

**MINUTES**  
**TOWN OF ANNAPOLIS ROYAL**  
**COMMITTEE OF THE WHOLE**  
**May 7, 2008**  
**9:30 a.m.**

The regular meeting of the Committee of the Whole was held on Wednesday, May 7, 2008 in Council Chambers at Town Hall. In attendance were Chair Mayor Jane DeWolfe, Councillors Sherman Hudson, Ron Boulding and Doug Shaffner, CAO Amery Boyer and Administrative Assistant Jackie Longmire as recording secretary.

Regrets: Councillor Phil Roberts, Director of Finance Melony Robinson and Municipal Intern Tammy Bernasky.

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

**April 9, 2008**

***Motion # 1***

***It was moved by Councillor Hudson, seconded by Councillor Shaffner, approval of the Committee of the Whole minutes dated April 9, 2008, as presented. Motion carried.***

**ADDITIONS/DELETIONS TO AGENDA**

Under Business Arising add:

3. ADEDA Update

Under New Business add:

15. Tax Write Off
16. Community Development Trust Fund
17. Speed Bump on Lower St. George Street
18. Possible Assessment Presentation

Under PHAC New Business add:

4. Application for Changes to Heritage Property - 712 St. George Street

## APPROVAL OF AGENDA

May 7, 2008

### *Motion # 2*

*It was moved by Councillor Hudson, seconded by Councillor Shaffner, approval of the agenda dated May 7, 2008, as amended. Motion carried.*

## PRESENTATIONS

- A. **Anne Crossman - Friends of the Ernest Buckler Society** - Annapolis County's famous author of The Mountain and the Valley would have been 100 years old this coming July. Ms. Crossman listed events that are planned for July 18 through July 20, 2008. The Society is requesting an amount of \$300.00 towards the events and a scholarship. The scholarship is being established in Ernest Buckler's name and will be awarded to a student from the Bridgetown High School. Council agreed to refer this item to budget for further consideration.

## BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Draft Employee Wellness Policy	<p>Council reviewed the policy and suggested minor changes, with a cap of \$1,000.00 for budget purposes. CAO Boyer said that the policy promotes a happy, active and healthy staff.</p> <p><i>Motion #3</i></p> <p><i>It was moved by Councillor Boulding, seconded by Councillor Shaffner, to recommend to Council acceptance and approval of the Employee Wellness Policy, as amended.</i></p>	Administrative Assistant	
{b} Public Budget Meeting	<p>Council and staff will discuss the budget on Wednesday, May 21, after the regular meeting of Council. A public meeting is planned for Tuesday, May 27, 6:30 pm at the Town Hall.</p>	Administrative Assistant - Advertisements	

{c} Update on ADEDA	<p>Mayor DeWolfe said that she attended the meeting that took place about two weeks ago. She said that Eric Melanson creates promotional videos for select areas and suggested that the Town take advantage of this free service that is offered through ADEDA.</p> <p>Mayor DeWolfe also talked about the branding process that ADEDA has been going through. She said that three logos were proposed and the Board was split in its decision. A sixteen page report was circulated to explain the reasoning for the design. ADEDA has accepted the use of the proposed logo design. The entire marketing study is not complete.</p>	Marketing to contact Eric Melanson	
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#### NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO	
{b} Election Dates	The municipal election will take place on October 18, 2008. An advance poll will be held on Thursday, October 9 from 9:00 am to 8:00 pm. A button will be placed on the website for election info.	Administrative Assistant	
{c} Annapolis Royal Lions Club	<p><b><i>Motion #4</i></b></p> <p><b><i>It was moved by Councillor Hudson, seconded by Councillor Shaffner, to recommend to Council approval of the request to locate the Lions Club Mobile Canteen on St. George Street during Natal Day Weekend.</i></b></p>	Administrative Assistant	
{d} Annapolis Valley Regional Library - Newsletter	For information only.		
{e} FCM - Member's Advisory -	The largest-ever survey on municipal issues shows that Canadians want federal support for cities and communities. CAO Boyer said that the Town currently transfers approximately \$300,000.00 to the Province for services which include the billing from the School Board.		

