

COMMITTEE OF THE WHOLE
Minutes
June 08, 2005

The monthly session of the Committee of the Whole was held on Wednesday, June 08, 2005 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Ron Boulding, Peter Kramers, Sherman Hudson and Doug Shaffner, Amery Boyer CAO¹, Melony Robinson Director of Finance, and Marlene Feener as recording secretary. Also present were Phillip Roberts, Bryson Stanton, Elizabeth Ross, and Carolyn Sloan from the Spectator.

Regrets: Heritage Advisory Committee member Ian Lawrence.

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 04, 2005

It was moved by Ron Boulding, seconded by Doug Shaffner, that the Committee of the Whole minutes dated May 04, 2005 be approved as circulated. Motion carried.

ADDITIONS TO AGENDA

Under business Arising add:

{7} Exemption to the Noise Bylaw, Legion July 03, 2005

{8} Public Communications

{9} In camera session to discuss personnel issues and possible lease agreement

¹Chief Administrative Officer

APPROVAL OF AGENDA

June 08, 2005

It was moved by Peter Kramers, seconded by John Kinsella, that the agenda dated June 08, 2005 be approved as circulated. Motion carried.

PRESENTATIONS:

1. Phil Roberts, Honourary Citizenship for François and Annie Chabanneau / Renaming the Boardwalk for Sieur de Mons 9:00 a.m.

Phil Roberts reported that 14 people from Royan, France, have confirmed to date that they will be visiting the Town of Annapolis Royal between August 24 and 29 2005. He said that the Twinning Committee will receive some funding from the Cultural Capitals budget. He said that the Committee is looking at possible names for the boardwalk. Names that are being considered are Promenade de Mons or Promenade Sieur de Mons.

Phil Roberts reported that François and Annie Chabanneau are being recommended for honourary citizenship by the Twinning Committee. He said that the cost would be very minimal for the Town, perhaps the cost of two pins. He said that everything is on hold with the future of the Twinning Committee until under after the visit this summer. He is not sure if Royan, France, will want to continue relations on an ongoing basis after the 400th anniversary.

Phil Roberts will provide a copy of the agenda for the Royan visit. He stated that Han Bin Park was made an honourary citizen in 1997.

It was moved by Peter Kramers, seconded by John Kinsella that recommendation be made to Council that the Town of Annapolis Royal award honorary citizenship to François and Annie Chabanneau. Motion carried.

It was moved by Ron Boulding, seconded by Doug Shaffner, that recommendation be made to Council, that the Town rename the boardwalk for Sieur de Mons. Motion carried

2. Kevin McLean, Superintendent of Public Works 9:15 a.m.

Kevin McLean, Superintendent of Public Works, reported that the Public Works Department consists of four employees, himself Superintendent of Public Works, an Assistant Superintendent of Public Works and two labourers. He said that public works infrastructure

includes \$250,000 in vehicles; over \$1,00,000 in sewage plant infrastructure; \$1,000,000 for the water plant; \$500,000 for the Town Hall building, and an additional \$10,000,000 plus in other infrastructure.

Kevin McLean stated that the Public Works Department provides services which include spring and fall cleanups, hydrant flushing, solid waste management program, composting, water distribution, snow clearing and removal, line painting, sewer services, tree management, gardening, and trail maintenance.

Kevin McLean reported that the Public Works Department's technology includes gravity fed water system; sewage lagoon with an aeration system; CLICK web based GIS system; and CityWorks for work orders, complaints and suggestions.

Kevin McLean reported that the Town has developed a new water distribution and service manual. He said that the Department of Environment was impressed with this and that the Town of Annapolis Royal is ahead of other towns and municipalities in this regard. Kevin McLean reported the sewer system has also been documented and a manual has been forwarded to the Department of Environment indicating such things as location of underground lines.

Kevin McLean reported that a maintenance schedule has been put together which includes water line flushing, weed control, and spring and fall cleanups, among other things.

Kevin McLean stated that if the Town looks good, the Department looks good. He said that the Department continually tries to keep the Town clean; if the Town is clean, people will try to keep it clean. He said that the Department has played a part in Partners for Climate Protection, Communities is Bloom, and the Liveable Communities award.

