

MINUTES
TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
July 9, 2008
9:00 a.m.

The regular meeting of the Committee of the Whole was held on Wednesday, July 9, 2008 in Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Phil Roberts, Mayor Jane DeWolfe, Councillors Sherman Hudson, Ron Boulding and Doug Shaffner, CAO Amery Boyer, Director of Finance Melony Robinson and Administrative Assistant Jackie Longmire as recording secretary.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

June 4, 2008

Motion # 1

It was moved by Mayor DeWolfe, seconded by Councillor Hudson, that the Committee of the Whole minutes dated June 4, 2008 be approved, as presented. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

Under New Business add:

10. Policy on Use of Town Hall

Under General Correspondence add:

4. Municipality of East Hants - Issue of mobile homes and regulations governing the UARB.

Under General Discussion add:

1. Ride the Lobster
2. Pool
3. Lack of Canada Day information on the website

Under PHAC Business Arising add:

4. Town Hall Sign

APPROVAL OF AGENDA

July 9, 2008

Motion # 2

It was moved by Mayor DeWolfe, seconded by Councillor Boulding, that the agenda dated July 9, 2008 be approved, as amended. Motion carried.

PRESENTATIONS

1. **Anne Esslinger - Annapolis Royal Library** - Ms. Esslinger offered an update on the Annapolis Royal Library. She said that the Chief Librarian, David Witherly, has retired; Frances Newman was recently hired as his replacement. One Bookmobile has been eliminated and the books by mail service has intensified. A local branch of the Friends of the Library has been established.

Lois Jenkins spoke on behalf of the Friends of the Library and said that its mandate is to identify what can be done at the present location to make it more user friendly. Several options were discussed, such as: a new location, an addition to the present location and extra shelving. Ms. Jenkins said that the group will apply for charitable status to access funds that may be available and one of the banking facilities in Annapolis Royal will match raised funds up to \$5,000.00.

Mayor DeWolfe said that it may be beneficial for the group to have one goal and fundraise towards that particular goal. She also asked Ms. Jenkins to keep the Town advised of any proposed renovations to the building. Parks Canada would also have to be advised, as the actual owners of the Town Hall.

Chief Librarian, Frances Newman, spoke of the size limitations at the present location and also discussed options for increasing the space. She said that the 1040 square footage at the present location is not enough to sustain the increased use of the Library. She said that the per capita usage of the Annapolis Royal Library remains very high and continues to increase. The Library is open to all opportunities for expansion that the Town is willing to offer.

2. **Scotian Windfields, Alternative Energy** - CAO Boyer met with Dan Roscoe and John Brittain to discuss alternative energy. Steve Hawboldt of Clean Annapolis River Project presented his draft report on energy conservation during that meeting. The representatives from Scotian Windfields will make a presentation to Council after they have had time to review the draft report.

Mr. Hawboldt briefed Council on the draft report and provided copies for further review. He went on to explain green house gas emissions; detailed figures may be found in the report. All questions regarding the report should be directed to Steve Hawboldt.

3. **Plastic Bags - Power Point** - For information only.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Water Rate Study	The application by the Town of Annapolis Royal on behalf of its Water Utility has been approved. The approved schedule of rates and charges are effective for water and water services supplied on or after July 1, 2008, April 1, 2009 and April 1, 2010, respectively.	Complete	
{b} Friends of the Ernest Buckler Society	Mayor DeWolfe received an invitation to the celebration of Ernest Buckler, but she is unable to attend. Deputy Mayor Roberts plans to attend and will bring greetings on behalf of the Town.	Complete	

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO	
{b} Annapolis Royal Sewage Treatment Plant UV System's Power Consumption	Hatch Mott MacDonald has investigated the power consumption of the Sewage Treatment Plant and has recommended that the Town proceed with option #2 of the report. Option #2 consists of the use of one unit of six light bank lights alternating on a weekly basis to determine if this scenario sufficiently disinfects the sewage effluent. This issue will be further discussed at the next meeting of Council on July 21, 2008.	CAO (to explain issue to Council and update) Add to Council Agenda	
{c} UNSM Spring Conference	For information only.	Complete	
{d} Pedestrian Activated	For information only.	Complete	

