

COMMITTEE OF THE WHOLE
Minutes
November 3, 2004

The monthly session of the Committee of the Whole was held on Wednesday, November 03, 2004 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Ron Boulding, Sherman Hudson, Peter Kramers and Douglas Shaffner, Amery Boyer CAO¹, Melony Robinson Director of Finance, and Marlene Feener Administrative Assistant as recording secretary.

CALL TO ORDER

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

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES October 07, 2004

Motion # 1

It was moved by J. Kinsella, seconded by D. Shaffner, that the minutes dated October 07, 2004 be approved as circulated. Motion carried

ADDITIONS TO AGENDA

Under Business Arising add:

{5} Business Occupancy Tax - Spectator Office

New Business

{2} Business Occupancy Tax 7089309

¹Chief Administrative Officer

APPROVAL OF AGENDA

November 03, 2004

Motion # 2

It was moved by R. Boulding, seconded by P. Kramers, that the agenda for the Committee of the Whole meeting dated November 03, 2004 be approved as circulated. Motion carried

PRESENTATIONS: None

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Welcome	Mayor Kinsella welcomed everyone to the Committee of the Whole meeting and stated that this is a working session with recommendations being made to Council.	Mayor	
2. Council Orientation (1)	Moved to the end of the meeting.	CoW ²	
3. Swimming Pool Fencing Bylaw (11)	<p>This bylaw went to 2nd reading on October 18, 2004. There are a number of changes to the Swimming Pool Fence Bylaw that the Town's Solicitor forwarded to the Town that staff believe should be considered. Members of Council are asked to consider delaying proclamation until a revised draft can be prepared.</p> <p>Motion # 3 <i>It was moved by R. Boulding, seconded by Mayor Kinsella, that recommendation be made to Council, that the Town not send the Swimming Pool Bylaw for publication and that it proceed with amendments if required. Motion carried</i></p>	CoW	
4. Application for Property Tax	J. DeWolfe asked that applications for property tax reduction be		

² Committee of the Whole

Reduction (13)	received by January 15 th of each year. This would allow the Budget Committee to consider applications during the budget process.		
5. Business Occupancy Tax - Spectator Office	A. Boyer reported that the Spectator Office does pay business occupancy tax in the post office building. This was questioned as they are located within a government building.		
6. Other			

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. 2005 Steering Team 2005 (5)	<p>J. DeWolfe reported that Mayor Kinsella will be chairing the 2005 Steering Team.</p> <p>A. Boyer stated that the Town should have a single steering team and that it will be for the Town of Annapolis Royal only.</p> <p>Other members include Phyllis McLean as the events person (on until January 08, 2005), Sharon McAuley as the Marketing Manager, Ron Boulding as the representative for the Annapolis District Board of Trade, Lillian Stewart for Acadie 2003-2005, and Amery Boyer as CAO.</p> <p>The Steering Team has the responsibility to make sure that support is there for events that will be taking place. Staff have been involved in searching for funding for these events. Special event staff Phyllis McLean, Jane Bezanson, and Karen Bent have been involved in searching for funding and coordinating the organizing the events for 2005.</p> <p>Motion # 4 <i>It was moved by R. Boulding, seconded by D. Shaffner, that recommendation be made to Council, that the mandate for the Steering Team “To develop and oversee the planning of community events for the celebration of the 400th anniversary of Port Royal and to feed into the Focus 2005 Group” be approved. Motion Carried</i></p>		
2. Business Occupancy Tax 7089309	<p>Motion # 5 <i>It was moved by J. Kinsella, seconded by R. Boulding, that recommendation be made to Council, that the Town of</i></p>		

	<i>Annapolis Royal write off business occupancy tax for roll number 7089309. Motion Carried</i>		
3. Other	<p>Melony Robinson Director of Finance reviewed the Town's surplus/deficit statement with members of Council.</p> <p>Chair Jane DeWolfe reported that some expenses are broken down 35 percent water and 65 percent Town expenses.</p>		

PLANNING AND HERITAGE ADVISORY COMMITTEE (1:00 p.m.)
BUSINESS ARISING

1. Solution for Sign Proliferation at Traffic Light (10)	<p>J. DeWolfe reported that the Town has been in the process of working on a solution to the sign proliferation at the traffic lights. She reported that Parks Canada stated that they will work with the Town on sign issues.</p> <p>It was agreed that all signs should be placed on the one highway sign at the intersection with logos if space allows, and that every effort should be made to ensure that signs are of uniform size.</p> <p>Ron Boulding stated that there should be more signs on Highway 101 to Annapolis Royal to inform tourists that Annapolis Royal is ahead. Discussion was held. A. Boyer will inform the Marketing Manager that this is a priority.</p>	PHAC	
2. Proposed Public Meeting on Signage	deferred pending Planner's report	R. Sturtevant	
3. Terms of reference for PHAC	Complete. Staff will provide members of Council with a copy from the act.		
4. Follow up to 2001 Heritage Conference (6)	tabled until next meeting		
5. Review of Evaluation Criteria for Heritage Properties	tabled until next meeting		
6. Mews Development - Options for Development of Properties Behind St George Street (behind Annapolis Appliances)	tabled until next meeting	PHAC	
7. Consideration of Heritage Awards	tabled until next meeting	Elizabeth Ross	

8. Heritage Projects Funding Application (15)	A. Boyer stated that a funding application has been forwarded to the Province for its consideration. If approved, projects would be funded 100 percent by the province.	CAO	
9. Nova Scotia Building Code Regulations Part 1 (16)	Mayor Kinsella reported that there was an issue with respect to a wheelchair ramp that was installed for a business in Annapolis Royal. The structure now encroaches on Town property.		

