

**COMMITTEE OF THE WHOLE**  
**Minutes**  
**July 07, 2004**

The monthly session of the Committee of the Whole was held on Wednesday, July 07, 2004 in the Council chambers. In attendance were Acting Chair Mayor J. Kinsella, Councillors J. DeWolfe, M. Tompkins, W. Morgan and R. Microys, A. Boyer CAO<sup>1</sup>, and M. Feener Administrative Assistant as recording secretary. Regrets from Deputy Mayor T. Fry and Melony Robinson Director of Finance.

**CALL TO ORDER**

Mayor J. Kinsella called the meeting to order at 9:00 a.m.

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

June 09, 2004

Changes to the minutes of June 09, 2004:

Councillor Michael Tompkins arrived at the meeting at 12:00 p.m.

***It was moved by W. Morgan, seconded by R. Microys, that the minutes dated June 09, 2004 be approved as amended.***  
***MOTION CARRIED***

**ADDITIONS TO AGENDA**

Under New Business add - Minimum Housing and Maintenance Standards (Draft Bylaw)

**APPROVAL OF AGENDA**

July 07, 2004

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<sup>1</sup>Chief Administrative Officer

***It was moved by R. Microys, seconded by W. Morgan, that the agenda for the Committee of the Whole for July 07, 2004 be approved as amended. MOTION CARRIED***

**PRESENTATIONS:**           None

**BUSINESS ARISING**

Item	Decision /Action	Responsibility	Target date
1. Mileage Rates	A. Boyer recommended that the mileage rate remain at 34 cents a kilometre. This will be reflected in the expense policy.	Director of Finance	
2. Diversion Credits	A. Boyer will be attending a Resource Recovery Fund Board meeting to discuss diversion credits. Remove from agenda.		
3. Unsightly Premises	Item deferred to Planning Heritage Advisory Committee.	Staff	
4. Composting	A. Boyer reported that the Clean Annapolis River Project is conducting a review of the Town's waste and composting initiative.	Staff	
5. Other:			

## NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Annapolis District Planning Commission Financial Statements (1)	Information only.  A. Boyer reported that members can review and discuss at Council if questions should arise.		
2. Annapolis Digby County African Nova Scotia Community Development Authority (2)	<i><b>It was moved by R. Microys, seconded by J. DeWolfe, that the Town of Annapolis Royal support the Annapolis Digby County African Nova Scotia Community Development Authority. MOTION CARRIED</b></i>		
3. Federation of Canadian Municipalities (3)	Information only.		
4. CBCL Limited Consulting Engineers Draft Report (4)	A. Boyer reported that the report was reviewed by Mayor Kinsella, W. Morgan and herself. She said that the report was fine with only a few corrections required. She presented a 27-step workplan that she and K. McLean, Superintendent of Public Works developed to meet the requirements of the provincial Drinking Water Strategy.		
5. Backhoe (14)	A. Boyer reviewed the staff report on the potential purchase of a backhoe. She said that the quote came in lower than expected.  M. Tompkins asked if contracting out of backhoe services would be viable.  K. McLean said that the Town requires a backhoe. It is used for the maintenance of the infrastructure of the Town. Contracting out a backhoe would cost approximately \$20,000 a year.  Item referred to Budget.		

<p>6. Annapolis Royal Board of Police Commissioners Bylaw (7)</p>	<p>J. DeWolfe reviewed the changes that were made to the Annapolis Royal Board of Police Commissioners Bylaw under ‘Composition of the Board’ paragraph 2.</p> <p><b><i>It was moved by J. DeWolfe, seconded by W. Morgan, that recommendation be made to Council for approval of proposed revisions to the Annapolis Royal Board of Police Commissioners Bylaw. MOTION CARRIED</i></b></p>		
<p>7. WVDA<sup>2</sup> letter dated June 25, 2004 (8)</p>	<p>R. Microys stated that the WVDA has requested a slight increase in funding over last year. She said that she would recommend approval of this increase.</p> <p>Mayor Kinsella will speak with the other Mayors and Warden and request that they support the WVDA’s request for an increase in funding.</p> <p>M. Tompkins said that the WVDA should have a member from the Town on their Board. He said that not all businesses in the Town are Annapolis District Board of Trade members.</p> <p>A. Boyer said that Megan Moore of the WVDA has done a lot of work on the perimeter trail over the last year.</p>		
<p>8. Totten and Duggan letter dated June 28, 2004 (11)</p>	<p>A. Boyer will respond to the letter.</p> <p>A. Boyer reported that she had spoken to a provincial representative from Service Nova Scotia and Municipal relations. He said that there is no good reason for the discrepancy between the residential and commercial rates. Education costs used to be based on the residential rate, they are now based on total assessment. She has asked for confirmation in writing from Service Nova Scotia and Municipal Relations on various tax issues.</p>		

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<sup>2</sup>Western Valley Development Authority

