

COMMITTEE OF THE WHOLE

Draft Minutes

May 3, 2006

The monthly session of the Committee of the Whole was held on Wednesday, May 3, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Douglas Shaffner, Phil Roberts, Ron Boulding and Sherman Hudson, Melony Robinson, Director of Finance, Amery Boyer, CAO and Jackie Longmire, Administrative Assistant, as recording secretary.

CALL TO ORDER

Chair Deputy Mayor DeWolfe called the meeting to order at 9:02 a.m.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

April 8, 2006

Councillor Roberts requested that some changes be made to the Minutes from April 8, 2006 for clarification purposes. The changes include the following:

Page 4 - Under Business Arising, Item number 1 - Change "school" to Annapolis Royal Regional Academy.

Page 5 - Under Business Arising, Item number 3 - Clarify what committee by adding "the committee required by the Nova Scotia Utility and Review Board".

Page 5 - Under Business Arising, Item number 4 - Clarify "form of support" by adding "membership in the Evangeline Trail Tourism Association".

Page 6 - Under New Business, Item number 3 - Clarify what the invoice is for by adding "invoice for co-op advertising in 2004 and 2005".

Motion # 1

It was moved by Mayor Kinsella, seconded by Councillor Hudson that the minutes dated April 8, 2006, be approved as amended. Motion carried.

ADDITIONS TO AGENDA

Under New Business add:

12. FCM - Brownfield funding opportunities
13. Twinning Committee - Phil Roberts
14. Marketing Phone Number - 532-3148

Under PHAC New Business add:

5. Application for Changes to a Heritage Property - 36 Drury Lane

Under Correspondence add:

5. Announcement - Town Crier

APPROVAL OF AGENDA

March 8, 2006

Motion # 2

It was moved by Councillor Boulding, seconded by Councillor Shaffner, that the agenda for the Committee of the Whole meeting dated May 3, 2006 be approved as amended. Motion carried

PRESENTATIONS

1. Andy Sharp of the Clean Annapolis River Project was in attendance to present to Council the results of water testing on the Annapolis River. Mr. Sharp said the Clean Annapolis River Project recognizes that the river provides a number of services and he wanted to talk to the Mayor and Councillors so they would be better informed. He explained the fecal bacteria results and said there is significant improvement in these numbers compared to the year 2004. He also explained the dissolved oxygen results and how the monitoring has led to the discovery of a salt wedge in the river which has a negative affect on the oxygen level in certain areas. He said that the Department of Environment as well as other federal departments have been contacted about the concern and more intense testing will be done. He continued the presentation by speaking about the results of temperature, nutrient and Ph testing. He said there were no significant changes in the temperatures, the nutrient testing is relatively new so no comparison could be done with previous years, and the Ph levels were decreasing which indicates a higher level of acidity.

He completed the presentation and opened the floor to questions. CAO Boyer asked Mr. Sharp if it would be safe for a beach area to be established above the sewage treatment lagoon. Mr. Sharp explained how the water from the lagoon would flow upward with the tide and monitoring would have to be done on a weekly basis. He addressed questions about farming practices and untreated sewage. Mayor Kinsella asked about the CARP budget and if they still receive stable funding from the provincial and federal governments. Mr. Sharp said the budget has not been finalized but core funding is approximately \$30 000.00 which allows leverage up to \$300 000.00 - \$400 000.00 per year for various projects.

Deputy Mayor DeWolfe said the work of CARP was beneficial to the area and she thanked Mr. Sharp for the presentation.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Canadian Professional Immigration Services	<p>CAO Boyer explained the outcome of the meeting with Canadian Professional Immigration Services. She said it was a productive meeting and she was pleased to have Mayor Kinsella, CAO for the County of Annapolis Keith Robicheau, Middleton CAO Ray Rice and Bridgetown Mayor Ron Gullon in attendance. The purpose of Source to Source is to repopulate Nova Scotia with immigrants from the Philippines. She said the chosen immigrants are usually young families with children and a net worth from approximately \$50,000.00 to \$100 000.00. She explained how this process fell in with the Town strategy and she recommends that it be explored as a new opportunity but the process does require a commitment from the Town. The commitment would consist of in kind donations, working on employment opportunities and other prospects for the immigrant families. CAO Boyer said she would like to have the issue placed on the agenda of the next Mayor's and Warden's meeting but she would need the authority and support of Council to do that.</p> <p><i>Motion #3</i> <i>It was moved by Councillor Roberts, seconded by Deputy Mayor DeWolfe to recommend to Council to support the work of the Canadian Professional Immigration Services and move forward with</i></p>		

