

**COMMITTEE OF THE WHOLE**  
**APPROVED MINUTES**  
**May 12, 2004**

The monthly session of the Committee of the Whole was held on Wednesday, April 7, 2004 in the Council chambers. In attendance were Chair Deputy Mayor T. Fry, Mayor J. Kinsella, Councillors J. DeWolfe, M. Tompkins, W. Morgan and R. Microys, A. Boyer CAO<sup>1</sup>, Melony Robinson Director of Finance, and M. Feener Administrative Assistant as recording secretary. Peter Wilson and Jerri Costa were also present.

**CALL TO ORDER**

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

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES** April 07, 2004

*It was moved by J. Kinsella, seconded by M. Tompkins, that the minutes dated April 07, 2004 be approved as amended. MOTION CARRIED*

**ADDITIONS TO AGENDA**

**APPROVAL OF AGENDA** May 12, 2004

*It was moved by R. Microys, seconded by M. Tompkins, that agenda for the Committee of the Whole for May 12, 2004 be approved as circulated. MOTION CARRIED*

**PRESENTATIONS:**

{1} 9:00 a.m. Presentation by Janet Larkman WVDA

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<sup>1</sup>Chief Administrative Officer

Presentation by Janet Larkman WVDA<sup>2</sup> - R. Microys gave a brief report on business expansion and retention and then passed the presentation over to J. Larkman. J. Larkman thanked everyone for their input into the next decade document. She said that the structure of the Board will be reviewed over the next week and that they are looking at a modification to their name.

J. Larkman acknowledged the value of R. Microys and the other representative from the Town on the Board. She reported that some members of staff have taken training to upgrade their qualifications. She said that there are 27 active files being worked on with some having possible employment opportunities. She said that they are focussing on COGS<sup>3</sup> students who will be employed in the high-tech business sector in the future.

J. Larkman reported that two of the Western Valley Development Agency's staff are primarily focussed on the activities for the 2004 summer season. She said that there are 12 different portals that they manage, receiving an average of 12,000 hits per day.

J. Larkman reported that WVDA is currently working with the Town on the perimeter trail project. She said that they got word yesterday from ACOA that the project will move to the next level of the SCIF<sup>4</sup> application process.

J. Larkman reported that the WVDA would like to request an amount of \$1,665 for the 2004/2005 fiscal year.. J. Larkman reported that the Bylaws Committee meets this week and the Executive Committee will meet after that meeting.

Janet Larkman reported that the WVDA has two files that involve the Town. She stated that there are buildings at Cornwallis Park and one in Bridgetown that they are considering possible uses.

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<sup>2</sup>Western Valley Development Authority

<sup>3</sup>Centre of Geomatic Sciences

<sup>4</sup>Sustainable Communities Investment Fund

Lillian Stewart is currently working on the Congrès Mondial Acadien 2004. Megan Moore is working on promotional issues.

M. Tompkins reported that the Town has the Family Matters building and other lands that could be developed.

Mayor Kinsella stated that the John Hockins report has some good ideas that should be looked at. He said that the Town of Annapolis Royal receives 70,000 plus visitors a year and that more could be done to market the Town.

J. Larkman reported that the province is looking at five major tourist attractions in the province and she felt the Town of Annapolis Royal could possibly be one of the five. She said that if this should happen that would increase publicity.

R. Microys asked if the Town could get information on why a business decides to set up inside and outside Town limits.

Mayor Kinsella voiced concerns with the lack of grant writing for not-for-profit groups. He said that there should be a grant writing workshop to aid groups wishing to apply for grants. Janet Larkman said that the Western Valley Development Agency does grant writing, but that they focus more on groups doing their own grant writing. J. Larkman said that the Town had asked for their help with grant writing, but it was unclear what the Town wanted.