	<p>Mayor Kinsella explained that the Town will lose approximately \$40,000 next year and another \$40,000 the year after in Business Occupancy Tax revenue as a result of the proposed elimination of the tax by the UNSM and the Province.</p>		
<p>9. Report on Progress Against 2003-2004 Objectives (12)</p>	<p>A. Boyer reviewed the report on progress against the 2003-2004 objectives. She said that out of a total of 152 objectives, 49 were completed last year.</p> <p>W. Morgan said that specifics should be identified and the ongoing objectives should not be in the plan. He said that if things are to be done over three years, it should be spread out over the three years and not all put into one year.</p> <p>A. Boyer said that the only plan that is currently broken down over three years is the Marketing Plan.</p> <p>Mayor Kinsella stated that the Town's goals are high. He said that this is the first time since he has been on Council that this amount of work has been accomplished over a short time.</p> <p>A. Boyer reported that the last page provides statistics on complaints, suggestions, and compliments the Town has received.</p>	<p>CAO</p>	
<p>10. Draft Agreements with Annapolis Royal Regional Academy and Cooking Solutions (13)</p>	<p>A. Boyer reported that she has forwarded these documents to the Town's solicitor for his input. She said that the documents have been reviewed by Annapolis Royal Regional Academy and Cooking Solutions and both are in agreement with them.</p>		
<p>11. Other:</p>			

**PLANNING AND HERITAGE ADVISORY COMMITTEE (10:00 a.m.)**  
**BUSINESS ARISING**

Elizabeth Ross was present for the P/HAC<sup>3</sup> section of the meeting. Carol Milligan and Ian Lawrence sent regrets.

1. 6 Drury Lane	<p>A. Boyer reported that she spoke with the Building Inspector on the proposed changes to 6 Drury Lane. She said that T. Leslie, Building Inspector explained that the changes from the original request were required to meet the building code.</p> <p>W. Morgan said that the building revisions should not have proceeded until there was permission received from Council.</p> <p>A. Boyer explained that the Building Inspector had spoken with staff and asked if a stop work order should be put in place. She said that the owner of the property was away at the time and was not able to be reached.</p> <p>T. Leslie joined the meeting at 10:40 a.m.</p> <p>In camera approval in principle only was given for changes to heritage property at 6 Drury Lane. The work being done on the property is different from the original request.</p> <p>T. Leslie reported that there was very little structural work done to the property. He said that the 3 windows on one side had to be moved due to a wheelchair accessible washroom at the back of the building. He said that the direction of the front door needs to swing out for fire safety reasons</p> <p>T. Leslie reported that wooden doors shrink and expand a fair amount and that steel doors work a lot better. He said that a wheelchair ramp is required</p>		
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<sup>3</sup>Planning/Heritage Advisory Committee

	and that it would have to be placed on the front of the property. He asked the owner of the business to contact K. McLean, Superintendent of Public Works regarding snow removal.		
1. 6 Drury Lane (cont'd)	<p>W. Morgan stated that the original application included a very different door on the front of the property. He said that the changes that have taken place since the original application are significant. He said that the building is very sensitive to heritage issues.</p> <p>Concerns for this property include: the process followed, the work that is actually being done, and traffic.</p> <p>T. Leslie will ask the owner of the business to continue work on the inside of the property and stop work on the exterior of the property. K. St. John will be asked for a new application with all of the new changes to be forwarded to the Town prior to the July Council meeting. This will then be distributed to members for their review prior to the meeting.</p> <p>A. Boyer said that staff is in the process of writing up procedures for the public to follow when making renovations to property. She said that the process for a “stop work order” will have to be clearly defined.</p> <p>T. Leslie reported that anything new is supposed to be wheelchair accessible. Committee has requested rules re: wheelchair access, access, safety, and traffic.</p>		
2. Other:			

## NEW BUSINESS

1. Minimum Housing and Maintenance Standards (Draft Bylaw) (15)	A. Boyer provided members with a copy of the Minimum Housing and Maintenance Standards draft bylaw and asked if members would review and forward any comments to her.		
2. Swimming Pool Fence Bylaw	M. Tompkins stated that he received a letter from building inspector T. Leslie regarding the swimming pool on his property. He said that he phoned T. Leslie and explained that the side to his pool is four feet high and does not require a fence if the ladder to the pool is removed when not in use.  Staff will follow up.		
Other:			

## GENERAL / CORRESPONDENCE

1. ADPC monthly report for June, 2004 (5) - information only.
2. Atlantic Canada Opportunities Agency letter dated June 22, 2004 (9) - Information only.
3. Parks Canada, National Historic Sites Southwest Nova Scotia letter dated July 02, 2004 (10) - J. Kinsella reported that the only issue that he had is that they should provide guides and not signs for interpretation.

## OTHER

**In camera session to discuss a land issue (6).**

*It was moved by J. Kinsella, seconded by M. Tompkins that the meeting go in-camera to discuss a land issue. MOTION CARRIED*

*It was moved by J. Kinsella, seconded by M. Tompkins that the meeting go back into regular session. MOTION CARRIED*

**NEXT MEETING** August 04, 2004 at 9:00 a.m.

**ADJOURNMENT**



*It was moved by R. Microys that the meeting adjourn.*

<u><i>Action:</i></u>	<u><i>Date</i></u>	<u><i>Signature</i></u>
Reviewed by Mayor John Kinsella for Deputy Mayor Trish Fry		
Changes made by Administrative Assistant Marlene Feener		
Approved for website by Mayor or CAO		