

MINUTES
TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
November 5, 2008
9:00 a.m.

The regular meeting of the Committee of the Whole was held on Wednesday, November 5, 2008 in Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor Phil Roberts, Councillors Sherman Hudson, Kathie Fearon, Pat Power and Doug Shaffner, CAO Amery Boyer, Director of Finance Melony Robinson and Administrative Assistant Jackie Longmire as recording secretary.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

October 8, 2008

Motion # 1

It was moved by Mayor Roberts, seconded by Councillor Hudson, that the Committee of the Whole minutes dated October 8, 2008 be approved, as presented. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

Under Presentations delete:

2. Jillian Barteaux - Biosphere Reserve

Under New Business add:

7. Perimeter Trail
8. FAPS_ - Water Supply

APPROVAL OF AGENDA

November 5, 2008

Motion # 2

It was moved by Councillor Shaffner, seconded by Councillor Fearon, that the agenda dated November 5, 2008 be approved, as amended. Motion carried.

1. **Re-appointment of the Town Crier and his Escort** - Peter Davies has been re-appointed as the Town Crier with his wife Valerie being re-appointed as his official escort. The appointment of the Town Crier will last for the same term as Council, which is four years. Mr. Davies said that it is an honour to represent the most amazing small town in the world.

Motion #3

It was moved by Councillor Fearon, seconded by Councillor Hudson, to recommend to Council the re-appointment of Peter and Valerie Davies as the official Town Crier and Escort for the Town of Annapolis Royal with the term to end with the term of Council. Motion carried.

2. **Robert Genette - Window Expert from the Annapolis Home Hardware Building Centre** - New windows are needed in the Town Hall and Mr. Genette offered to inform Council and staff on the different options that are currently available. Steve Dobson from Jeldwen Windows and Doors explained the different products that are available and the benefits of each.

It was noted that window prices are expected to increase in January 2009. If the Town was to order the windows in December 2008, the Town would save 14% - 15% on the cost of the windows with the winter booking credit included. It was agreed that Council will consider the options and make a decision at the next meeting of Council.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Complaint - Lion's Club bus taking up parking spaces	Deputy Mayor DeWolfe has met with King Lion Paul Coady and the suggestion has been made that the Lion's Club use the parking area to the right of Town Hall for the bus in the future. This issue will be discussed at an upcoming Lion's Club meeting; Deputy Mayor DeWolfe is awaiting a response.	Deputy Mayor DeWolfe	
{b} Unsightly Premises	The Town has retained Solicitor LeRoy Lenethen for the unsightly premise file which will now be addressed by the courts. This file has been an ongoing issue and serious complaints and concerns have been raised by the neighbours. The Town is also dealing with 3 other unsightly premises files.	CAO	
{c} Letter to the Board of Trade	A letter has been sent to the Annapolis District Board of Trade; no		

Re: Open season from May 15 to October 15	response has been received.		
{d} Health Centre Parking Lot	CAO Boyer said that this issue has been resolved with trees and bushes being planted as a buffer.		
{e} Code of Conduct	<p>All members of Council were asked to review the Town's Code of Conduct Policy and that of the UNSM_. Both documents were discussed and Council agreed that the document of the UNSM provides a better guideline.</p> <p><i>Motion #3</i> <i>It was moved by Councillor Fearon, seconded by Mayor Roberts, to recommend to Council, adoption of the UNSM's Code of Conduct for Elected Officials. Motion carried.</i></p> <p>CAO Boyer had prepared binders of information that Council had requested as part of the orientation package. The binders were distributed for review and will be discussed at the next meeting of Council.</p>		
{f} Motion to appoint Russell Mackintosh as the Building Inspector for Level 3 inspections	<p><i>Motion # 4</i> <i>It was moved by Deputy Mayor DeWolfe, seconded by Councillor Hudson, to recommend to Council approval of the appointment of Russell Mackintosh as Building Inspector for the Town of Annapolis Royal for all buildings which are outside of the limits of the qualified Level 1 Building Official as outlined in the Nova Scotia Building Code Training and Certification Board. Motion carried.</i></p>	CAO	

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NEW BUSINESS

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Item	Decision / Action	Responsibility	Target Date
{a} Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO	
{b} Traffic Issue at 30 Victoria Street	<p>A complaint from the property owner at 30 Victoria Street regarding parking on the street near his residence was forwarded to the Traffic Authority. The Traffic Authority has responded and said that it is a safety concern; he recommended that parking be prohibited on the even numbered side of Victoria Street and appropriate signage be erected.</p> <p>The issue was discussed by Council and it was agreed that marking the pavement with no marking lines, ten feet on either side of the driveway, should resolve the issue.</p> <p>A four-way stop at the intersection of Victoria Street and St. Anthony Street was also discussed and the issue will be forwarded to the Traffic Authority for consideration.</p>	CAO	
{c} TownSuite	<p>The Province of Nova Scotia has mandated that all municipal units depreciate all tangible capital assets. New software is required in order for this to be completed within the current accounting program. TownSuites has quoted a cost of \$6,895.00 with an annual service fee of \$1,379.00 for the software.</p> <p>Councillor Hudson said that in the past the auditors calculated all depreciation. The Director of Finance said that this is a new mandate by the Province and the auditors are unable to complete the task due to a conflict of interest. Brad Morse of Morse Brewster & Lake does not work directly with the Town and he may be able to complete the depreciation but the new software is still required to store the information.</p> <p><i>Motion #5</i> <i>It was moved by Mayor Roberts, seconded by Councillor Fearon, to recommend to Council approval to purchase the TownSuite TCA Municipal Software at the cost of \$6,895.00. Motion carried with a nay vote recorded from Councillor Shaffner.</i></p>		

