

TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
Draft Minutes
March 7, 2007

The monthly session of the Committee of the Whole was held on Wednesday, March 7, 2007 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Phil Roberts, Doug Shaffner, Ron Boulding and Sherman Hudson, CAO Amery Boyer, Director of Finance Melony Robinson, Recreation Director Grant Potter and Administrative Assistant Jackie Longmire as recording secretary. Allison Hall, Brian Keevil and several other members of the public were in attendance for the presentation by Pierre Comeau. Rion Microys and Richard Joules were also in attendance for the pool presentation.

CALL TO ORDER

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

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

February 7, 2007

Motion # 1

It was moved by Mayor Kinsella, seconded by Councillor Hudson, that the minutes dated February 7, 2007 be approved. Motion carried.

ADDITIONS TO AGENDA

Under New Business Add:

- 8. Ad for staff vacancies
- 9. Clarification of Criteria for Insurance Tender

APPROVAL OF AGENDA

March 7, 2007

Motion # 2

It was moved by Councillor Roberts, seconded by Councillor Hudson, that the agenda for the Committee of the Whole meeting dated March 7, 2007 be approved as amended. Motion carried

PRESENTATIONS

1. Pierre Comeau - Old Rail Bed and ATV use - Several members of the public were in attendance for this presentation. Mr. Comeau did not appear, and no one stepped up to speak on his behalf.
2. Swimming Pool - Contract for Pool Development - Recreation Director Grant Potter has received a draft tender from Kevin Skebo of SGE Acres for demolition of the old pool and construction of a new pool with mechanical building only. The total cost is estimated at \$582,489.00. He explained that there are a few ways to cut the initial costs. The heating system could be installed at a later date, the 14% HST return is estimated at \$40,000.00, and there is a second grant application before the Province with anticipated approval for approximately \$60,000.00.

The Recreation Director explained how he has hopes of in kind donations but he has been told that labour donations must be as specific as possible so there will be no delays in construction. Material donations are also possible. The Pool Committee has launched fund raising campaigns and hopes to raise \$10,000.00 from a reverse draw in the Fall of 2007. Mayor Kinsella will also be launching a fundraising campaign known as the "Mayor's Ask"; funds raised from this campaign will be put towards the pool and mechanical room. The Recreation Director said that fundraising has been difficult because there has been no progress on the lot. Pool demolition and a sod turning ceremony are being planned for March 2007 and he said that fundraising should be easier after that.

CAO Boyer said that she does not believe that there is any hope that this project will come in under budget and the Town bears all financial risks. Council will be kept up to date as the project progresses.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Vacation Policy	On the recommendation of The Human Resources Committee, the Vacation Policy has been tabled until 2008.		
2. Board of the Annapolis/Digby Development	Council reviewed the list of candidates for the citizen member of the Board of the Annapolis/Digby Development Agency and selected Paul		

Agency	<p>Stackhouse for nomination.</p> <p><i>Motion #3</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Shaffner to recommend to Council the nomination of Paul Stackhouse as the citizen member for the Town of Annapolis Royal on the Board of the Annapolis/Digby Development Agency.</i></p> <p><i>Motion #4</i> <i>It was moved by Councillor Boulding, seconded by Mayor Kinsella to permit Paul Stackhouse to attend and hold voting privileges at the meeting of the ADDA on March 8, 2007, by way of special motion.</i></p>		
3. NSPI rate change	The Director of Finance said that since the introduction of the new rate change made by NSPI, the power expense for Town Hall has actually decreased. It is possible that the rate will be reviewed and changed back to the original base rate, by NSPI in 2008.		
4. E-mail from Councillor Shaffner	Councillor Shaffner indicated that during a recent snow storm, an ATV was used by a resident to clear driveways at no charge. He questioned if this type of ATV use should be referred to in the Bylaw. It was agreed that the use of recreational vehicles and tractors was accepted in a time of emergency and for snow clearing operations. The bylaw must be addressed and interpreted with common sense. The use of recreational vehicles in emergency situations will continue as needed. The bylaw will not be changed to reflect this issue. If a situation arises that requires an amendment, Council will consider the issue at that time.		
5. Webmaster contract	Minor changes have been made to the contract, and it is with the webmaster for his final review and signature.		
6. Strategic Plan	CAO Boyer distributed the first draft of the strategic plan. She said that it is not complete, she is waiting for census information from Statistics Canada. Council was asked to review the draft report; comments,		

	questions and concerns will be addressed at the next Committee of the Whole meeting in April.		
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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.	CAO	
2. Gardening Services	The current procurement policy is silent on gardening services. CAO Boyer asked Council if they wished to continue with services from Helen Brown or go to tender. She said that the Town has been working on a one year contract with the intention to re-new as long as the services continued to be satisfactory. Council agreed to continue with the current process.		
3. Engineering Services	CAO Boyer said that the procurement policy is also silent with respect to engineering services. The Town is in the middle of some long term planning that involves the current engineer. CAO Boyer will draft a policy that will address tendering issues that affect or are affected by long term planning. Councillor Hudson referred to the MGA; the appropriate references will be cited.		
4. Annapolis Region Community Arts Council	<p>ARCAC has requested \$10,000.00 in financial support from the Town to cover expenses for its 25th anniversary year celebrations.</p> <p><i>Motion # 5</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Hudson to recommend to Council referral of the request from Annapolis Region Community Arts Council for \$10,000.00 in financial support to budget.</i></p>		
5. VON Annapolis Valley	The request for \$2,500.00 in financial support has been referred to budget.		

