

**TOWN OF ANNAPOLIS ROYAL**  
**1 COMMITTEE OF THE WHOLE**  
**MINUTES**  
**June 3, 2009**  
**9:00 am**

The regular meeting of the Committee of the Whole was held on Wednesday, June 3, 2009 in Council Chambers at Town Hall. In attendance were Chair Deputy Mayor DeWolfe, Councillors Pat Power, Kathie Fearon, Doug Shaffner, and Sherman Hudson, CAO Amery Boyer, Director of Finance Melony Robinson, and Executive Assistant Jackie Longmire as recording secretary.

Regrets: Mayor Phil Roberts

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

May 6, 2009

***Motion # 1***

***It was moved by Councillor Hudson, seconded by Councillor Shaffner, that the Committee of the Whole minutes dated May 6, 2009 be approved, as presented. Motion carried.***

**ADDITIONS/DELETIONS TO AGENDA**

Under Business Arising add:

3. Pool Insurance

Under New Business add:

13. Change for Animal Control
14. Change Orders for the Champlain/Ritchie Project
15. Waterfront Development Project - funding

## APPROVAL OF AGENDA

June 3, 2009

### *Motion #2*

*It was moved by Councillor Hudson, seconded by Councillor Fearon, that the agenda dated June 3, 2009 be approved as amended.  
Motion carried.*

## PRESENTATIONS:

9:30 am – **Ecology Action Centre**

Annapolis Royal is one of three municipalities that have been selected to participate in a sustainable transportation pilot project. Dalhousie University and the Ecology Action Centre have partnered on the project and two representatives were in attendance to present the report. The project will assist 3 municipalities with incorporating sustainable transportation. A tool kit will be created as a result of the project; the tool kit will assist other municipalities in creating sustainable transportation plans.

The report outlines best practices that are a fit for Nova Scotia, and examples of policy changes. The reports should generate some feedback that will also be incorporated into the final report. The following items regarding sustainable transportation in Annapolis Royal were addressed and discussed: strengths and weaknesses, goals and guidelines, and recommendations. The report recommends that Annapolis Royal make sustainable transportation a priority by accepting the report in principle, incorporating the report's guiding principles and goals into the Integrated Community Sustainability Plan and implementing a kick-start project.

Several ideas for the kick start program were discussed and Danny McClair suggested that the Town consider a community vehicle project that he could partner on. It was also suggested that the kick start program could be something as simple as an anti-idling by-law. All kick start program options will be considered as the report is finalized.

**PUBLIC HEARING:**           **None**

## BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Budget Discussions	Deputy Mayor DeWolfe said that all budget discussions will take place during the next meeting of Council on June 22, 2009. Paul Stackhouse said that it was his understanding that the extra revenue from the proposed increase to the commercial tax rate would be discussed today. A group of business owners had suggested at the last meeting of Council that the extra		

	<p>revenue be placed in a special fund to be used for business development and retention initiatives. The group said that they have not developed any type of plan for how the money should be spent other than to attract and maintain businesses. Deputy Mayor DeWolfe suggested that this item be further discussed at the next meeting of Council on June 22, 2009.</p> <p>All members of Council agreed to schedule an evening session of Council to allow business owners the opportunity to attend. The final budget review will take place on June 22, 2009 at 6:00 pm.</p> <p>The business occupancy tax was also discussed and it was noted that in the past that funding supported the marketing initiatives of the Town. The Town will receive approximately \$20,000.00 this budget year in business occupancy tax, \$11,000.00 next budget year and it will be totally eliminated in 2011-2012. The total marketing budget for 2009-2010 is approximately \$57,000.00.</p>		
2. Business Liaison Committee	<p>Councillor Power has been asked to head up the proposed Business Liaison Committee and a request to have the committee established was reviewed by Council. CAO Boyer said that Council has two options, to establish as a committee of Council or as an ad hoc advisory committee. The portion of the MGA that applies to such committees was also reviewed. Councillor Power suggested that it be established as a Committee of Council. She said there are advantages to such a committee and the input that could be provided through business experience would be a benefit to Council.</p> <p>CAO Boyer said that all meetings that involve a Committee of Council must be public, open to everyone, with minutes taken. It was agreed that the make up of the committee and the parameters have to be given more thought.</p> <p><b><i>Motion #3</i></b> <b><i>It was moved by Councillor Power, seconded by Councillor Hudson to recommend to Council that a Business Liaison Committee be established. Motion carried.</i></b></p>		
3. Lot Grading and Drainage By-Law	<p><b><i>Motion #4</i></b> <b><i>It was moved by Councillor Fearon, seconded by Councillor Power to recommend to Council first reading of the Lot Grading and Drainage By-</i></b></p>		

