

TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
Draft Minutes
July 4, 2007

The monthly session of the Committee of the Whole was held on Wednesday, July 4, 2007 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Councillors Ron Boulding, Doug Shaffner and Sherman Hudson, CAO Amery Boyer, Director of Finance Melony Robinson and Administrative Assistant Jackie Longmire as recording secretary.

Regrets: Mayor John Kinsella and Councillor Phil Roberts

CALL TO ORDER

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

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

June 6, 2007

Motion # 1

It was moved by Councillor Boulding, seconded by Councillor Hudson, that the minutes dated June 6, 2007 be approved. Motion carried.

ADDITIONS TO AGENDA

Under Presentations add:

3. Recreation Director, Grant Potter – Walk Annapolis Royal

Under Business Arising add:

2. Skatepark Update

Under PHAC Business Arising add:

3. Unsightly Premises

Under PHAC New Business add:

4. Heritage Tree Designation
5. Municipal Heritage Property Act

APPROVAL OF AGENDA

July 4, 2007

Motion # 2

It was moved by Councillor Boulding, seconded by Councillor Shaffner, that the agenda for the Committee of the Whole meeting dated July 4, 2007 be approved as amended. Motion carried

PRESENTATIONS

1. Audited Financial Statements – Lawrence Lake and Gavin Brewster of Morse Brewster Lake presented the audited financial statements. The statements were reviewed by Council. Mr Lake commented on the internal control practices of the Town and said that he has performed a risk assessment; the Town has a good approval process and no management letter is needed. There was a discussion about the Water Utility and Mr. Lake made suggestions regarding depreciation and charging for future water capital projects. The Water Utility should be self sustaining and all issues will be addressed in the upcoming water rate study.

Motion #3

It was moved by Councillor Hudson, seconded by Councillor Boulding, to recommend to Council acceptance of the audited financial Statements for the fiscal year 2006-2007.

2. Brenda Thompson – Job Search Centre – Ms. Thompson distributed information on the Job Search Centre and explained that office operations have changed slightly and she wanted to keep Council up to date on what they do. She said that the Centre offers job finding services, placement assistance, resume preparation, and reference books. She also said that all the services are free of charge and open to anyone who wishes to use the services and resources. They are operating on a three year contract with the Federal Government and are hopeful that it will be extended for an additional three years in 2009. Ms. Thompson said that while the Annapolis Royal location is the smallest in the area, it is statistically the busiest.
3. Recreation Director, Grant Potter – Walk Annapolis Royal – The new program is in the promotional launch phase and the Recreation

Director displayed the promotional material for the program. Annapolis Royal has over seven kilometres of walking trails not including sidewalks. He said that the brochures will be available to visitors, residents and will also be included in the information packages. He said that there is also the potential for a Walking Festival in Annapolis Royal and the possibility will be explored. A Walk the Town Challenge will take place from July 15, 2007 to July 21, 2007; anyone who completes the challenge will receive a “Walk Annapolis Royal” t-shirt.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Clear Bag Program	The new program was introduced to Council and several concerns were discussed. It was agreed that there are some residents who will not adhere to the new guidelines and enforcement issues could arise. It was agreed that the Clear Bag Program will be tabled until the next		
2. Strategic Plan Public Presentation	The preliminary draft of “A Tourism Vision for Annapolis Royal and Area” has been received. The report will have an impact on the Town’s Strategic Plan and all issues will be considered and discussed. Staff and Council were asked to review the document for discussion		
3. Swimming Subsidy	The Recreation Director presented a draft report on the swimming subsidy. The fund is limited to those up to the age of 18 and is also limited by time to coincide with the season of an outdoor facility. The Recreation Director is in the process of advertising this program and		
4. Litter	At a previous meeting, Council requested pricing for cigarette receptacles. Pricing on two different receptacles was provided and Council decided that there were no funds available at this time. Merchants will be encouraged to provide cigarette receptacles at their		

5. Skatepark Update	The Active Living Coordinator for the Municipality of the County of Annapolis has requested that a letter be drafted indicating that the Town is willing to negotiate management and maintenance of the completed facility. The Coordinator would like to present the letter to		
---------------------	---	--	--

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. New Grass Cutting Machine	<p>The Public Works Department is in need of a new lawn tractor and the Superintendent has been trying out a particular demo for the past few days. The cost of the machine is approximately \$6,000.00 and the Director of Finance is suggesting that the machine be paid for through the vehicles and equipment reserve account. Council approval is required to move funds from this account.</p> <p><i>Motion #5</i> <i>It was moved by Councillor Shaffner, seconded by Councillor Boulding to recommend to Council approval of the request to use funds from the Vehicles and Equipment Reserve for the purchase of a lawn tractor for the Public Works Department.</i></p>		
3. Building/Fire Inspector	<p>CAO Boyer said that the Town is very happy with the selection and the successful candidates must now become certified as there are many fire inspections waiting to be completed.</p> <p><i>Motion #5</i></p>		

	<i>It was moved by Councillor Hudson, seconded by Councillor Shaffner to recommend to Council that Rick Smith and Hank Sawchuck be named Building Inspectors/Fire Inspectors for the Town of Annapolis Royal, effective immediately.</i>		
4. Digby/Saint John Ferry Service	It was agreed that a letter of support would be drafted under the signature of the Mayor. The letter will be forwarded to the Premier of Nova Scotia, the President of the Union of Nova Scotia Municipalities and the Minister Responsible for the Atlantic Canada Opportunities Agency.		

