

**MINUTES**  
**TOWN OF ANNAPOLIS ROYAL**  
**COMMITTEE OF THE WHOLE**  
**June 4, 2008**  
**9:00 a.m.**

The regular meeting of the Committee of the Whole was held on Wednesday, June 4, 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, Municipal Intern Tammy Bernasky and Administrative Assistant Jackie Longmire as recording secretary.

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

**May 7, 2008**

***Motion # 1***

***It was moved by Mayor DeWolfe, seconded by Councillor Hudson, that the Committee of the Whole minutes dated May 7, 2008 be approved, as presented. Motion carried.***

**ADDITIONS/DELETIONS TO AGENDA**

Under Business Arising add:

5. Budget

Under New Business add:

12. Use of Town Hall space

Under General Discussion add:

1. Dog control

Under Correspondence add:

3. Development/Building Permit Report

**APPROVAL OF AGENDA**

**June 4, 2008**

***Motion # 2***

***It was moved by Councillor Boulding, seconded by Councillor Hudson, that the agenda dated June 4, 2008 be approved, as amended.  
Motion carried.***

**PRESENTATIONS**

- A. **Jon Gray - Fireworks** - Mr. Gray, as a volunteer with the Annapolis Royal Fire Department, is now responsible for organizing Town fireworks displays. It was explained that fireworks are usually purchased through a cost share arrangement with the Fire Department. CAO Boyer had applied for a grant through Democracy 250. The application was successful and the Town will receive \$7,500.00 for Canada Day fireworks. It was asked if these funds could be split with the Natal Day fireworks. CAO Boyer will enquire, and it is possible that the total firework budget for the two events would be \$10,500.00. Mr. Gray explained that he contacts a representative of Fireworks FX with a budget amount and the show is prepared based on the amount of funds that are available.

Fundraising was discussed and Mr. Gray said that the Department will make an effort in this regard. He was encouraged to have more firemen in uniforms on the night of the events to collect donations. It was agreed that the Natal Day show would be the bigger of the two events as it is a well attended annual event. CAO Boyer said that Mr. Gray could determine the split of funds for both of the fireworks displays.

- B. **Alain Doucette and Jeff Caddell - Property Valuation Services Corporation** - As of April 1, the Assessment office has changed its name to Property Valuation Services Corporation and is now a not for profit agency under municipal control. The legislative mandate hasn't changed; the Assessment Act remains with the Province. Mr. Caddell reviewed all the changes within the Agency and explained how the assessment process works. He also explained the changes with the CAP Program saying that the capped rate has now been set at CPI (2.8%) down from the 10-15% of previous years. An application is no longer required for the program, but if ownership of the property changes, the capped assessment is removed for a one year period. Commercial properties are not eligible for the CAP Program.

Mr. Caddell was asked why assessments in Annapolis Royal seem higher than those of surrounding areas. Mr. Caddell explained how assessed values are determined and said that all values are compared to others within the Town. Assessed values and market values are determined by the sale of property within the Town and all values are market driven. He said that commercial values are set very similarly to residential values with the exception of income/expense data that is figured into the equation.

Mr. Caddell said that Annapolis Royal assessed values are on par with the rest of the Province. Assessed values in the Western Region are up about 12.1% with values in Annapolis Royal being up about 12.7%. Commercial assessed values are up about 1.8% in Annapolis Royal. The Town has approximately \$29 million in assessed value for the year 2008.

