

**COMMITTEE OF THE WHOLE**  
**Draft Minutes**  
**June 7, 2006**

The monthly session of the Committee of the Whole was held on Wednesday, June 7, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Ron Boulding, Phil Roberts, Sherman Hudson and Doug Shaffner, CAO Amery Boyer, Director of Finance Melony Robinson, and Jackie Longmire as recording secretary. Kathie Fearon was present as the representative for the Planning and Heritage Advisory Committee.

Regrets: Planning and Heritage Advisory Committee members Ian Lawrence and Elizabeth Ross.

**CALL TO ORDER**

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

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**                      May 3, 2006

***It was moved by Mayor Kinsella, seconded by Councillor Boulding, that the Committee of the Whole minutes dated May 3, 2006 be approved as amended. Motion carried.***

**ADDITIONS TO AGENDA**

Under New Business add:

- {6} King's Theatre - outstanding account
- {7} The use of paper plates at Town functions
- {8} Utility Review Board - Estate of Clara C. Munro
- {9} New Year's Levée - Discussion with the Legion

Under PHAC Business Arising add:

- {2} Municipal Heritage Designation Task Force

Under PHAC New Business add:

- {9} Application for changes to Heritage Property - 24 St. James Street

## APPROVAL OF AGENDA

June 7, 2006

***It was moved by Councillor Roberts, seconded by Councillor Shaffner, that the agenda dated June 7, 2006 be approved as amended. Motion carried.***

## PRESENTATIONS:

### 1. Anne Esslinger - Annapolis Valley Library Board Representative

Anne Esslinger presented a Library Board update to Council. She spoke of funding, branches, mobile units, available services and upcoming events. She also made reference to the Deputy Minister of Education who has reportedly said that he “has never visited a library and has no intention to do so.” She explained the funding as 71% provincial, 26% municipal and 3% from other sources. She said the circulation numbers for Annapolis Royal are 27,500; this figure is down compared to previous years, but still impressive. She also said that only about half of the on-line time slots that were available had been used. She said the mobile units are popular in this area and one of the bookmobiles would have to be replaced within the next 3 years. She estimated the cost at well over \$100,000.00. Libraries are offered a special rate for postage to supply books to clients through the mail and Ms. Esslinger said this special rate may be phased out and the books through mail program would most likely come to an end. She said that the revenues for libraries were \$2,290,346.00 but the operating expenses were in excess of \$2,000,000.00. The board is seeking a financial commitment from the provincial government.

Councillor Roberts asked Ms. Esslinger what the pressing issues were with the Annapolis Royal Branch. She said the only problems are space/storage related. The aisles between shelving are narrow and the storage closet leaks but the location is central, cheerful and bright. CAO Boyer commented on the statement from the Deputy Minister that Ms. Esslinger referred to; she said this is the second time she has heard this comment and she suggested that Council send a letter to the Deputy Minister. It was agreed that a letter or invitation would be drafted to the Deputy Minister from Council, inviting him to visit the local library.

Ms. Esslinger offered to make annual presentations to Council. Deputy Mayor DeWolfe thanked her for her work with the board and the presentation.

## BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date

1. Banking Services	<p>The Director of Finance has supplied more information regarding banking tenders. Comments from other towns and municipalities indicated that they do not tender for banking. The Director of Finance suggested that the Town remain with the present bank for the following reasons: direct deposit issues, cheques would have to be re-ordered, no fees are paid to the current bank and the service they offer is excellent. It was agreed that changing banks would involve considerable expense for the town and the Town's policy does not require that the service go to tender. A letter will be sent to the competing bank to inform the Manager of Council's decision</p> <p><b><i>It was moved by Councillor Hudson, seconded by Councillor Shaffner to recommend to Council to continue using the services of Scotiabank and not put banking services to tender.</i></b></p>		
2. Whites Point Quarry and Marine Terminal Project	<p>A letter addressing concerns about the Whites Point Quarry and Marine Terminal Project has been drafted on behalf of Council, under the signature of the Mayor. Council has reviewed the letter and it has been forwarded to the Joint Review Panel.</p>		
3. Sewer Bylaw	<p>Substantial changes have been made to the Sewer Bylaw. All changes were highlighted. Council reviewed the changes and raised questions that will be forwarded to the Town Solicitor. CAO Boyer suggested first reading of the Bylaw to get it in place; she said that additional amendments could be made at a later date but it was important to put the bylaw into effect as soon as possible.</p> <p><b><i>It was moved by Councillor Boulding, seconded by Councillor Roberts to recommend to Council first reading of the amended Sewer Bylaw.</i></b></p>		
4. Community Energy Mission to the UK	<p>CAO Boyer submitted an application to attend the Community Energy Mission and her application has been successful. CAO Boyer will be travelling to the United Kingdom on July 29, 2006 to participate in the Mission. The Town is responsible for the registration fees and airfare to the UK.</p>		
5. Historic Gardens Financial	<p>Financial information has been provided by the Annapolis Royal</p>		