Branch	<p><i>Motion #6</i> <i>It was moved by Councillor Roberts, seconded by Councillor Hudson to recommend to Council referral of the request from VON for \$2,500.00 in financial support to budget.</i></p>		
6. Policy on Council Expense Allowance	<p>The Policy on Council Expense Allowance states that one third of an elected officials expenses are tax exempt. The Income Tax Act actually uses a figure of 50%; the Director of Finance said that the ITA overrides any Municipal Policy and there seems to be no need for this particular policy. Council asked for an expert opinion before a final decision was made. The policy will be forwarded to Morse & Brewster for review.</p> <p><i>Motion #7</i> <i>It was moved by Councillor Boulding, seconded by Mayor Kinsella to recommend to Council referral of the Policy on Council Expense Allowance to the auditors for expert advice and opinion.</i></p>		
7. Ad for Staff Vacancies	<p>Newspaper advertisements have been drafted for a full or part time police constable, a full time marketing coordinator and a part time recreation assistant. The policing position is to replace Constable Dave Allen who retires in June 2007. The marketing and recreation positions have not been approved through budget proceedings but CAO Boyer wanted the ads to be approved for posting as soon as possible. Council agreed to proceeding with the advertisement process. These two positions will be characterized as “Anticipatory Staffing” and candidates will be alerted that they are subject to budget approval.</p>		
8. Criteria for Insurance Tender	<p>CAO Boyer and the Director of Finance asked Council for guidance with the insurance tender. Four submissions were received and they have difficulty making a decision with regard to the preference to buy locally. The Director of Finance said that the Town has received exceptional service from the current provider but a lower bid was received from out of the area. The bids were compared and it appears that the local company</p>		

	offers better coverage. Members of Council indicated that with respect to price only, the preference to buy locally would only be exercised for a bid within 10% of the lowest bid. Staff will now proceed with recommendations for the award of the tender.		
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PLANNING AND HERITAGE ADVISORY COMMITTEE 10:00 a.m.

PHAC members Ian Lawrence, Kathie Fearon and Elizabeth Ross were present for this portion of the meeting.

BUSINESS ARISING

Item	Decision/Action	Responsibility	Target Date
1. Update from Ian Lawrence re: the designation process	<p>Mr. Lawrence said that Ryan Scranton of the Annapolis Heritage Society and Alan Melanson of the Historical Association of Annapolis Royal have had discussions regarding municipal properties heritage designations. They recommend that Wayne Morgan be consulted on this issue.</p> <p>Mr. Lawrence also said that the Annapolis Heritage Society has agreed to become the community archives but storage space is limited. He asked that only pertinent information be submitted for archives</p>		

	and he will review maps that are located in the basement of Town Hall before they are sent to archives at the Court House.		
2. Committee to develop a property restoration handbook - update from Ian Lawrence	<p>A committee will be established to draft a Heritage Property Restoration handbook. Mr. Lawrence said that there are more pressing issues that must be completed before work can begin on the handbook.</p> <p>A heritage garden competition is planned and work on a pamphlet will begin soon. Mr. Lawrence will provide more information at the next PHAC meeting.</p>		
3. Heritages Places in Nova Scotia: what you need to know	The booklet was reviewed, Council and PHAC agreed that it contained useful information. A supply will be ordered to have on hand as reference material.		

NEW BUSINESS

Item	Decision/Action	Responsibility	Action
1. Application for changes to Heritage Property - sign at 324 St. George Street	<p>CAO Boyer tentatively approved the application to allow the business to open as soon as possible.</p> <p><i>Motion #9</i> <i>It was moved by Councillor Boulding, seconded by Councillor Shaffner, to recommend to Council approval of the application for changes to Heritage Property located at 324 St. George Street (sign).</i></p>		
2. Old Post Office	Council and PHAC reviewed the building permit application for the Old Post Office building. The application listed window restoration, concrete repair, asbestos removal and plumbing and heating modifications in the work to be completed. It was agreed that PHAC		

	approval was not required for the renovations. The exterior appearance of the building is not expected to change during the restoration.		
3. Development Agreement Application - 150 St. George Street	<p>The new owner of The Bailey House has submitted a Development Agreement application to have the property rezoned from R1 to commercial. This rezoning would allow her to have more rooms open for accommodations. Councillor Roberts said that it can only be rezoned as heritage commercial on Lower St. George Street. In answer to a question, Mayor Kinsella said that the Town does not spot zone. He stated that the matter should be referred to the Town Planner for clarification.</p> <p><i>Motion #10</i> <i>It was moved by Councillor Boulding, seconded by Mayor Kinsella to recommend to Council referral of the Development Agreement Application to the Annapolis District Planning Commission.</i></p>		
4. Accessibility Rebate Policy	<p>Middleton has implemented a policy that encourages business owners to make their properties wheelchair accessible by offering a rebate on expenses incurred in renovations. CAO Boyer recommended that Council implement a similar policy.</p> <p><i>Motion #11</i> <i>It was moved by Councillor Boulding, seconded by Mayor Kinsella, to recommend to Council approval of the request to implement an Accessibility Rebate Policy.</i></p>		

GENERAL / CORRESPONDENCE

1. Development/Building Permit Report - For information only.
2. Thank you from Destination South West Nova Association - for information only.

GENERAL DISCUSSION

1. Councillor Boulding said that the Annual General Meeting of the Annapolis District Board of Trade will be held on April 7, 2007. He said that as many people as possible should attend because the ADBOT will be reviewing its Bylaws and making amendments. He said that one change will result in no elected officials being permitted to serve on the Board. Councillor Boulding said that the Board believes it is a conflict of interest for elected officials to serve on the Board. He said that only four members attended the last executive meeting and there is a need for members at large. Mayor Kinsella asked that the ADBOT clarify the conflict of interest issue and that an answer be offered at the next meeting of Council.

NEXT MEETING April 4, 2007 at 9:00 a.m.

ADJOURNMENT

It was moved by Councillor Boulding 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		