## BUSINESS ARISING FROM MINUTES

| Item  | Decision / Action  | Responsibility | Target Date |
|---|--|----------------|-------------|
| {a} Draft Taxation Policy                               | The policy was drafted by an NSCC student who worked with the Town on a four week work experience program. The policy lists a number of principles that have been reviewed and considered by staff and all members of Council. It was agreed that this policy may be considered in the future but would not be adopted at this time.   |                |             |
| {b} Request for a speed bump on Lower St. George Street | The Traffic Authority has suggested that there are traffic calming tools that may be more effective than a speed bump. It was noted that speeding in the entire Town has been significantly reduced with the continued presence of the new police officers. The Annapolis Royal Police Department has been asked to concentrate on the Lower St. George Street area, in an attempt to reduce speeding in that area.  |                |             |
| {c} Employee Wellness Policy                            | The Employee Wellness Policy has been amended to include no cash incentives. All initiatives are wellness related with no expense to the Town. CAO Boyer said that she would like to see the original policy go forward with the cash incentives paid through a CAO funded account. She also said that the Employee Assistance Program has been approached regarding funding for the policy. A variety of wellness initiatives were noted in other municipal units and Mayor DeWolfe said she supported the policy; it remained Council's position that no financial incentives be offered for employee wellness. Incentives for smoking cessation and |                |             |
| {d} Annapolis Royal Police Department Auxiliary Program | Insurance costs for the proposed auxiliary program have been quoted at \$101.00 per year for operational coverage. Other expenses have not been discussed or clarified. This item will be further reviewed and discussed at the Police Board meeting scheduled for June 11, 2008.  |                |             |

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|-----------------------------------|--|--|--|
| {e} Budget - Setting the tax rate | <p>The following motion is a result of several budget discussions and public meetings:</p> <p><b><i>Motion #4</i></b><br/> <i>It was moved by Mayor DeWolfe, seconded by Councillor Shaffner, to</i></p> |  |  |
|-----------------------------------|--|--|--|

## NEW BUSINESS

| Item   | Decision / Action  | Responsibility           | Target Date |
|--|--|--------------------------|-------------|
| {a} Water Tests  | Water tests have been reviewed and found to be satisfactory.   | CAO                      |             |
| {b} Letter from Ralph Bent and a response from the Town RE: Septic pumping | For information only.  |                          |             |
| {c} FCM-CH2M HILL - Sustainable Community Awards                           | Annapolis Royal has been recognized for demonstrating leadership in Natural Waste Water Filtration.  |                          |             |
| {d} Annapolis Valley Regional School Board                                 | A Public Meeting will be held on June 4, 2008 to discuss the future of the schools in Annapolis Royal.   |                          |             |
| {e} Annapolis Royal Community Survey results                               | A condensed version of the results of the 2008 Community Survey was provided. The full version, with all comments included, will be made available through the read-in file.   | Administrative Assistant |             |
| {f} Annapolis Royal painting unveiling at Art Gallery of Nova Scotia       | The Art Gallery of Nova Scotia has recently acquired a painting attributed to Samuel Scott of London, England. The work, "British Vessels at Anchor in Annapolis Royal, Nova Scotia", will be unveiled this month.                     |                          |             |
| {g} Canada Day and Natal Day fireworks                                     | This item was discussed during the presentation from Jon Gray. All issues have been clarified.   |                          |             |
| {h} Outstanding taxes  | A list of outstanding taxes was reviewed by all members of Council. It was noted that most outstanding accounts are being handled through collections. The total amount of outstanding taxes owing as of June 4, 2008 is \$142,000.00. | Director of Finance      |             |

|                             |   |     |  |
|-----------------------------|---|-----|--|
| {i} Complaint from taxpayer | Several complaints were received on Monday, June 2 regarding the weekend due date on the tax bills. Interest was added to accounts on June 2; many people thought it would not be added until the following day in lieu of the weekend due date. A policy was drafted to clarify the issue in the future. Interest that was added to accounts that were paid on June 2, 2008 will be written off.   |     |  |
| {j} Town Crier Stipend      | Peter Davies has requested that his stipend be paid through expense reimbursement. Council agreed to the request.   |     |  |
| {k} Tax Billing Policy      | This policy was drafted in response to the issue on June 2, 2008 with interest added to tax accounts. This policy will be made retroactive and addresses payments for weekend due dates as well as other issues.<br><br><i><b>Motion #5</b></i><br><i><b>It was moved by Mayor DeWolfe, seconded by Councillor Hudson, to recommend to Council acceptance and approval of the Tax Billing Policy, to be made retroactive to May 31, 2008.</b></i> | CAO |  |
| {l} Use of Town Hall space  | Councillor Boulding said that he is aware that Town Hall space is being used for other organizations and groups. He wondered if a small rental fee for the space should be charged. It was agreed that a policy will be drafted and consideration will be given to a rental fee of \$20.00.   | CAO |  |