Information	<p>Historic Gardens. The information was briefly reviewed and a few comments were made concerning the Kerr House. The financial statements do show that Kerr House operates at a small profit. It was mentioned that there are 6 new members on the board of the Historic Gardens and the board has requested regular financial updates. The Gardens will be launching their 25<sup>th</sup> Anniversary Appeal on June 10, 2006; their goal is to raise \$1,000,000.00. Councillor Boulding noted that the financial statements do not indicate retiring any of the debt. Mayor Kinsella said they could retire debt but then may have to borrow to keep up with operating expenses, so there is no benefit to focus on retirement of debt at this point. It was agreed that a formal request would be made to have a Town representative on the Historic Gardens Board. CAO Boyer suggested that the request be made for a non-voting member to sit at the next meeting. A copy of the Boards, Committees and Commissions will be reviewed at the next meeting to determine who should be the member of Council to sit on the Annapolis Royal Historic Gardens Board.</p> <p>It was also agreed that the \$10,000.00 grant to the Gardens would be forwarded without conditions.</p> <p><b><i>It was moved by Councillor Roberts, seconded by Councillor Boulding to recommend to Council to make a formal request to the Annapolis Royal Historic Gardens to have a Town representative appointed to the Board.</i></b></p>		
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## 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. Effluent testing continues to fluctuate during periods of heavy rain.		
2. Worker's Compensation Board of Nova Scotia	The Town has experienced a drop in rates for Workers' Compensation due to a recent re-assessment for Public Works employees and decreased claims experience.		
3. Draft RDA Business Plan	<p>The province and ACOA will fund the development of the Regional Development Authority based on the business plan which was presented to Council. Mayor Kinsella said a new, strong board will be formed. CAO Boyer said she provided copies of the business plan to anyone who was interested but has received no feedback to date. A letter was presented for Council's approval.</p> <p><i>It was moved by Mayor Kinsella, seconded by Councillor Boulding to recommend to Council that the Town of Annapolis Royal, in cooperation with other municipalities in this region, adopt the regional development strategy presented and request that the Minister of Economic Development establish a regional community development agency for the area, consistent with the Regional Community Development Act.</i></p>		
4. Joint Federal Gas Tax ICSP Background Study	CAO Boyer said this appears to be a good opportunity for energy management partnership and she said the Town should consider participating in the study as long as it does not require attendance at meetings. It was agreed that the Town would partner with other municipal units in Kings and Annapolis counties for this project.		
5. Land Development	The Province transferred a parcel of land to the Town some time ago. The land is behind the Legion on Victoria Street. CAO Boyer asked Town Planner Roger Sturtevant to advise on development possibilities for the land. Council was asked what approach they would like to take. It was agreed that the land would be listed on the Town's website with a request for proposals or expressions of interest. All		

	submissions would be reviewed and Council would retain the right to reject any or all bids.		
6. King's Theatre	<p>The Director of Finance explained that the Theatre has outstanding debts to the Town in the amount of \$6,000.00. A grant to the Theatre from the Town in the amount of \$3,000.00 had been approved during previous budget meetings. Town policy states that in order to receive any grants, the organization must be in good financial standing with the Town.</p> <p>Councillor Hudson recommended that a letter be drafted to the attention of the Theatre regarding the outstanding debt and public washroom issues. He also said the letter should be signed by the Mayor. Councillor Shaffner mentioned exit lights inside the building that are not working and that may create liability issues. It was agreed that all issues would be included in the letter as well as a request for a key to the Theatre for emergency use.</p>		
7. Paper plates	There has been some debate over the use of paper plates and cups for Town and staff functions. After a discussion, it was agreed that bio-degradable Chinette plates would be used when paper products were the most practical. Glass place settings could be borrowed from other organizations for more formal functions. Staff was asked to use their discretion when planning events that required eating utensils and dishes.		
8. Utility Review Board - Estate of Clara Munro	A complaint was received by the Utility Review Board from the family of the late Clara Munro. The NSURB has ruled that this home should not be charged the base rate since water was disconnected before the effective date of the Water Rate Study. There may be other property owners in Town who could dispute billings as well. It was agreed that bills for all property owners in the same circumstances would be rescinded..		
9. New Year's Levée	It was agreed that work on this year's levée must begin as soon as possible. Councillor Boulding has agreed to work with the Legion on the event. Issues such as entrance through the social hall, dress code, and welcoming of guests will be addressed.		