Mayor Kinsella said that the Town of Annapolis Royal has benefited from the WVDA. Mayor Kinsella thanked J. Larkman for her presentation

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**9:30 a.m. Presentation by James Gunn, Superintendent of Schools**

Presentation by James Gunn, Superintendent of Schools - Dr. James Gunn gave a summary of the report he presented to Council (copy with original minutes). He reported that there are students in the school system who will not have the ability to move on to community college or trade school. He talked about a program developed to address this issue called the Annapolis Valley Regional School Board Alternate High School Pilot Program. (a brochure is included with original minutes). Margo Taite is currently working on a school success program.

Dr. Gunn said that the Board has a \$300,000 surplus for a \$97,000,000 budget. He said that they are required to have a 3 percent surplus each year.

Dr. Gunn reported that the School Board must supply support for students on suspension such as tutors and a curriculum.

D. Gunn reported that the School Board gives a five-day suspension for smoking on school property. He said that the students are now carrying one cigarette on them at a time, that way they only loose the one cigarette. He said that if there was a fine for persons under 19, it

may deter young people from smoking. J. DeWolfe reported that she is Chair of the Board of Police Commissioners and said that she would take the smoking issue back to the Board.

Annapolis / Kings are sponsoring a homelessness program on how the School Board can prevent poverty in the province. Christina Shultz-Allen will manage this program.

A. Boyer reported that a letter from a Town resident was sent to the School Board on April 20, 2003 regarding litter on school property.

J. Costa reported that she was the person who thanked Mr. Patterson for having the students clean up the garbage and cigarette butts, but voiced concerns that the students who cleaned up were not the ones who were smoking and caused the problem. J. Costa said that perhaps that the School Board could contact the Clean Annapolis River Project for their input. She felt that the School Board should look at a long term solution to the smoking problems.

J. Gunn said that the Board is looking for a long term solution to the smoking problem. Continued cooperation with schools, local policing, and communities is required to make this work

Mayor Kinsella said that the Town is very pleased with the cooperation with our local police and the schools in our area.

T. Fry reported that the Town was looking at the possibility of imposing a fine for underage smoking within Town limits.

Dr. Gunn said that he will take the letter from the resident to Mr. Patterson, the Principle of the Annapolis West Education Centre to discuss issues.

Chair T. Fry thanked Mr. Gunn for his presentation.

#### **BUSINESS ARISING**

<b>Item</b>	<b>Decision /Action</b>	<b>Responsibility</b>	<b>Target date</b>
1. Focus 2005 request for funding (15)	T. Fry reported that this item is currently with the Mayors and Wardens to work out a cost sharing agreement.	CAO	
2. Dr. Fraser Bond Trust and the Harris Fund (5)	Discussion was held. This has been on the books for years with no action.		

	<p><b><i>It was moved by J. DeWolfe, seconded by M. Tompkins, that recommendation be made to Council, to approve the transfer of the Dr. Fraser Bond Trust and the Harris Fund to the Annapolis Regional School Board subject to the approval of the Town's auditors.</i></b></p> <p><b><i>MOTION CARRIED</i></b></p>		
3. Draft Vending Bylaw (14)	<p>Discussion was held. A. Boyer stated that the group examined the list of issues and complaints received over the past couple of years and came up with the draft Vending Bylaw. The following changes to the document were made:</p> <ul style="list-style-type: none"> <li>- the title will be amended to reflect that this is a Vending Bylaw for Town Owned Property</li> <li>- take out 1<sup>st</sup> line of 5 under Vending Machines.</li> <li>- add "To maintain the integrity of the National Historic District, vending machines should not be visible from the street".</li> <li>- add National Historic District to definitions</li> <li>- item 8 and 9 should be under exceptions</li> <li>- item 10, add and holidays</li> <li>- item 12, add and holidays</li> <li>- item 13: the following language was missing: "<i>Any vendors not located within Town limits who wish to sell within Town limits must do so through the existing Town network of retail businesses. Any individual and/or business which does not own or operate a business within Town limits, is prohibited from selling goods outside the existing retail network of businesses within the Town. No peddling shall be permitted within the Town limits.</i>"</li> <li>- items 8 and 9: include under an "Exceptions" clause and add canvassing (Heart &amp; Stroke, Daffodils, etc.)</li> <li>- item 16 delete second line</li> </ul> <p>A special meeting will be set up after May's Council meeting to allow the business group to review changes.</p>	CoW <sup>5</sup>	