## PLANNING AND HERITAGE ADVISORY COMMITTEE 10:00 am

In attendance: Kathie Fearon, Ian Lawrence, Elizabeth Ross

### BUSINESS ARISING

| Item              | Decision / Action   | Responsibility  | Target Date |
|-------------------|---|-----------------|-------------|
| {a} Garden Awards | An amount of \$500.00 remains in the budget for the Gardens Awards. Minor changes will be made to the brochures and the program will be reviewed at the end of the season. If the response remains minimal, the | Admin Assistant |             |

|                          |  |                 |  |
|--------------------------|--|-----------------|--|
|                          | program will be discontinued in future years.  |                 |  |
| {b} Building Awards 2008 | One application has been received for the 2008 program. The Building Awards will be reviewed at a later date and may also be discontinued in future years. | Admin Assistant |  |

## NEW BUSINESS

| Item  | Decision / Action  | Responsibility | Target Date |
|---|--|----------------|-------------|
| {a} Application for changes to Heritage Property - 200 St. George Street, signage | <b><i>Motion #6</i></b><br><b><i>It was moved by Kathie Fearon, seconded by Elizabeth Ross to recommend to Council approval of the application for changes to Heritage Property located at 200 St. George Street. (Signage)</i></b>  |                |             |
| {b} Heritage Property Act   | CAO Boyer explained that the proposed bill is suggesting a two year moratorium on heritage property. She said that it was the Town's position on September 24, 2007 to lobby for Jr. Theriault's bill which suggests absolutely no take down of heritage property. There was a general agreement that the Town should continue with its position of September 24, 2007 and continue to lobby for the bill of Jr. Theriault.  |                |             |
| {e} Application for Changes to Heritage Property - 6 Grange Street, signage       | <b><i>Motion #7</i></b><br><b><i>It was moved by Mayor DeWolfe, seconded by Councillor Hudson, to recommend to Council approval of the application for changes to heritage property located at 6 Grange Street. (Signage)</i></b>  |                |             |
| {f} Conference Calling  | Council had previously agreed to make arrangements for conference call capability from Council Chambers, to be used for AHS Board meetings. Clarification was necessary to get the system in place. It was agreed that a portable phone will be used from another office to make the conference calls, no additional phone lines will be installed and no additional equipment will be purchased. The using group or organization will be responsible for any charges related to conference calling. |                |             |

## CORRESPONDENCE

| Item   | Decision / Action     | Responsibility | Target Date |
|--|-----------------------|----------------|-------------|
| {a} Certificate of Appreciation - NSCC Work experience program | For information only. |                |             |
| {b} Letter to Robert Thibault - Digby - St. John Ferry Service | For information only. |                |             |
| {c} Development/Building Permit Report                         | For information only. |                |             |

## GENERAL DISCUSSION

Councillor Shaffner said that he has had a complaint about dogs that are not on a leash and wondered if signage should be posted at trail entrances. It was noted that signage is posted but it doesn't seem to be that effective. If the dog owner's name is known, CAO Boyer can send a letter reminding the owner that dogs must be kept on a leash.

## IN CAMERA

*It was moved by Councillor Boulding, seconded by Councillor Shaffner to move in camera to discuss a staffing issue.*

*It was moved by Councillor Shaffner, seconded by Councillor Boulding to move out of camera.*

**NEXT MEETING** June 4, 2008 at 9:00 a.m.

## ADJOURNMENT

***IT WAS MOVED BY COUNCILLOR BOULDING TO ADJOURN THE MEETING.***

| Action:                  | Date | Signature |
|--------------------------|------|-----------|
| Reviewed by Deputy Mayor |      |           |

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|--|--|--|
| Roberts  |  |  |
| Changes made by<br>Administrative Assistant<br>Jackie Longmire |  |  |
| Approved for website by<br>CAO                                 |  |  |
| Forwarded to the Website                                       |  |  |