

TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
Draft Minutes
November 8, 2006

The monthly session of the Committee of the Whole was held on Wednesday, November 8, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Ron Boulding, Phil Roberts, Doug Shaffner and Sherman Hudson, CAO Amery Boyer and Administrative Assistant Jackie Longmire as recording secretary.

Regrets: Director of Finance Melony Robinson

CALL TO ORDER

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

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

October 4, 2006

Motion # 1

It was moved by Mayor Kinsella, seconded by Councillor Shaffner, that the minutes dated October 4, 2006 be approved. Motion carried.

ADDITIONS TO AGENDA

Under New Business add:

17. Request for resolution to use current funds
18. National Round Table on the Environment and the Economy
19. Military Appreciation Rally
20. Annual meeting of the Family of National Historic Sites
21. New Year's Lev_e

APPROVAL OF AGENDA

November 8, 2006

Motion # 2

It was moved by Councillor Roberts, seconded by Councillor Hudson, that the agenda for the Committee of the Whole meeting dated November 8, 2006 be approved as amended. Motion carried

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Communications with ADBOT	CAO Boyer has proposed several options to improve communications with the Annapolis District Board of Trade. Council reviewed the options and it was decided that ADBOT would be invited to attend Committee of the Whole meetings twice yearly. Councillor Boulding said that if there was a need for further communication, the ADBOT could request additional meetings.		
2. Changes to Building Bylaw	First reading was tabled until Town solicitor George Lohnes has had a chance to review and advise.		
3. Dutch Elm Disease	CAO Boyer presented an interim report and a draft letter to Mr. Susnick to address his concerns. Mr. Susnick has stated that the Town is targeting trees on his property for removal. CAO Boyer has requested assistance from Keith Saunders of ADPC and Joy Elliot in preparing a report on the number of elm trees on Town streets. CAO Boyer also said that the entire file could be forwarded to the Town solicitor for his review and opinion. Mayor Kinsella asked that a report from Mr. Lohnes be available for review by Council at the next meeting scheduled for November 20, 2006.		
4. Incentives to encourage young families	CAO Boyer received a single response from the AMA ¹ Listserv. The opinion seems to be that the reason young families do not settle in Annapolis Royal is economic. CAO Boyer said that an analysis of the tax burden in Annapolis Royal will be drafted and compared to other areas. Councillor Roberts suggested that a community study be		

	conducted by a team of students in the summer. CAO Boyer said she will compile more information and a decision on how to proceed will be made at a later meeting of Council.		
5. Change to vacation policy	<p><i>Motion #3</i> <i>It was moved by Councillor Roberts, seconded by Councillor Boulding, for purposes of discussion, to recommend to Council approval of the Vacation Policy as presented effective 2007 - 2008 fiscal year.</i></p> <p>Councillor Boulding said that the policy allows for excessive vacation time for staff. A survey was conducted of all municipal units to back up the recommendations made by Recreation Director Grant Potter. Mayor Kinsella recommends staying with the existing policy and consider changing 6 weeks vacation after 25 years rather than the 22 that was recommended. CAO Boyer said that in the recently negotiated PANS agreement 6 weeks vacation came after 25 years of service. Deputy Mayor DeWolfe said that the existing policy could be grand fathered for current employees but recommended that any new employees would be eligible for 2 weeks after 1 year and 3 weeks from 3 - 8 years of service. Mayor Kinsella said that it was his preference never to take away and he suggested that the matter be tabled for further review.</p>		

¹ Association of Municipal Administrators

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been reviewed by the CAO and found to be within the required parameters.	CAO	
2. Petitions	A petition regarding the noise level from the heating, ventilation and cooling system at the Health Centre has been passed on to Fran Duggan from the Health Centre.		

