritage Designation Task Force.</i>		
9. Application for changes to Heritage Property	<p>Deputy Mayor DeWolfe said that the United Church located at 399 St. George Street has been having problems with the roof and has decided to replace the asphalt shingles on the main roof with metal. The shingles will remain on the turrets.</p> <p><i>Motion #12</i> <i>It was moved by Councillor Roberts, seconded by Councillor Hudson to recommend to Council approval of the application for changes to Heritage Property located at 399 St. George Street.</i></p>		
10. Application for changes to Heritage Property	<p>The application for new signage for the Gallery Athena located at 278 St. George Street was reviewed. No concerns were noted.</p> <p><i>Motion #13</i> <i>It was moved by Councillor Boulding, seconded by Councillor Hudson to recommend to Council approval of the application for changes to Heritage Property located at 278 St. George Street.</i></p>		

GENERAL / CORRESPONDENCE

1. Development/Building Permit Report - The report was reviewed, and found to be satisfactory.
2. Annapolis Field Naturalists Society - Appreciation and thanks was extended to the Town of Annapolis Royal and Deputy Mayor DeWolfe for assistance with the conference that was held in the area in May, 2006.

IN CAMERA

Motion #14

It was moved by Mayor Kinsella, seconded by Councillor Hudson to move in camera to discuss the renewal of the expired Fire Services Agreement.

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

NEXT MEETING August 9, 2006 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		