Overhead Flashing Amber Beacons			
{e} Canadian Union of Postal Workers	A request has been received for submissions to save universal, public postal service. All members of Council agreed that a letter would be the most appropriate form of support, as opposed to a resolution.	CAO	
{f} Town of Annapolis Royal's representative on the Board of the Annapolis Valley Housing	The term of Dorothy MacDonald, the Town's representative on the Board of the Annapolis Valley Housing Authority, expired on June 15, 2008. It was agreed that the vacancy will be advertised and a replacement will be	Admin Assistant (to advertise and	
{g} Request for an exemption to the Noise By-law	<p>The Legion has requested an exemption to the Noise By-law during Natal Day weekend. A resident and business owner who is located in close proximity to the Legion is against the exemption and has alerted the Town to his concerns.</p> <p>It was suggested that the windows and doors could remain shut during events in an effort to lessen the noise. A designated smoking area could be located in the rear of the building and extra policing patrols may also assist with the noise complaints.</p> <p>It was agreed that Council must be prepared to deal with the Legion's request. It was suggested that this item be referred back to the CAO for the purpose of meeting with all involved parties. It was also suggested that this meeting take place well in advance of all Natal Day activities.</p>	CAO	
{h} Community Survey	The results of the recent Community Survey have produced several suggestions, comments and questions that require follow-up. A list of all items was distributed and reviewed. It was agreed that the list will be reviewed by Management Team at the meeting on July 16; items that require Council's approval will be referred to the next Committee of the Whole meeting in August, 2008.	Administrative Assistant	
{i} FCM - Canadian Red Cross Auxiliary Role Project	<p>A request was received through FCM for support of the Canadian Red Cross Society Auxiliary Role Project. CAO Boyer said that this was a worthy project and the Town should show support.</p> <p><i>Motion #3</i></p>	CAO	

	<i>It was moved by Mayor DeWolfe, seconded by Councillor Boulding to recommend to Council expression of support for the Auxiliary Role Project and in particular the renewal of the framework for cooperation between public authorities and the Canadian Red Cross to better address humanitarian challenges of the 21st century by: a) working to reinforce the status and roles of the Canadian Red Cross as auxiliary to public authorities in the humanitarian field; b) and reviewing existing measures, arrangements and instruments supporting the relationship.</i>		
{j} Policy on Use of the Town Hall	<p>It was agreed, at a previous meeting of Council, that a fee should be charged for use of Town Hall facilities by groups and organizations for meeting purposes. A policy has been drafted but it was suggested that a survey should be conducted with other municipal units regarding fees for similar use. The Director of Finance will survey other units to determine common practice for cost recovery.</p> <p>This item will be discussed at the next meeting of Council on July 21, 2008.</p>	<p>Director of Finance</p> <p>Add to Council Agenda</p>	

PLANNING AND HERITAGE ADVISORY COMMITTEE 10:00 am

In attendance: Kathie Fearon and Elizabeth Ross.

Regrets: Ian Lawrence

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
{a} Fortier Mills	A report and recommendation to enter into a development agreement has been received from Chris Millier. It was agreed that the documents should be further reviewed by members of Council and PHAC. This item will be discussed at the next meeting of Council on July 21, 2008.	Add to Council Agenda	
{b} Development/Building Permit	For information only.	No action	

Report		required	
{c} 2008 Heritage Building Awards	Jane Nicholson was the only recipient of a Heritage Building Awards for 2008. She has forwarded a letter of thanks and a cheque for \$100.00. CAO has responded with thanks for everything that Ms. Nicholson has done and continues to do for the Town. The cheque was declined by the Town and returned.	No action required	
{d} Town Hall Sign	<i>Motion #4</i> <i>It was moved by Kathie Fearon, seconded by Councillor Boulding to recommend to Council approval of the sign, erected on the front lawn of 285. St. George Street.</i>	Admin Assistant to forward approval to ADPC	

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Application for changes to Heritage Property - 221 St. Anthony Street	The application is for a painting on the front of the building. Council has requested a picture of the proposed painting before approval can be considered.	Admin Assistant	

{b} Application for changes to Heritage Property	Council reviewed the application to install solar panels at 221 St. Anthony Street. The MPS/LUB does not address solar panels; approval was granted in the interest of alternative energy. <i>Motion #5</i>		
{e} Heritage Conservation District	It was suggested at the Council meeting on June 16, 2008 that a small committee be established to review the heritage conservation documents as well as the Annapolis, MD design manual. Mayor DeWolfe, Kathie Fearon and Councillor Boulding have volunteered for the Committee. Ian Lawrence will also be approached to sit on the committee.	Admin Assistant to sit in on the meetings	