## PLANNING AND HERITAGE ADVISORY COMMITTEE (10:00 a.m.)

Alan How, owner of 613 St. George Street was in attendance for the PHAC portion of the meeting to answer questions regarding his application for changes to heritage property.

### BUSINESS ARISING

1. Off-premise signs	There are signs on the property of the Royal Bank on St. George Street that are for businesses on Victoria Street. CAO Boyer would like to have a sign designed that is more functional. Joy Elliott will be asked to produce a design for review by Council.	CAO	
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## PLANNING HERITAGE ADVISORY COMMITTEE NEW BUSINESS

1. Application for changes to Heritage Property at 613 St. George Street / Deck and pergola	<p>Photos and drawings were reviewed. Alyn How, owner of the property presented the design and answered questions. He expects the deck and pergola to compliment the arts and crafts character of the home.</p> <p><i>It was moved by Councillor Shaffner, seconded by Mayor Kinsella to recommend to Council approval of Alyn How's application for changes to Heritage Property at 613 St. George Street.</i></p>		
2. Application for changes to Heritage Property at 210 St. Anthony Street	<p>Application from Janel Warmington to replace window sills and doors. This application had been previously approved by CAO Boyer.</p> <p>No motion required.</p>		
3. Building Awards	<p>A Task Force for Heritage Designations has been established. Questions and items of interest to be discussed at the next meeting should be directed to CAO Boyer.</p> <p>The upcoming Building Awards were discussed. It was decided that Kathie Fearon would be a judge for the awards process. Other judges for the awards include: Architect Harry Jost, Chair of the Annapolis Royal Historical Society Alan Melanson and Councillor for the County of Annapolis Marilyn Wilkins. The Building Awards brochures will be redistributed to all homes in Town and invitations to the Natal Day</p>		

	<p>announcement will be sent to nominees and those who submitted applications. A press release will also be drafted indicating that the prize is \$500.00 for each category.</p> <p>CAO Boyer said Jane Nicholson should be nominated for her work on the Train Station. Annapolis Heritage Society will be approached to submit the application on her behalf.</p>		
4. Application for changes to Heritage Property at 441 St. George Street	<p>This application from Historic Gardens is to erect new signage. Pictures were reviewed and it was agreed that the new signs were much more colorful.</p> <p><b><i>It was moved by Mayor Kinsella, seconded by Kathie Fearon to recommend to Council approval of the Application of Historic Gardens for changes to Heritage Property at 441 St. George Street.</i></b></p>		
5. Application for changes to Heritage Property at 260 Prince Albert Road	<p>The Application of Rion Microys had been previously approved by CAO Boyer. The siding on the garage is in the process of being replaced.</p> <p>No motion required.</p>		
6. Application for changes to Heritage Property at 762 St. George Street	<p>A new addition will be built onto the back of the First United Baptist Church. The addition will include a storage room and washroom and will have an improved wheelchair ramp. It will be visible from St. Patrick's Lane.</p> <p><b><i>It was moved by Kathie Fearon, seconded by Councillor Boulding to recommend to Council approve the First United Baptist Church application for changes to Heritage Property at 762 St. George Street.</i></b></p>		
7. Application for changes to Heritage Property at 294 St. George Street	<p>Request to paint the business name on the window of the business.</p> <p><b><i>It was moved by Mayor Kinsella, seconded by Councillor Boulding to recommend to Council to approve the application for changes to Heritage Property at 294 St. George Street</i></b></p>		
8. Application for changes to Heritage Property at 288 St. George Street	<p>Request to paint the business name on the window of the business.</p> <p><b><i>It was moved by Councillor Boulding, seconded by Councillor Hudson to</i></b></p>		



	<i>recommend to Council to approve the application for changes to a Heritage Property at 288 St. George Street.</i>		
9. Application for changes to Heritage Property at 24 St. James Street	<p>The application of Paul Volenik is for the addition of 2 new decks on the back of the house. It was agreed that the decks would add to the general appeal of the property.</p> <p><i>It was moved by Mayor Kinsella, seconded by Kathie Fearon to recommend to Council to approve the Application for changes to Heritage Property at 24 St. James Street.</i></p>		

## GENERAL / CORRESPONDENCE

1. Annapolis District Planning Commission Development/Building Permit Report for the month of May 2006 - information only
2. Architecture - A magazine for public and institutional administrators - information only.

## GENERAL DISCUSSION

1. CAO Boyer mentioned the unsightly premises files. The property owners were given 30 days to rectify the problems and she said the 30 day period will be up on June 12, 2006. Some of the situations have been rectified but she stated that another letter will probably be required for any outstanding properties.

## OTHER

**NEXT MEETING** July 5, 2006 at 9:00 a.m.

## ADJOURNMENT

*It was moved by John Kinsella that the meeting adjourn.*

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

Approved for website by Mayor or CAO		
Forwarded to website		