{f} Tax Policy	Shawn Hudson of King's Tech has been assigned to the Town for a four week work experience program. He is working on developing a draft tax policy for the Town. He presented various graphs that demonstrate such	Shawn Hudson	
{g} Fallen Officers Memorial	<b><i>Motion #5</i></b>  <b><i>It was moved by Councillor Hudson, seconded by Councillor Boulding, to recommend to Council that the request for \$250.00 for the Fallen Peace Officers Memorial be forwarded to budget for further consideration.</i></b>		
{h} List of pending grant applications	CAO Boyer provided a list of grant applications that have been filed or are in the process of being prepared for filing. She said that the Building Canada fund is for phases 2 and 3 of the Champlain Drive project with the two-way street change being included. She said that none of the funding is guaranteed, there is no way of knowing until approval or rejection is actually decided. The Town currently has in excess of \$1,000,000.00 in pending grant applications.	Marketing - PR for the 2-way Champlain Drive	
{i} Two-way traffic on Champlain Drive	Kevin Skebo of Hatch Mott McDonald has provided estimated cost for the Champlain Drive two-way conversion. This will add an additional \$50,000.00 to the entire Champlain project. CAO Boyer said that an application for funding will be submitted to EcoTrust for this portion of the project.		
{j} Appointment of Deputy Mayor	This item has been deferred until the next meeting of Council on May 21, 2008.		
{k} Website Contract	The webmaster has forwarded the website contract for 2008-2009. It was noted that there are no fee increases in the updated contract.  <b><i>Motion #6</i></b>  <b><i>It was moved by Councillor Hudson, seconded by Councillor Boulding to recommend to Council acceptance and approval of the 2008-2009 website contract.</i></b>	CAO	

{l} Appointments to Boards, Committees and Commissions	The current list was reviewed and minor changes will be made. The new Deputy Mayor will assume Human Resource Committee responsibilities as well as Mayors & Wardens, upon appointment.		
{m} Tax write off	<p>The Director of Finance is requesting that the tax be written off for the following Town-owned properties:</p> <p>Roll # - 04997409 - \$3,249.77 Roll# - 092398 - \$628.65</p> <p><b><i>Motion #7</i></b></p> <p><b><i>It was moved by Councillor Hudson, seconded by Councillor Boulding, to recommend to Council approval of the request to write off taxes on Town-owned properties with roll numbers 04997409 and 092398.</i></b></p>		
{n} The Community Trust in Nova Scotia	<p>CAO Boyer said that this program is designed for small rural communities; the bigger the project, the better the chance that the application will be successful. She said that the Town now has a possible candidate with the wharf extension project. The ultimate financial ask for the project is \$2.5 million; the Wharf Society has \$50,000.00 and another \$14,000.00 through fundraising.</p> <p>CAO Boyer said that the study has been completed and the application for funding is ready to be written. She explained that there is no expense to the Town for this project. Council agreed that the project should move forward by completing the funding application.</p>		
{o} Request to have a speed bump located on Lower St. George Street	There have been recent complaints of speeding vehicles on Lower St. George Street. Residents of that area have requested that a speed bump be located half way between Drury Lane and Chapel Street to slow vehicles down. The Police Department will be asked to monitor the area and more information will be requested from the Traffic Authority.	Administrative Assistant - contact made with Laurie Emms	
{p} Alan Doucette - Assessment Board	The Director of Finance suggested that Alan Doucette of the Assessment Board do a presentation at the next public budget meeting. Mr. Doucette will be contacted for a possible presentation at the Public Budget Meeting	Administrative Assistant - Advertising	

	on May, 2007 at 6:30 pm.		
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**PLANNING AND HERITAGE ADVISORY COMMITTEE 10:30 am**

In attendance: Kathie Fearon and Ian Lawrence.

Regrets: Elizabeth Ross

**BUSINESS ARISING**

Item	Decision / Action	Responsibility	Target Date
{a} None			

**NEW BUSINESS**

Item	Decision / Action	Responsibility	Target Date
{a} Proposed changes to Bread and Roses Inn	The owner of the property has listed a variety of changes to his property at 82 Victoria Street. The changes do not require an application for approval. This item is for information only.		

{b} Application for Changes to Heritage Property - Hutchin's Pharmacy	<p>This application is for new signage that will be attached to the building. There was some discussion about the use of logos and it was agreed that the sign policy should be revisited.</p> <p><b><i>Motion #7</i></b>  <b><i>It was moved by Councillor Boulding, seconded by Councillor Hudson, to recommend to Council approval of the application for changes to heritage property located at 310 St. George Street on the condition that the application be approved by ADPC.</i></b></p>		
{d} Development/Building Permit Report	For information only.		
{e} Application for Changes to Heritage Property - 712 St. George Street	<p>This application is for a wooden fence and some minor repairs/alterations to the house itself.</p> <p><b><i>Motion #8</i></b>  <b><i>It was moved by Councillor Hudson, seconded by Kathie Fearon, to recommend to Council approval of the application for changes to heritage property located at 712 St. George Street.</i></b></p>		

## CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} UNSM - Amendments to the Municipal Government Act	For information only.		
{b} UNSM - 12-Month Notice Letter	For information only.		

**NEXT MEETING** June 4, 2008 at 9:00 a.m.

Town of Annapolis Royal  
Committee of the Whole  
May 7, 2008

## ADJOURNMENT

***IT WAS MOVED BY COUNCILLOR BOULDING TO ADJOURN THE MEETING.***

<i><b>Action:</b></i>	<i><b>Date</b></i>	<i><b>Signature</b></i>
Reviewed by Deputy Mayor DeWolfe		
Changes made by Administrative Assistant Jackie Longmire		
Approved for website by CAO		
Forwarded to the Website		