	<i>the process. Motion carried.</i>		
<p>2. FCM Community Energy Planning Mission to the United Kingdom</p>	<p>CAO Boyer said that she has drafted an Expression of Interest for the mission. She explained the registration fees which include \$600.00 refundable. CAO Boyer said if the submission was successful she would pay for her own airfare to attend the conference. There was a discussion about the registration fees and what the cost would be to the Town. CAO Boyer said she would have more information at the Council meeting on May 15, 2006.</p> <p><i>Motion #4</i> <i>It was moved by Councillor Boulding, seconded by Mayor Kinsella to recommend to Council to proceed with the application by submitting the Expression of Interest to attend the FCM 2006 Community Energy Planning Mission to the United Kingdom. Motion carried.</i></p>		
<p>3. Letter from Alma Smith</p>	<p>A letter was received from Alma Smith regarding speeders on St. George Street. She has delivered letters to the Town in the past, outlining the same concerns. Councillor Shaffner said in this letter she seems to be questioning the ability of the Traffic Authority to deal with the situation. She also questioned why the Annapolis Royal Police Chief was not a member of the Traffic Authority Committee. It was noted that Chief Campbell was a member but found it to be a conflict of interest to assist in developing the laws and trying and enforce them. The Traffic Authority Committee dissolved and Laurie Emms actually became the Traffic Authority.</p> <p>Council agreed that they were not in favour of speed bumps or other controls that may affect activities such as snow removal. CAO Boyer said it may be possible to request a special operation from the RCMP, in view of the Chief's illness. Shift changes for the Annapolis Royal Police Department were also discussed. Deputy Mayor DeWolfe said the issue would be addressed at the next Police Board meeting on May 19, 2006.</p>		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water tests	Water test have been reviewed by the CAO and were found to be within the required parameters.		
2. Support for Volunteers - County correspondence and resolution	Deputy Mayor DeWolfe attended the ceremony held at King’s Theatre for volunteers. She said it was a very pleasant evening and the event was enjoyed by everyone. She spoke of other provincial and county events that have been held to honour volunteers. She noted that the draft letter provided by the County of Annapolis has been submitted to the Premier. It was agreed that a similar letter would not be forwarded from the Town of Annapolis Royal.		
3. Annapolis Field Naturalists Society	<p>A letter of request has been received from the Annapolis Field Naturalists Society. The Society is asking for \$200.00 to assist with a conference reception that is being planned for May 26 - 28, 2006.</p> <p><i>Motion #5</i> <i>It was moved by Councillor Roberts, seconded by Councillor Boulding to recommend to Council to approve the request of the Annapolis Field Naturalists Society for \$200.00 to assist with the expenses of their upcoming conference. Motion carried.</i></p>		
4. Annapolis Royal Lion’s Club	<p>A request was received from the Annapolis Royal Lion’s Club to have the Lion’s Mobile Canteen placed on St. George Street during Natal Day weekend.</p> <p><i>Motion #6</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Boulding to recommend to Council to approve the request of the Annapolis Royal Lion’s Club to set up the Lion’s Mobile Canteen on St. George Street during Natal Day weekend. Motion carried.</i></p>		
5. Auditor’s Report	The financial information for the Cultural Capitals Award was audited		