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<sup>5</sup>Committee of the Whole

	<i>It was moved by J. DeWolfe, seconded by J. Kinsella, that first reading of the Town of Annapolis Royal Vending Bylaw as amended take place during Council session on May 17, 2004 . MOTION CARRIED</i>		
Other:			

## NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Remuneration schedule for Councillors (16)	Referred to budget.	Director of Finance	
2. Urgent funding request: Queen Annapolis Royal & Apple Blossom Festival (4)	<p>Discussion was held. Queen Annapolis Royal will be given information for her speech at the Apple Blossom Festival.</p> <p>T. Fry discussed the possibility of an honorarium for the Natal Day Queen.</p> <p><i>It was moved by J. DeWolfe, seconded by R. Microys, that recommendation be made to Council, that approval be given to allot \$2,000 for activities for the Apple Blossom activities with \$600 to the Booster Club, \$400 for the Apple Blossom activities in the Town, and \$1,000 for Lacey Halliday's expenses. (One nay W. Morgan)</i> <b>MOTION CARRIED</b></p>		
3. Urgent funding request - Visitor Information Centre (10)	<p>The visitor information centre's immediate need for funding is in the amount of \$3,500; the overall request is \$5,700.</p> <p>Discussion was held. More information is required about future plans for the visitor information centre. The Town has to come up with a plan of action for the future.</p> <p><i>It was moved by R. Microys, seconded by J. Kinsella, that recommendation be made to Council, that the Town of Annapolis</i></p>		

	<b><i>Royal provide an amount of \$3,500 for operation of the visitor information centre. (Two nays M. Tompkins and W. Morgan)</i></b> <b><i>MOTION CARRIED</i></b>		
4, Annapolis Royal's Urban Forest - report on tree layer in GIS <sup>6</sup> by Brad McIntosh	Receipt of report and CD  <b><i>It was moved by J. Kinsella, seconded by M. Tompkins that a thank you be sent to Brad McIntosh for his work on Annapolis Royal's Urban Forest - report on tree layer in GIS. MOTION CARRIED</i></b>	CoW	
5. Review of 2003-2004 budget (after all other business) (19)	Discussed at the end of the meeting.	CoW	
6. Request for decision - Christmas Promotion (24)	request for referral to budget		
7. Request for decision - Natal Day (30)	request for referral to budget		
8. Tax Reduction Bylaw Requests	The Town has received 6 requests by non profit organizations for tax reduction. Staff will review requests using the criteria applied last year.	CAO	
9. Request for continuation of financial support - Annapolis Royal Historic Gardens (28)	Request referred to budget.		
Other:			

**PLANNING AND HERITAGE ADVISORY COMMITTEE (10:25 a.m.)**  
**BUSINESS ARISING**

Ian Lawrence and Elizabeth Ross were both present during the Planning and Heritage Advisory Committee section of the meeting.

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<sup>6</sup>Geographic Information System