	<p>CAO Boyer said that the possibility of constructing a crosswalk near Babineau Heights is being considered. The cost of the proposed crosswalk would be approximately \$14,000.00. CAO Boyer explained that it is not an easy area to put a crosswalk because of visibility issues. Signage and flashing lights will be required to ensure the crosswalk is safe. It was agreed that the Town will move forward with the process and will gather more information for review. The item will be referred to budget for the 2007 - 2008 fiscal year.</p>		
3. Examining the Teeth of a Gift Horse - observations by Jerry Ackerman	For information only.		
4. Request for rate payer to have old Business Occupancy Tax written off	<p>A request was received to have an old Business Occupancy Tax account written off. The business has been closed and the rate payer did not realize that he had to file papers with the assessment office after closing; he has since been charged additional fees after the business closed. The Director of Finance has recommended that the outstanding tax in the amount of \$223.41 be written off. It was agreed that the process should be made clearer so business owners are aware of the proper procedures to follow.</p> <p><i>Motion #4</i> <i>It was moved by Councillor Roberts, seconded by Councillor Hudson, to recommend to Council approval of the request to write off outstanding tax in the amount of \$223.41, assessment number 7092636.</i></p>		
5. ViewFinders at King's Theatre	The event is scheduled for November 16, 2006 at King's Theatre. The request for a \$500.00 donation has been forwarded to the County of Annapolis.		
6. Fair and Equitable Funding	For information only.		
7. Letter to Mike Trinacity -	A letter was presented simply explaining what has been done so far		

Physical Activity, Sport and Recreation	with regard to the pool project.		
8. Tax Collection Fee Policy	<p>A Tax Collection Fee Policy was introduced and it was explained that the fees associated with collected taxes from delinquent rate payers are absorbed through the general tax base. This policy would allow the Town to charge the fees directly to the account of those who are in arrears and require a collection officer be sent to their property.</p> <p><i>Motion # 5</i> <i>It was moved by Councillor Roberts, seconded by Councillor Boulding to recommend to Council approval of the Tax Collection Fee Policy.</i></p>		
9. Policy on Low Income Tax Exemption	This policy has been in the system but was never completed. The Director of Finance suggested that it be abandoned; it will be forwarded to Town Solicitor George Lohnes for review and advice.		
10. Application for an Encroachment Permit - 16 Church Street	<p>An encroachment permit application has been received from Deb Kuzak of Lucky Rabbit Pottery on Church Street. The front step entrance is on Town property. The step provides a safe entrance and improves pedestrian flow. The application has been signed by the Superintendent of Public Works and Traffic Authority Laurie Emms.</p> <p><i>Motion #6</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Shafner to recommend to Council approval of the encroachment application for 16 Church Street for the purpose of safe entrance/exit and to improve pedestrian flow.</i></p>		
11. Commissioner of Oaths	Administrative Assistant Jackie Longmire has been appointed as a Commissioner of Oaths. A fee of \$15.98 will be charged for the service and coded as miscellaneous revenue for the Town.		
12. Assest Management Workshop in Hamilton, Ontario	CAO Boyer has been invited to participate in the May 2007 workshop. The Town would be responsible for the airfare expense of		

	<p>approximately \$500.00. It was agreed that this was a good opportunity for the Town.</p> <p><i>Motion # 7</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Boulding to recommend to Council approval of the expense for travel to the Assest Management Workshop in Hamilton, Ontario</i></p>		
13. Christmas Party	<p>CAO Boyer said that she is waiting for a quote to hold a Christmas Party at Streetscape Café for staff, Councillors and spouses. The plans are contingent on Streetscape's schedule and expense.</p>		
14. Application for an Encroachment Permit - 261 Prince Albert Road	<p>The application for an encroachment permit for 261 Prince Albert Road is considered incomplete. The application will be forwarded to the Superintendent of Public Works to begin the proper process for the application.</p>		
15. Alzheimer Society	<p>The request to proclaim January Alzheimer Society month was denied. Policy states that Proclamations will only be made in conjunction with one or more specific activities within the Town and/or grant applications.</p>		
16. Dalhousie University	<p>Dalhousie University is holding a one day Municipal Human Resource Conference. Council and staff were asked to review the information and register if interested.</p>		
17. Request for Resolution	<p>The Director of Finance has requested Council's approval to exhaust the funds in the capital bank account before drawing on the Town's line of credit.</p> <p><i>Motion #9</i> <i>It was moved by Mayor Kinsella, seconded by Councillor Boulding to recommend to Council approval of the request to use current funds of \$28,024.98 for the remainder of the current fiscal year.</i></p>		
18. NRTEE	<p>A National Round Table on the Environment and the Economy will be</p>		