Kevin McLean reported that the Town is looking at land development; a sidewalk prioritization project; a preventive management program; beautification including flowers, flags and banners; green spaces; an energy management program; and underground distribution. Kevin reported that various sidewalks will be paved in Town this year. He said that some sidewalks will be lowered, but this will happen down the road. He reported that the Town has spoken to Hiltz and Seamone, former engineers of the Town and it appears it that underground distribution capacity was not put in place in the 1980's, contrary to what was believed.

Kevin McLean reported that electrical panels have been put in place at the public works building for a generator should a power outage occur. He said that the Town now has a generator to keep the water flowing to Lequille residents during power outages. He said that the County is purchasing a generator that can be moved around to various locations during power outages; this could be used to pump lift stations. The Town will look at having a generator to supply uninterrupted power to the Police Department.

Discussion was held on weeds between buildings and the sidewalks on St. George Street. Owners of the buildings are responsible for weed removal in these areas. Residents are responsible for mowing areas in front of their properties out to the roadway.

Angle parking on St. George Street from the corner of St. Anthony Street and Prince Albert Road is on hold pending further investigation of the Traffic Authority. A correction will be issued in the Spectator.

Kevin McLean gave an update on training of staff for required courses in water and sewer treatment . Bill Brown, Superintendent of Public Works is the only other employee who requires training in water and sewer treatment. He said that staff are required to have grade twelve or a certain number of years of experience in order to write exams.

Council would like to thank public works staff for beautification work including flowers, flags and banners; green spaces; energy management program; and their excellent performance.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Town Bursary Program (12)	Amery Boyer reported that Judy Wilson from Annapolis West Education Centre phoned and informed the Town that there are two girls who meet the guidelines, but no boys. Discussion was held. The consensus was to keep the guideline as it is, one award for one boy and the other for one girl.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Meal Allowance (2)	<p>Discussion was held.</p> <p><i>It was moved by John Kinsella, seconded by Ron Boulding, that recommendation be made to Council that the Town of Annapolis Royal meal allowance rates be revised to \$10 for breakfast, \$15 for lunch, and \$20 for dinner, for a total of \$45 per day. Motion carried.</i></p>		
2. Weight Watchers Subsidy(3)	<p><i>It was moved by John Kinsella, seconded by Ron Boulding, that recommendation be made to Council, that the Town approve a Weight Watchers Program subsidy at the rate of 50% per participating employee in any one budget year. Motion carried.</i></p>		
3. SSHRC-CURA Workshop June 09, 2005 (7)	Ron Boulding will attend the SSHRC-CURA Workshop on June 09, 2005.		
4. Joy Elliott email dated May 24, 2005 re Discussion with Ryan Scranton re Lower St George Street Flower Beds (8)	Discussion was held. Staff will request further clarification.		
5. Canadian Union of Public Employees letter dated May 16, 2005 (13)	<p>Discussion was held. No action taken.</p> <p>Amery Boyer reported that she is looking into service recognition for employees. She said that staff are informed of any compliments from the public and a copy is placed on their personnel file.</p>		
6. Annapolis County Trails Society re G. Potter Attendance (14)	Discussion was held. It was decided that the Town will not have a representative on the Annapolis County Trails Society. A letter will be forwarded to the Society explaining why the Town of Annapolis Royal no longer has a member on the Annapolis County Trails Society. A letter will also be sent to Grant thanking him for his participation on behalf of the Town.		

7. Exemption to the Noise Bylaw July 03, 2005	<i>It was moved by John Kinsella, seconded by Peter Kramers, that recommendation be made to Council that the Town approve an exemption to the Noise Bylaw for the Legion on July 03, 2005. Motion carried.</i>		
8. Public Communications	Peter Kramers said that prior to any announcements being made information should be reviewed by Council. Amery Boyer stated that when the media calls, the Town's practice is to provide the information requested.		
9. Other	In camera session held at the end of the meeting.		