5. Town Real Estate	<p>Town property located on Riverview Drive is ready to be sold. The property is assessed for \$20,000.00 but no value for sale has been indicated at this time. CAO Boyer said that proper processes must be followed and asked for approval to proceed.</p> <p>Motion #7</p> <p><i>It was moved by Councillor Shaffner, seconded by Councillor Boulding to recommend to Council approval of the request to proceed with the sale of Town property located on Riverview Drive, and to advertise to the abutters of the property.</i></p>		
6. Leaf & Yard Waste Drop Off Site	The drop off site hours have been restricted to the hours of operation of the Public Works employees and several complaints have been received. It was agreed that this item will be tabled until the Superintendent of Public Works is available to discuss the issue.		

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

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

BUSINESS ARISING

Item	Decision/Action	Responsibility	Target Date
1. Strategic Planning Feedback	The Committee had no comments on the Strategic Planning Feedback Report; it was agreed that this item can be removed from future agendas.	PHAC	
2. Unsightly Premises	Councillor Shaffner said that he has been receiving complaints from residents regarding the property at 780 St. George Street. This property has been on the Town's unsightly premises list for some time. Contact had been previously made with the owners and no effort was made to correct the issues. Councillor Shaffner questioned the placement of a fence and a bench that could be on Town property. The structures are dangerous, unsightly and in disrepair. More information will be collected and reported at the next Council meeting scheduled for July 16, 2007.		

	Other properties were also discussed and more information will be collected. Most of the issues with unsightly properties have been resolved.		
--	---	--	--

NEW BUSINESS

Item	Decision/Action	Responsibility	Action
1. Application for Changes to Heritage Property - 221 St. Anthony Street	<p>The application is for general repairs and exterior paint.</p> <p><i>Motion #6</i> <i>It was moved by Councillor Boulding, seconded by Kathie Fearon to recommend to Council approval of the application for changes to Heritage Property located at 221 St. Anthony Street.</i></p>		
2. Application for Changes to Heritage Property - 44 Prince Albert Road	<p>The application is for an addition of a garden room at the back of the existing home.</p> <p><i>Motion # 5</i> <i>It was moved by Councillor Hudson, seconded by Councillor Shaffner to recommend to Council approval of the Application for changes to Heritage Property located at 44 Prince Albert Road.</i></p>		

<p>3. Application for changes to Heritage Property - 519 St. George Street</p>	<p>The application is for new signage.</p> <p><i>Motion #6</i> <i>It was moved by Councillor Shaffner, seconded by Ian Lawrence to recommend to Council approval of the application for changes to Heritage Property located at 519 St. George Street.</i></p>		
<p>5. Heritage Trees</p>	<p>Three trees have been selected for Heritage Designation. It was agreed that the Town must decide what responsibilities the Town has for the designations. Options such as a festival, plaquing and a brochure were discussed. More details will be provided at the next meeting.</p> <p><i>Motion #10</i> <i>It was moved by Councillor Boulding, seconded by Councillor Hudson to recommend to Council to proceed with the designation of the Heritage trees located at 124 Victoria Street, 62 and 72 School Street.</i></p>		
<p>6. Municipal Heritage Property Act</p>	<p>Ian Lawrence questioned portions of the Municipal Heritage Property Act. The Act states that a heritage property shall not be substantially altered. It also says that any alterations can be frozen for a year, the property owner can be penalized and at the end of a one year period the property owner can go ahead make any changes he/she wants to the Heritage Property. Deputy Mayor DeWolfe said that an attempt was made to have the Act revised but was unsuccessful. It was suggested that Ian</p>		

	Lawrence write a letter to the MLA through his position on the Annapolis Heritage Society, with the support of the Town.		
--	--	--	--

GENERAL / CORRESPONDENCE

1. Letter from Trans County Transportation Society - For information only.
2. Congratulations letter to Councillor Marilyn Wilkins - For information only.
3. Media Release from RRFB - For information only.

IN CAMERA

It was moved by Councillor Boulding, seconded by Councillor Hudson, to move in camera to discuss negotiations and agreements.

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

NEXT MEETING August 8, 2007 at 9:00 a.m.

ADJOURNMENT

It was moved by Councillor Shaffner that the meeting adjourn.

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