	held in Moncton, New Brunswick on December 5, 2006. Members of Council did not express an interest in attending.		
19. Military Appreciation Day	This invitation from the Honourable Rodney MacDonald was received too late for Council to consider attending.		
20. Annual Meeting of the Family of National Historic Sites	This meeting is considered to be a valuable marketing opportunity and it was requested that a member of PHAC or Council attend. CAO Boyer said that the Prince of Wales Award and flag should be displayed at the meeting. Councillor Boulding expressed an interest in attending and Mayor Kinsella said he may also be available.		
21. New Year's Lev_e	Councillor Roberts wants to begin talking to the Legion about making changes to the New Year's Lev_e. Events Coordinator Wanda Rowlings will be working with the Legion to plan the event. A meeting will be organized and the following items will be discussed: entrance to the event, dress code, proper china rather than styrofoam, improving the food display, and smoking in the building. Mayor Kinsella said that this is a joint effort between the Town and the Legion and the Town should continue to partner with the Legion.		

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

In attendance for the Planning and Heritage Advisory Committee meeting were: Ian Lawrence, Elizabeth Ross and Kathie Fearon.

BUSINESS ARISING

Item	Decision/Action	Responsibility	Target Date
1. Heritage Building Awards	The Committee is still in the process of reviewing the Heritage Building Awards Program. Suggestions and recommendations by the Committee were reviewed by members of Council. A report with recommendations will be presented to Council when it is complete.		

2. Go forward process for designating heritage properties	A meeting has been scheduled for Friday, November 17 at 3:30 pm. The Heritage Review Committee will address issues such as the designation process, Building Awards Program, Heritage Day Weekend and Charter Day events.		
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NEW BUSINESS

Item	Decision/Action	Responsibility	Action
1.Renovations at 264 St. Anthony Street	A letter was received from the owner of 264 St. Anthony Street. Renovations have begun on the property and the owners want to inform the Town that there may be temporary parking issues in that area during the re-construction phase. The property owner is considering patio blocks in the parking area and CAO Boyer advised PHAC that it will be asked to make a recommendations for the look of the new sidewalk along that property in the near future.		
2. Development/ Building Permit Report	For information only.		
3. Application for changes to Heritage Property - 324 St. George Street	Annapolis Heritage Society had requested more information on the proposed renovations at 324 St. George Street. The property owner was contacted and the following details were provided: the doors will be metal patio/garden doors, which will not be visible from the road as the are inset approximately 5 feet. The property owner is considering a glassed in deck with a metal or aluminum railing. The Committee was satisfied with the details but Ian Lawrence said that the Annapolis Heritage Society Board has concerns about changing the face of a commercial building. Deputy Mayor DeWolfe said that she appreciates the feeling for heritage, but the Town must evolve. She also said that the Town was voted the Most Liveable Small Community in 2004 and it must encourage residency.		

4. Application for changes to Heritage Property - 98 Victoria Street	Council previously approved the application for 98 Victoria Street. It is for information purposes for the members of PHAC. The project estimate of \$2,000.00 was questioned and CAO Boyer said that Building Inspector Wilbert Doucette is making regular visits to the property to ensure that all regulations are being met.		
5. Application for changes to Heritage Property - 23 St. James Street	<p>The application is for a garden shed to be constructed on the property at 23 St. James Street. Members of Council discussed a boat that is owned by this property owner but located on Town property.</p> <p><i>Motion #8</i> <i>It was moved by Councillor Roberts, seconded by Councillor Hudson, to recommend to Council approval of the application for changes to Heritage Property located at 23 St. James Street, with the condition that the property owner remove the boat that is located on Town property.</i></p>		

GENERAL / CORRESPONDENCE

1. Letter from the Town of Port Hawkesbury - - for information only.
2. E-mail message from Alan & Durline Melanson- for information only.
3. Thank you from the Cornwallis Reunion Association - for information only.
4. The Digby - Saint John Ferry - it was suggested that a letter be drafted to Warden Jim Thurber thanking him for his hard work and dedication on the Save the Ferry project.

GENERAL DISCUSSION

5. Councillor Roberts requested Town Public Works staff assist with the Re-enactment event taking place on November 12, 2006. CAO Boyer stated that the message would be relayed to Public Works.
2. Councillor Shaffner said that he noticed that the security cameras have been installed. CAO Boyer described the locations and how each camera operates. CAO Boyer added that construction is going well on St. George Street, there have been delays in the boardwalk project, and the ultraviolet project is near completion.

NEXT MEETING December 6, 2006 at 9:00 a.m.

ADJOURNMENT

It was moved by Councillor Boulding that the meeting adjourn.

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