	<p>and a report from the Auditor has been received. CAO Boyer says all reports are in and all accounting is complete, she is waiting for approval from Cultural Capitals. There was a discussion regarding the 2005 events and costs. CAO Boyer said that the Cultural Capitals brought over \$240 000.00 in new money to the area and that there have been benefits from the award which may increase tourism and development in the future. Deputy Mayor DeWolfe explained how Historic Gardens, King's Theatre and other organizations benefited from the wrap up of the Port royal 400th Society with left over money being dispersed and costumes being donated to the Annapolis Heritage Society and Historic Gardens.</p>		
<p>6. Hanse Society/Upper Clement's Park</p>	<p>A request was received from the Hanse Society asking that a letter of support be forwarded to the provincial government regarding an extension of the operating agreement for Upper Clement's Park.</p> <p><i>Motion #7</i> <i>It was moved by Councillor Boulding, seconded by Mayor Kinsella to recommend to Council to submit a letter of support for the Hanse Society operating agreement of Upper Clements Park to the Premier and the Minister of Tourism. Motion carried.</i></p>		
<p>7. Tax Bill write off</p>	<p>The Director of Finance explained the bills as interim tax bills on Town owned property that are written off every year.</p> <p><i>Motion #8</i> <i>It was moved by Councillor Shaffner, seconded by Councillor Roberts to recommend to Council to write off the following tax bills for Town owned properties: assessment # 4641485 0 - \$1,160.53, assessment #92398 0 - \$602.25, assessment #4641442 0 - \$895.18, and assessment #4997409 0 - \$3,168.95. Motion carried</i></p>		
<p>8. 1-800 phone number for the Town Hall</p>	<p>It was agreed to allow a three month trial period of a 1-800 phone number to encourage potential visitors and/or residents to contact the Town Hall for information, directions, etc. All calls and costs will be tracked and reviewed at the end of the trial period.</p>		

<p>9. Appointment of Administrator of Unsightly Premises for the Town of Annapolis Royal.</p>	<p>CAO Boyer said most of the unsightly premises have been effectively dealt with but a few property owners remain non-compliant. It is the recommendation of staff that CAO Boyer be appointed the Administrator of Unsightly Premises to deal with the remaining properties.</p> <p><i>Motion #9</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Roberts to recommend to Council to appoint CAO Boyer as Administrator of Unsightly Premises for the Town of Annapolis Royal. Motion carried.</i></p>		
<p>10. Scheduling of tour of First Pond with Kevin McLean</p>	<p>A tour of First Pond is being planned to assess the potential of the property for development and other possibilities. The Superintendent of Public Works will be asked to provide a list of available dates so that a tour date may be scheduled.</p>		
<p>11. Assessment Profile</p>	<p>CAO Boyer said this information was for review but she did point out the increase in the tax base She stated that the trend in Annapolis Royal is being replicated across the province.</p>		
<p>12. FCM - Brownfield Remediation</p>	<p>A new funding opportunity for brownfield remediation has been announced. CAO Boyer said she has asked Town Planner Roger Sturtevant to identify properties that may qualify and she will be submitting an application as part of the energy management program.</p>		
<p>13. Twinning Committee</p>	<p>Councillor Roberts updated Council on the Twinning meeting that was held on May 2, 2006. He suggested that a proclamation be presented to Annapolis, Maryland. He also spoke of Laugharne, which is a small town in South Wales that he has visited. He suggested that a package of Annapolis Royal information be sent to Laugharne in an attempt to establish a relationship. Councillor Roberts said it may be time to seek new members for the Twinning Committee and to continue the relationship with Royan, France.</p> <p><i>Motion #8</i> <i>It was moved by Councillor Roberts, seconded by Councillor</i></p>		

	<i>Boulding to recommend to Council to present the City of Annapolis, Maryland with a proclamation, to make contact with the Laugharne, South Wales and to continue the relationship with Royan, France. Motion carried.</i>		
14. Marketing phone number	CAO Boyer said she has received some complaints about the cancellation of the marketing phone number. The phone number was cancelled when the position of the Marketing Director came to an end. It was decided that the 3149 phone number would now be replaced with the old marketing number of 3148. The old number appears on many pamphlets and other advertising/marketing items. It was agreed that the 3148 number would be reactivated and exchanged with another number.		

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

Kathie Fearon was present for this portion of the meeting. Regrets were received from Ian Lawrence and Elizabeth Ross.

**PLANNING AND HERITAGE ADVISORY COMMITTEE
 BUSINESS ARISING**

Item	Decision/Action	Responsibility	Target
1. 20 Chapel Street	An update was provided by the new owners of the property. The new owners will be visiting in August 2006 to meet with potential contractors. Council and the Planning and Heritage Advisory Committee are pleased with the proposed plans.		