	<p><b><i>Law.</i></b></p> <p>It was later noted that this by-law is being reviewed by Roger Sturtevant of ADPC and CAO Boyer is waiting for Mr. Sturtevant's recommendations regarding the by-law.</p>		
4. Civic Address By-Law	The Civic Address By-Law for the Town of Amherst was reviewed. It was noted that this by-law does not address the heritage issues that should be considered for Annapolis Royal. It was agreed that this by-law should be referred to PHAC for heritage input.		
5. Pool Insurance	This item has been tabled until the next meeting of Council on June 22, 2009.		

#### NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO Boyer	
2. Review of NSPACTS Membership and Request from ACTS	<p>Deputy Mayor DeWolfe was contacted by James Anderson who requested that the Town remove its name from the membership list for this website. It was noted that HRM and other municipalities and organizations have no problems with the website and are remaining on the member list.</p> <p>A request for a representative on the Board of Annapolis County Trails Society was also discussed. It has been the practice of the Town not to place a member on the ACTS board based on past experience.</p> <p>The Town of Annapolis Royal will maintain the status quo with respect to both issues.</p>		
3. Letter from UNSM	Under the provisions of the Municipal Government Act, the Minister of Service Nova Scotia and Municipal Relations is required to provide prior notice of any legislation, regulation or administrative action		

	<p>undertaken by or on behalf of the Government of the Province of Nova Scotia that would have the effect of decreasing the revenues received by municipalities or increasing the required expenditures of municipalities in Nova Scotia. This letter is provided as notice of such changes for the fiscal year 2010-2011.</p> <p>The items outlined in this letter include: solid waste, emergency management, water and waster water facility fees, taxation of nursing homes and complaints under the Freedom of Information and Protection of Privacy Act (FOIPOP).</p>		
4. Letter from Carmen Robinson	Carmen Robinson indicated that he is interested in the Newman's property for the purpose of opening a pub. He is wondering if Council has any issues or concerns with the business. CAO Boyer will refer the issue to ADPC so that Mr. Robinson may be advised on planning issues. Council expressed no concerns over the possibility of such a business being opened in the Newman's building.		
4. Trans County Transportation Society	<p>The request for funds was reviewed. TCTS is asking that the funds received by the Town through NSTRIP be transferred to TCTS. The group was previously advised that the request for funds was received late in the budget year. The funds will not be transferred in the 2009-2010 budget year.</p> <p>The NSTRIP funds are meant for support of rural transportation. The Town uses the funds towards its contribution to King's Transit.</p>		
5. Canada-Nova Scotia Building Canada Fund	CAO Boyer confirmed that one-third of the funding for the St. Anthony Street and Drury Lane Safe Sidewalk project is the responsibility of the Town.	CAO Boyer	
6. Letter from Wendy Abramson	A letter was received with concerns of the placement of the new sidewalk on Grange Street. Apparently, the engineer changed the plans and the result is that the sidewalk on Grange Street will be on the opposite side of residences and the Day Care Centre. Deputy Mayor DeWolfe said she was not aware that a change was made and questioned the reasoning of the engineer with regard to the placement	CAO Boyer	

	<p>of the sidewalk. CAo Boyer said that the main reason for placing the sidewalk on the opposite side of Grange Street is plumbing and the overall flow of pedestrian traffic with the school located on the opposite side of the residences. Deputy Mayor DeWolfe said that the students walking into the school usually take the shortest route and cut across the grass. She said she would rather see the funds be used to maintain the sidewalk that is already there. She also said that it makes more sense to have the sidewalk on the side of the road where it would receive the most use. CAo Boyer will discuss the issue with the engineer.</p>		
7. West Side Studio – Sidewalk Lease Renewal	<p>A request was received to renew the sidewalk lease for Westside Studio; no changes in the lease were indicated.</p> <p><b><i>Motion #3</i></b>  <b><i>It was moved by Councillor Power, seconded by Councillor Fearon to recommend to Council renewal of the Westside Studio Sidewalk lease for the 2009-2010 fiscal year. Motion carried.</i></b></p>		
8. REMO	<p>Deputy Mayor DeWolfe said she attended a REMO meeting while Mayor Roberts is away and was reminded by other members how important it is that all members attend the meetings. She explained the purpose of the meetings and the role of members in the event of an emergency. She said that as a result of quorum issues, the organization is suggesting that a third member be appointed to ensure that each municipal unit is represented at each meeting. Councillor Shaffner accepted the position and was advised that he will attend when Councillor Hudson or Mayor Roberts are unable to.</p>		