	<i>Motion #6</i> <i>It was moved by Mayor DeWolfe , seconded by Councillor Boulding to recommend to Council the establishment of a committee of no more than four members to review and consider the Heritage Property Program from the Nova Scotia Department of Heritage and Culture and the Annapolis, MD Design Manual for Heritage Properties.</i>		
{f} Signage - Pharmasave	A possible amendment to the MPS is being considered as a result of signage issues at 310 St. George Street. More information is expected from Chris Millier and will be reviewed at the next Council meeting on July 21, 2008.	Admin Assistant to add to Council Agenda	
{g} Proposed Office Complex	More information is expected from Chris Millier and will be reviewed at the next meeting of Council on July 21, 2008.	Admin Assistant to add to Council Agenda	
{h} King's Theatre	THERE MAY BE CULTURAL SPACES GRANT MONEY AVAILABLE FOR EXPANSION OF THE THEATRE BUILDING IN 2010. THE TOWN WILL BE SPENDING 30 000 IN FUTURE YEARS TO COMPLETE THE STRUCTURAL REPAIRS AND THIS MONEY COULD BE USED TO LEVERAGE OTHER MONEY. COUNCIL WAS ASKED IF THE TOWN SHOULD APPROACH THE THEATRE BOARD ABOUT HAVING A FEASIBILITY STUDY AND BUSINESS PLAN DONE. DEPUTY MAYOR ROBERTS SAID THAT THE KING'S THEATRE BOARD HAS BRIEFLY DISCUSSED THIS ISSUE AND THE BOARD IS KEEN ON HAVING THE STUDY COMPLETED. COUNCIL AGREED THAT A FEASIBILITY STUDY MAY BE BENEFICIAL IN LEVERAGING FUNDS FOR STRUCTURAL REPAIRS TO THE THEATRE.	CAO Boyer	

CORRESPONDENCE

Item	Decision / Action	Responsibility	Target
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			Date
{a} FCM - Municipal Partnership Program - Cambodia	For information only.		
{b} Annapolis Valley Health - Rescue from the Annapolis River	Annapolis Valley Health expressed thanks to all those involved in the successful rescue of a father and his two sons from the Annapolis River.	CAO	
{c} Response from the Town RE: Women in Government	For information only.		
{d} Municipality of East Hants - issue of mobile homes and regulations governing the UARB.	The Municipality of East Hants has passed two resolutions and is seeking support from all units at the UNSM conference in the fall of 2008. The first resolution which deals with the issue of mobile homes does not apply to Annapolis Royal. The Director of Finance said that she does not support the second resolution which deals with the challenges in moving through the water rate setting process under the regulations governing the UARB. She said that water rates should be regulated and the rules and regulations are stringent but necessary. The Town will express its non-support of resolution #2 at the UNSM conference in September, 2008.		

GENERAL DISCUSSION

1. **Ride the Lobster** - Marketing and Events Coordinator Sally Burnie offered an update on the event. She said that she is sorting through a long list of comments and suggestions and drafting a final report. There is some interest in the race taking place every two years. As a stage sponsor the Town actually received triple the exposure it was expecting and much more than some other communities. The good cheer dinner received rave reviews. New partnerships were created as a result of the event and others were strengthened. It was noted that the event in Western Nova Scotia did not receive as much media coverage as other areas. Minor technical issues and difficulties were noted but overall the event was considered a great success.

2. **Annapolis Royal Pool** - Councillor Boulding said that he has visited the new pool and it is a pleasant facility and the staff is quite good. He said that while he was at the pool he noticed cigarette butts inside the fence and a section of the fenced area that needs to be weeded. He was advised to communicate his concerns to FAPS. It was also noted that some complaints have been received regarding the hours of operation. The signage issue is being addressed and the pool seems to be well used.

3. **Lack of Canada Day information on the Town Website** - Councillor Schaffner said that he has had two complaints regarding Canada Day information. CAO Boyer said that website event posting has now been tagged as a priority.

IN CAMERA

It was moved by Mayor DeWolfe, seconded by Councillor Boulding to move in camera to discuss an overdue tax account and personnel issues.

It was moved by Councillor Boulding, seconded by Mayor DeWolfe to move out of camera.

The following motion is a result of the in camera session:

Motion #7

It was moved by Mayor DeWolfe, seconded by Councillor Boulding, to recommend to Council that tax account 7082827 in the amount of \$6,410.24 be written off.

NEXT MEETING August 6, 2008 at 9:00 a.m.

ADJOURNMENT

IT WAS MOVED BY COUNCILLOR BOULDING TO ADJOURN THE MEETING.

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Deputy Mayor Roberts		
Changes made by Administrative Assistant Jackie Longmire		

Approved for website by CAO		
Forwarded to the Website		