**PLANNING HERITAGE ADVISORY COMMITTEE
NEW BUSINESS**

1. Other:	no new business		
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GENERAL / CORRESPONDENCE

1. ADPC monthly report for October, 2004 - information only (14)
2. Minister of National Defence letter dated October 08, 2004 re Pearson Peacekeeping Centre (7) - P. Kramers reported that the Annapolis Basin Conference Centre will be taking over several buildings that are now controlled by the Pearson Peacekeeping Centre.
3. Canadian Heritage letter dated October 04, 2004 re Cultural Spaces Canada Program (2) - information only
4. 2004 Municipal Council Curling Challenge (3) - information only
5. Nova Scotia Business Inc. letter dated September 21, 2004 (4) - Mayor Kinsella asked if members of Council would consider a member of the public for a member on the Nova Scotia Business Inc. Board.
6. Town Caucus Update, October 22, 2004 (8) - Mayor Kinsella reported that attendance at the annual Fall Conference 2004 was lower than in the past. He said that this was due to the municipal elections that were held in October.

Mayor Kinsella reported that the Towns have their own caucus as Towns in the province felt that they were not being represented fairly when the towns, municipalities and regions were all combined into one caucus. He stated that the Towns Caucus was in support of the Town of Annapolis Royal's stand on Nova Scotia Power taxation.

7. Letter from Black Educators Association re former Family Matters Building (9) - A. Boyer reported that the Town is in the process of investigating the possibility of selling the former Family Matters Building.
8. Request for bilingual Town website from Louis Riel, October 4, 2004 (12) - J. Kinsella stated that he would like staff to investigate the possibility of having certain items on the website bilingual.

Under New Business

{1} Council Orientation (was discussed at this time)

Motion # 6

It was moved by R. Boulding, seconded by S. Hudson, that recommendation be made to Council, that the Mayor, Deputy Mayor, Chief Administrative Officer, and Director of Finance have signing authority for the Town of Annapolis Royal. Motion carried

Motion # 7

It was moved by J. Kinsella, seconded by P. Kramers, that recommendation be made to Council, that the Town of Annapolis Royal employ Morse and Brewster from the Town of Berwick as the auditor for a period of one year.

A. Boyer reported that the Town of Annapolis Royal has a computer purchase program for Council and staff. The Town would pay for the computer when purchased and Council and Staff would repay the cost of the computer over a specified period. The Town will purchase any software that Council members should require.

A. Boyer explained the process for using the computer in the Mayor/Councillors office. She reported that information is on Server S which includes bylaws, policies, minutes, projects, work plans, etc.

A. Boyer reported that the previous Council reviewed the work plan for the Perimeter Trail Project and set priorities. She asked members to review the plan and provide input. Staff is currently in the process of investigating funding options.

Staff will burn cds on shared documents for council members.

A. Boyer reported that the Town has a website www.annapolisroyal.com, a weekly newsletter that is available on line with hard copies available at Town Hall, a quarterly newsletter that is sent out to residents, as well as brochures that are pertinent to the Town. She reported that a tender for a complete review of the Zero Waste program will be going out.

Kevin McLean, Superintendent of Public Works will host a tour of the Town's water and sewer facilities on Thursday, November 04, 2004 at 9:00 a.m.

J. DeWolfe presented members with a written policing review overview which she reviewed with members. She stated that it would appear that there are options for policing besides using the RCMP.

Mayor Kinsella stated that the Province has failed to work with the Town on the issues that are pertinent to the Town with respect to the proposed new Police Act.

A. Boyer stated that there is a Town Calendar that will help keep Councillors up to date on Town meetings.

Mayor Kinsella stated that he attends functions on behalf of the Town on a regular basis. He asked that if anyone is interested in attending any event on behalf of the Town, that they should let him know.

OTHER

NEXT MEETING December 08, 2004 at 9:00 a.m.

ADJOURNMENT

Motion # 8

It was moved by P. Kramers, seconded by R. Boulding that the meeting adjourn.

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

MOTIONS FROM CoW MEETING
03 NOVEMBER 2004

1. I move that the Town does not send the Swimming Pool Bylaw for publication and that it proceed with amendments if required.
2. I move that the mandate for the Steering Team “To develop and oversee the planning of community events for the celebration of the 400th anniversary of Port Royal and to feed into the Focus 2005 Group” be approved.
3. I move that the Town of Annapolis Royal write off business occupancy tax for roll number 7089309.
4. I move that the Mayor, Deputy Mayor, Chief Administrative Officer, and Director of Finance have signing authority for the Town of Annapolis Royal.
5. I move that recommendation be made to Council, that the Town of Annapolis Royal employ Morse and Brewster from the Town of Berwick as the auditor for a period of one year