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

BUSINESS ARISING

1. Signage Committee (1) and (4)	<p>Amery Boyer reported that information on tab 1 is for Council's information. John Kinsella reported that information has gone to the Town's Solicitor regarding the formation of another Committee for signage. He said that that Committee would be duplicating the work of the Planning and Heritage Advisory Committee.</p> <p>Peter Kramers reported that the Committee is looking at various options for a signage approval process in Town. He asked that Council wait for the Committee's report prior to making any decision.</p> <p>Amery Boyer reported that the Annapolis District Planning Commission does forward questions to the Town Solicitor directly. Amery Boyer reported that she had given Roger Sturtevant, Director of Planning permission to forward legal questions directly to the Town Solicitor for action.</p> <p>Amery Boyer reported that there is money in the budget for signage on the 100 series highway. She reported that the business community, through the Tourism Destination Area Committee, would like the Town to hold off on making a decision for highway signage until the fall of 2005. (Add to September's agenda)</p>	CAO	
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PLANNING HERITAGE ADVISORY COMMITTEE

NEW BUSINESS

1. Jolanta Drogonewicz, Application for Changes to Heritage Property at 274 St. George Street / Sign (16)	<i>It was moved by John Kinsella, seconded by Sherman Hudson, that recommendation be made to Council, for approval of Jolanta Drogonewicz's application for changes to heritage property at 274 St. George Street (sign). Motion carried.</i>		
2. Jim Bickford Application for Changes to Heritage Property at 82 Victoria Street / Fence (18)	Jim Bickford reported that he is interested in constructing a fence at the rear of his property . He said that he is in the process of landscaping the rear of the property and would like to install an eight foot fence for privacy reasons between his property and the property behind his.		

	<p>John Kinsella stated that he has seen significant improvements to the property since Mr. Bickford has purchased it. Council members echoed the compliment.</p> <p><i>It was moved by Doug Shaffner, seconded by Ron Boulding, that recommendation be made to Council, that approval be given to Jim Bickford's application for changes to heritage property at 82 Victoria Street (fence). Motion carried.</i></p>		
3. Application for Changes to Heritage Property at 314 St. George Street, Annapolis Appliance / Sign (19)	<p><i>It was moved by John Kinsella, seconded by Peter Kramers, that recommendation be made to Council, for approval of Annapolis Appliance's application for changes to heritage property at 314 St. George Street (sign). Motion carried.</i></p>		
4. Community Signage (20)	<p>Amery Boyer reported that the proposal would be for three signs, 2 at the former entry point sign location and one at the Mileboard Corner in Lequille. These would be temporary signs that would be in place for a few years. She said that the cost for the three signs would be approximately \$600.</p> <p><i>It was moved by John Kinsella, seconded by Ron Boulding, that recommendation be made to Council that the Town of Annapolis Royal approve in principle the installation of three signs subject to review and confirmation of price. Motion carried.</i></p>		
5. Bryson Stanton Application for Changes to Heritage Property at 37 St. James Street (21)	<p>Discussion was held.</p> <p><i>It was moved by Peter Kramers, seconded by Ron Boulding, that recommendation be made to Council, for approval of Bryson Stanton's application for changes to heritage property at 27 St. James Street (metal roof). Motion carried.</i></p>		

GENERAL / CORRESPONDENCE

1. Annapolis District Planning Commission Development/Building Permit Report for the month of May 2005 (11) - information only
2. Federation of Canadian Municipalities letter dated May 20, 2005 re Passing the Budget (5) - information only
3. Federation of Canadian Municipalities letter dated May 27, 2005 re Goods and Services Tax Refund Survey (9) - for completion
4. Federation of Canadian Municipalities letter dated May 24, 2005 re FCM Set to Launch Tsunami Rebuilding Programs in Sri Lanka and

- Indonesia (10) - information only
5. Angela Chartier Email dated June 02, 2005 re Lower St. George Street (15) - Discussion was held.
 6. Children's Wish Foundation Letter Dated May 31, 2005 (17) - information only
 7. Other

It was moved by John Kinsella, seconded by Ron Boulding that the meeting move to an in-camera session to discuss a personnel issue and a possible lease agreement. Motion carried.

It was moved by Ron Boulding, seconded by John Kinsella that the meeting move back into regular session. Motion carried.

It was moved by John Kinsella, seconded by Ron Boulding, that the Town of Annapolis Royal lease a portion of the basement to the Annapolis Area Foodbank at a cost of \$250. per month effective August 01, 2005. Motion carried.

OTHER

NEXT MEETING July 6, 2005 at 9:00 a.m.

ADJOURNMENT

It was moved by John Kinsella, seconded by Ron Boulding that the meeting adjourn.

<u>Action:</u>	<u>Date</u>	<u>Signature</u>
Reviewed by Deputy Mayor DeWolfe		
Changes made by Administrative Assistant Marlene Feener		
Approved for website by Mayor or CAO		
Forwarded to website and WVDA		