1. Orientation for new members	Orientation packages were given to new members Ian Lawrence and Elizabeth Ross.		
2. Revised Heritage Incentive Brochure (13)	<p>A. Boyer reported that the public don't always know when they require permits. She said that she met with Roger Sturtevant and a report was put together. Discussion was held. A. Boyer will make necessary revisions to the brochure. The brochure will also include an amended version fo the Town's Heritage Guidelines.</p> <p><b><i>It was moved by J. Kinsella, seconded by J. DeWolfe, that recommendation be made to Council, for approval of the "Everything you should know about planning and development in Annapolis Royal" brochure as amended with the addition of a new provision for funding eligibility for exterior painting on wood only to a maximum of \$500.00. MOTION CARRIED</i></b></p>		
3. Signage for Public Washrooms, King's Theatre	<p>Jim Todd will design the sign using the Fort Anne logo, and the international symbols for public washrooms modified to reflect male and female heritage characters..</p> <p>Discussion was held. Elizabeth Ross will forward information to A. Boyer on the heritage symbols.</p>		
4. Changes to Heritage Property, 2 Bohaker Street (1)	<p>The Fire Chief has described a cricket as a trough/drain/indent or swale constructed where the chimney comes through the roof to go down the outside of the chimney to allow water to run off from the roof.</p> <p><b><i>It was moved by J. DeWolfe, seconded by R. Microys, that recommendation be made, to Council for approval of Joan Allen's application to heritage property at 2 Bohaker Street (build cricket on chimney for drainage). MOTION CARRIED</i></b></p>		
5. Directional sign for Action Jax (23)	T. Fry stated that she had misunderstood Mr. Cumming's request of last month. She said that he has approval from the province for directional signage. T. Fry said that he is requesting a provincially approved directional sign at the corner of St. George Street and Prince Albert Road.		



	<p><i>It was moved by J. Kinsella, seconded by J. DeWolfe, that recommendation be made to Council, that Mr. B. Cummings be permitted to locate a directional sign at the corner of Prince Albert Road and St. George Street, that the arrow be below the Action Jax sign, and that the sign just read Action Jax. (One nay W. Morgan) MOTION CARRIED.</i></p> <p>Discussion was held on the motion above.</p>		
Other:			

## NEW BUSINESS

<p>1. Parkers Cove Holdings Ltd, Application for Lease for Sandwich Board Sign or Off-Premises Sign on Town Property (2)</p>	<p>Discussion was held.</p> <p><i>It was moved by J. Kinsella, seconded by R. Microys, that recommendation be made to Council, that approval be given to Parker’s Cove Holdings Ltd’s request for sandwich board sign at 274 St. George Street and that it be located not to impede the flow of traffic. MOTION CARRIED</i></p>		
<p>2. The Shoe Box, Application for Changes to Heritage property at 324 St. George Street (3)</p>	<p>Peter Wilson provided a drawing and gave a brief description of the proposed sign and stated that the sign would be 35" long and 22" tall.</p> <p><i>It was moved by W. Morgan, seconded by M. Tompkins, that recommendation be made to Council, that approval be given to Peter Wilson’s request for a sign at 324 St. George Street “The Shoe Box”. MOTION CARRIED</i></p>		
<p>3. Demolition of Accessory Building, 43 St. James Street (6)</p>	<p><i>It was moved by W. Morgan, seconded by M. Tompkins, that recommendation be made to Council, that approval be given to S. Reid’s request to demolish the shed located on the property at 43 St. James Street. MOTION CARRIED</i></p>		
<p>4. Sandwich Board and Off Premises Sign approval process (11)</p> <p>Request for Sandwich Board Sign “Bread and Roses”</p>	<p><i>It was moved by J. Kinsella, seconded by M. Tompkins, that recommendation be made to Council, adoption of the new “Application for Lease for Sandwich Board or Off- Premises Sign on Town Property” form. MOTION CARRIED</i></p> <p><i>It was moved by J. Kinsella, seconded by R. Microys, that recommendation be made to Council, that J. Bickford be given approval for one sandwich board sign and that Mr. Bickford be asked to decide where he would like to locate this one sign; it can be renewed for 3 years on Highway One or placed for 1 year at the corner of St. George Street and Victoria Street. MOTION CARRIED</i></p> <p>Discussion was held on a directory being placed on the corner of Victoria and St. George Street at the Royal Bank and other locations in Town. This</p>		