9. Offer to lease the old Home Hardware Building from Danny McClair	<p>CAO Boyer said there are three issues with this proposal that are being explored. Zoning questions have been referred to ADPC, appropriateness of use has been referred to the engineer and there would be no grant money available for necessary renovations to the property.</p> <p>It was agreed that Council would wait for responses from the engineer and ADPC before any decision was made.</p>		
10. Farmer's Market - Off-Site Vendor Complaint	A complaint was received from the Farmers' Market Coordinator regarding an individual who was selling items from his vehicle near the Farmers Market location but not paying the same fees as other vendors within the market. It is noted that the vendor has applied for a vending permit.		
11. Vending Application	An application was received from Ian Curry to sell edibles and ornamentals on the Annapolis Royal Wharf during Saturday morning market hours. Council agreed that permission would have to come from the Wharf Society and the applicant will be advised to contact the Wharf Society for permission.		
12. Change for Animal Control	<p>CAO Boyer said the Town rarely uses the Animal Control services through the County but there has been a request to change the current procedures. It is being recommended that adoption be the first course of action rather than destroying the animal.</p> <p><b><i>Motion #4</i></b></p> <p><b><i>It was moved by Councillor Hudson, seconded by Councillor Power to recommend to Council amendment of the current Animal Control Services agreement to recommendation adoption rather than disposal of animals that are captured through animal control efforts. Motion carried.</i></b></p>		

<p>13. Change Orders - Champlain/Ritchie Project</p>	<p>CAO Boyer said that the engineer has issued 4 change orders which include: replacement of approximately 800 feet of 12 inch sanitary sewer including manholes and all laterals, replacement of two fire hydrants on Champlain drive, deletion of the option to widen Phase I portion of Champlain Drive, and replacement of approximately 40 feet of 8 inch sanitary sewer line on the Harry Jost property.</p> <p>CAO Boyer will be contacting the County regarding the cost of the 800 feet of 12 inch pipe and the impact of the renovations at the Annapolis Nursing Home. More information on the fire hydrants was also requested.</p>	<p>CAO Boyer</p>	
<p>14. Waterfront Development Project</p>	<p>CAO Boyer said that ACOA is ready to move the funding application to the next level but a commitment from the Town is required. The total share required from the Town is \$400,000.00. CAO Boyer is exploring several options including non-interest bearing loans but the amount would necessitate borrowing.</p> <p>This project has been on the books for several years and CAO Boyer said that this is the first funding application that has moved this far. The project is considered a very significant economic development initiative and staff recommends the commitment of funding. The boardwalk repairs are also tied to this funding application. The business plan for the wharf indicates that the wharf can sustain itself through tourism, after it loses its maintenance funding in 2011.</p> <p><b><i>Motion #5</i></b> <b><i>It was moved by Councillor Power, seconded by councillor Fearon to recommend to Council approval of the funding commitment in the amount of \$400,000.00 to the Waterfront Development Project. Motion carried with 2 nay votes recorded.</i></b></p>		



There were no planning or heritage advisory items on the agenda.

**GENERAL / CORRESPONDENCE (FOR INFORMATION ONLY)**

1. Letter from ecoNova Scotia – Hybrid grand application update – For information only.
2. Letter from FCM – Congratulations on achieving milestone three – For information only.

**GENERAL DISCUSSION**

1. True Check – Record checks are still being conducted even though True Check has been taken over by Back Check. There is no indication as to whether or not Annapolis Royal will be able to continue doing these checks as the take over is finalized.
2. Apple Blossom and Princesses – Some Council members indicated that they have received complaints over the Town not participating in Apple Blossom or not supporting the Annapolis Royal princess. An apology has been issued but the question of involvement in future years was raised. It was noted that participation in Apple Blossom is considered important to most residents and business owners. The issue will be discussed when participation requests are received before the festival in 2010.
3. Meeting with CAO of the County – it was suggested that Brenda Orchard be invited to the next Committee of the Whole meeting to meet with members of Council..

**NEXT MEETING**

July 8, 2009 at 9:00 a.m.

**ADJOURNMENT**

*It was moved by Councillor Hudson that the Committee of the Whole meeting be adjourned.*

<i>1Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Deputy Mayor Jane DeWolfe		

Changes made by Administrative Assistant Jackie Longmire		
Approved for website by CAO		
Forwarded to the Website		