**PLANNING AND HERITAGE ADVISORY COMMITTEE
 NEW BUSINESS**

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<p>1. Clarification of situations where heritage approval is required.</p>	<p>A meeting was held with Town Planner Roger Sturtevant on May 2, 2006. The planning and development brochure was reviewed and some corrections were made for clarification purposes. CAO Boyer said it is important for the information to be clear and accurate. CAO Boyer also introduced a sign brochure that is being designed. There is some confusion over the rules and regulations for signage in the Town and she also wants to clarify all sign issues.</p>		
<p>2. Format for municipal heritage designation</p>	<p>CAO Boyer said she has been reviewing the heritage designation process and an information booklet and electronic forms need to be developed. She suggested that the Planning and Heritage Advisory Committee spend some time working on the information to determine what will work. Deputy Mayor DeWolfe suggested that a sub-committee or task force be appointed to assist PHAC with the process and she volunteered to assist with the review. It was determined that a task force would be established and a meeting would be scheduled to review all information. Mayor Kinsella said he would also assist with the project. It was also agreed that CAO Boyer would bring back observations and recommendations regarding the organization of the Municipal Planning Strategy and the Land Use Bylaw.</p>		
<p>3. Heritage designation for 314 Prince Albert Road</p>	<p>Former Councillor Wayne Morgan had identified this property, owned by Alan Melanson, as an important heritage property. . CAO Boyer suggested beginning the process for designation of this property with research by the Annapolis Heritage Society to determine its merits.</p>		
<p>4. Heritage Designation for 50 Drury Lane.</p>	<p>CAO Boyer says she has the original scoring sheets and pictures from a previous request for designation. It was agreed that all the original information will be forwarded to Ryan Scranton of the Annapolis Heritage Society for review.</p>		
<p>5. Application for change to a Heritage Property - 36 Drury Lane</p>	<p>The application is to remove an existing porch and replace with a similar structure. No issues were noted with the application.</p> <p><i>Motion #9</i> <i>It was moved by Councillor Roberts, seconded by Councillor Shaffner to recommend to Council approval of the Application for Changes to a Heritage Property for 36 Drury Lane. Motion carried</i></p>		

GENERAL / CORRESPONDENCE

1. Nova Scotia Department of Transportation and Public Works - Increase of the clear zone around crosswalks.

Traffic Authority Laurie Emms presented the changes in October 2005. The requested changes were made to the identified parking spaces. It appears that the clear zone will not be enforced but it was agreed that no changes would be made to the present clear zones.

2. Development/Building Permit Report - For information only.

3. Letter from the Municipality of Digby to Minister Taylor of the Department of Natural Resources regarding payment for forest fire fighting - For information only.

4. Letter from Alex Steeves, Department of Justice.

The letter states that Policing Consultant, Lisa Jackson has been seconded by the RCMP and that Alana MacMullin will be assuming Ms. Jackson's duties.

5. Announcement - Annapolis Royal Town Crier, Peter Davies, was elected President of the Nova Scotia Guild of Town Criers at a meeting held on April 23, 2006

GENERAL DISCUSSION

1. Meeting with Minister Scott of the Department of Justice - CAO Boyer, Deputy Mayor DeWolfe and Mayor Kinsella meet with Minister Scott on April 24, 2006. CAO Boyer said it was a productive meeting but no decisions were made. She said the Town would realize some saving by not having to hire an additional officer right away. They expect to have a follow up meeting with Minister Scott in September but she noted that a Spring election may affect the arrangements.

IN CAMERA

Motion #10

It was moved by Mayor Kinsella, seconded by Councillor Shaffner to move in camera to discuss potential litigation and land acquisition.

Motion #11

It was moved by Mayor Kinsella, seconded by Councillor Shaffner to move out of camera. Motion carried

ADJOURNMENT

It was moved by Mayor Kinsella to adjourn the meeting.

NEXT MEETING June 7, 2006 at 9:00 a.m

<i>Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Deputy Mayor DeWolfe		
Changes made by Administrative Assistant Jackie Longmire		
Approved for website by Mayor or CAO		