{d} Letter from the Municipality of the County of Annapolis RE: UNSM Resolution to broaden the powers of Municipal government to hold in-camera sessions	Motion #6 <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, to recommend to Council drafting a letter in support of the motion passed by the Council of the Municipality of the County of Annapolis which does not support the UNSM resolution. Motion carried.</i>	CAO	
{e} Development/Building Permit Report and Fire Inspection	For information only.		
{f} Tax Write offs	The following motion was made to write off tax accounts on Town owned properties:	Director of Finance	
{g} FUNDYweb Board	All members of Council agreed that Wayne Morgan should continue on this Board.		
{h} Perimeter Trail	Mayor Roberts suggested naming the new Perimeter Trail in memory of Chief Membertou. He said it could be an interpretive trail with sweet grass		
{i} FAPS - Water for the Pool	A quarterly water bill for the meter only was forwarded to FAPS. The group was under the impression that all water for the pool would be		

PLANNING AND HERITAGE ADVISORY COMMITTEE 10:00 am

Regrets: Elizabeth Ross and Ian Lawrence

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
{a} Proposed Office Building - 50 St. Anthony Street	A meeting with the developer and all involved parties is scheduled for November 5, 2008 at 3:00 pm		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} Application for changes to Heritage Property - Historic Gardens, 441 and 467-471 St. George Street - windows	<i>Motion #9</i> <i>It was moved by Councillor Fearon, seconded by Mayor Roberts, to recommend to Council approval of the application for changes to Heritage Properties from Historic Gardens with the understanding that the Manager will review all options for windows and choose the best option. Motion carried.</i>	Executive Assistant	
{b} Application for changes to Heritage Property - 629 St. George Street - deck	<i>Motion #10</i> <i>It was moved by Councillor Fearon, seconded by Mayor Roberts, to recommend to Council approval of Ashley McCormick's application for a new deck at 629 St. George Street, subject to size and location details being provided. Motion carried.</i>	Executive Assistant	



CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} Letter to Greg Kerr, MP from	A copy of this letter will be forwarded to Elections Canada.	Mayor Roberts	

Mayor Roberts - RE: electoral process			
{b} Annapolis Valley Regional Library - Letter of thanks	For information only.		
{c} Letter from David M. Cvet - Re: Town crest	A letter was received regarding the Town crest and apparently the crest was never registered. Deputy Mayor DeWolfe and CAO Boyer are looking into the matter and the issue will be resolved as soon as possible.	CAO and the Deputy Mayor	

GENERAL DISCUSSION

1. Seasonal Business Tax Reduction - This reduction is legislated by the Province and results in a revenue loss of approximately \$8,000.00 per year. Mayor Roberts said that this is an incentive for businesses to close and he wanted all members of Council to be aware of the issue. CAO Boyer said that Paul Stackhouse is following up on the issue.

2. Election Deposits - Mayor Roberts asked about a refund of election deposits for candidates. CAO Boyer will review the issue.

IN CAMERA

It was moved by Councillor Shaffner, seconded by Councillor Hudson, to move in camera to discuss staffing issues.

It was moved by Councillor Shaffner, seconded by Councillor Boulding, to move out of camera.

The following motions are a result of the in-camera session:

It was moved by Councillor Power, seconded by Councillor Shaffner to recommend to Council, the extension of the Marketing and Events Coordinator Position for another one year term.

Motion defeated with nay votes recorded from Mayor Roberts, Deputy Mayor Dewolfe and Councillor Fearon.

It was moved by Councillor Fearon, seconded by Mayor Roberts, to recommend to Council, approval of the recommendation to make the Marketing and Events Coordinator position a permanent full time position with all benefits included.

Motion defeated with nay votes recorded from Councillor Power, Councillor Hudson and Councillor Shaffner.

It was moved by Mayor Roberts, seconded by Councillor Hudson, to table the issue until the next meeting of Council. Motion carried.

After a brief discussion the above motion was withdrawn and the following motion was made:

It was moved by Councillor Fearon, seconded by Mayor Roberts, to recommend to Council approval of the recommendation to make the Marketing and Events Coordinator position permanent, full time with all benefits included and with Sally Burnie continuing in the position. Motion carried. Nay votes were recorded from Councillor Shaffner and Councillor Power.

ADJOURNMENT

It was moved by Councillor Shaffner to adjourn the meeting.

NEXT MEETING November 5, 2008 at 9:00 a.m.

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

Forwarded to the Website		
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