	<p>would allow businesses to put a small sign on these directories.</p> <p><i>It was moved by M. Tompkins, seconded by R. Microys, that recommendation be made to Council, that directories be constructed at the Farmers' Market, St. George Street, and Victoria Street for approved off premises directional signage as required, by April 01, 2005. MOTION CARRIED</i></p>	Staff	
5. Application for Changes to Heritage Property, 45 Church Street, Bonnie Baker (20)	<p>Bonnie Baker reviewed the proposed work to her property at 45 Church Street (report included with original minutes). She said that the previously approved deck is now complete on the front of the property.</p> <p><i>It was moved by J. DeWolfe, seconded by M. Tompkins, that recommendation be made to Council, approval of changes to heritage property at 45 Church Street. MOTION CARRIED</i></p> <p><i>It was moved by J. DeWolfe, seconded by R. Microys, that recommendation be made to Council, To approve B. Baker's request for a sign to be located on her property at 45 Church Street. MOTION CARRIED</i></p>		
Other:			

## **GENERAL / CORRESPONDENCE**

1. ADPC monthly report for April, 2004 (7) - information only
2. *Municipalities call for a new deal on rights of way*, from FCM<sup>7</sup> (8) - information only
3. Annapolis Valley Regional Library Report to Municipal Units, March 2004 (9) - Complete.
4. Memo from Joy Elliott re Town trails dated April 27, 2004 (17)

Discussion was held about a Bylaw to restrict motorized vehicles from crossing the road on St. George Street. Taxpayers in Town are in favour of restricting motorized vehicles on former DAR property. Mayor Kinsella will produce another letter to the Department of Natural Resources with a copy to the Premier, Stephen McNeil, The Chronicle Herald, The Spectator, AVR and CBC.

5. NS Insurance Review Board - Public Hearings (18) - Information only.
6. 12 months notice of provincial legislative changes, Barry Barnett (21) - Discussion was held. This is very important information for the Town.
7. Provincial Budget Brief (UNSM) (22) - Information only.
8. One-Tonne Challenge - request from CARP (25) - Discussion was held. If CARP is willing to lead the project, then it should move ahead.
9. Letters from Carole Milligan and Jerri Costa (26) -

J. Costa would like to see that King's Theatre be kept vibrant and stated that something new has to be done about the way it is run. She would like to see input from Town Council in this matter.

J. DeWolfe reported that King's Theatre is now being run by volunteers. Heather Stairs has spoken to Chris Tyler from Tourism.

Mayor Kinsella said that the Board should have governance training. He requested that the Board set limits on the manager and then let

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<sup>7</sup> Federation of Canadian Municipalities

that manager manage. He has spoken to them regarding bookkeeping issues stating that it should be done by contract. He said that he was disappointed that the press was not present at the Board meeting to hear his comments. He said that he is very impressed with the Board's hard work.

J. Costa would like to thank Hannelore Fisher for all of her hard work with King's Theatre.

T. Fry thanked J. Costa for presenting her concerns.

10. Canadian Mental Health Association request for Town representation on Board (27) -

Discussion was held. J. DeWolfe will approach a resident to see if the resident would be interested in being the Town's representative.

11. Request for purchase of Town granite at fair market value - Jim Bickford -

Staff will ask K. McLean, Superintendent of Public Works if he has any use for the granite prior to making a decision on the sale of some of the Town's granite for fair market value.

12. Response from Chair of Annapolis Royal Historic Gardens to Perimeter Trail Proposal (29) - Discussion was held.

13. Letter from Canadian Federation of Independent Business to Mayor re street closure (31) -

Discussion was held. Public education is required to get correct information out to the public on possible street closures during the Congrès Mondial Acadien 2004 celebrations.

***It was moved by M. Tompkins, seconded by R. Microys that the meeting move to an in-camera session to discuss a personnel matter. MOTION CARRIED***

***It was moved by M. Tompkins, seconded by R. Microys that the meeting move back into regular session. MOTION CARRIED***

Review of 2003-2004 budget(19) - The 2003 - 2004 Budget results were reviewed.

**OTHER**

**NEXT MEETING** June 09, 2004 at 9:00 a.m.

## ADJOURNMENT

*It was moved by W. Morgan that the meeting adjourn.*

<i>Action:</i>	<i>Date</i>	<i><u>Signature</u></i>
Reviewed by Deputy Mayor Trish Fry		
Changes made by Administrative Assistant Marlene Feener		
Approved for website by Mayor or CAO		