

MINUTES
TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
October 8, 2008
9:00 a.m.

The regular meeting of the Committee of the Whole was held on Wednesday, October 8, 2008 in Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Phil Roberts, Mayor Jane DeWolfe, Councillors Sherman Hudson, Ron Boulding 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

September 3, 2008

Motion # 1

It was moved by Councillor Boulding, seconded by Councillor Hudson, that the Committee of the Whole minutes dated September 3, 2008 be approved, as presented. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

Under New Business add:

4. Visitor Information Centre
5. Advertising
6. Legislation for Private Wind Turbines

APPROVAL OF AGENDA

October 8, 2008

Motion # 2

It was moved by Councillor Boulding, seconded by Councillor Hudson, that the agenda dated October 8, 2008 be approved, as amended. Motion carried.

BUSINESS ARISING FROM MINUTES

Item	Decision / Action	Responsibility	Target Date
{a} Traffic Authority	The Superintendent of Public Works has agreed to perform the duties of the Traffic Authority on the condition that he can receive the proper training. Laurie Emms will continue as the Traffic Authority for the Town in the interim.	CAO	
{b} Complaint - Lion's Club bus taking up parking spaces	Mayor DeWolfe will speak to the business owners affected.	Mayor DeWolfe	
{c} Annapolis Valley Housing Authority	<p>Councillor Boulding declared a conflict of interest and left Council Chambers while this item was discussed. Councillor Boulding has submitted an application for a seat on the Annapolis Valley Housing Authority. All members of Council agreed that Councillor Boulding would be an asset to the Board.</p> <p><i>Motion #3</i> <i>It was moved by Mayor DeWolfe, seconded by Councillor Shaffner, to recommend to Council the appointment of Ronald Boulding as the Annapolis Royal representative on the Annapolis Valley Housing Authority.</i></p> <p>Councillor Boulding returned to Council chambers for the remainder of the meeting.</p>	Notification to the Board - CAO?	
{d} School Closures Update	A letter was received from the Minister of Education encouraging the Town to work with the local school board regarding possible school closures. Mayor DeWolfe said that the deadline for submissions has been extended to December 31, 2008. Mayor DeWolfe said that she prefers to meet with the school advisory committees before a public meeting is held. Mayor DeWolfe will schedule a meeting before the end of October 2008.		
{e} Eliminating Poverty - One Step at a Time.	A request was received for a \$200.00 grant and promotion of the event. Council understands the effort but chose not to make a donation to the cause.		

{f} Unsightly Premises	CAO Boyer is waiting for the Building Inspector to provide inspection reports for four properties. All documentation has been prepared in the event of court proceedings.	CAO	
{g} Project Status Updates	For information only.		
{h} Drainage in Proximity to the Crooked Floor Gift Shop	<p>Hatch Mott MacDonald has recommended that the Town proceed with the repairs.</p> <p><i>Motion #4</i> <i>It was moved by Mayor DeWolfe, seconded by Councillor Boulding, to recommend to Council, acceptance of the recommendation and proceeding with the drainage repairs in proximity to the Crooked Floor Gift Shop at an estimated expense of \$4,500.00 through Brown Bros. Excavating.</i></p>		
{i} Replacement of Existing Residential Retaining Wall (St. James Street)	<p>Hatch Mott MacDonald has recommended that the Town proceed with the construction of a new retaining wall at 37 St. James Street. It was noted that the existing structure is on Town property. The property owner must consult with an engineer to resolve all issues with her front steps before the construction will begin.</p> <p><i>Motion #5</i> <i>It was moved by Mayor DeWolfe, seconded by Councillor Boulding, to recommend to Council, acceptance of the recommendation and proceeding with the construction of a new residential retaining wall at 37 St. James Street at the estimated expense of \$5,400.00 through Brown Bros. Excavating on the condition that the property owner consults with an engineer to resolve all issues with her front steps.</i></p>		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
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{a} Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO	
{b} Request for a Decision on Building and fire Inspection	<p>The request is for approval of the Building Inspector for the County of Annapolis performing all Level 2 inspections in Annapolis Royal, Bridgetown and Middleton. In exchange, the Fire Inspector with ADPC will conduct fire inspections within the County of Annapolis. The exchange will be one hour of fire inspection per 1.5 hours of Level 2 Building Inspections. The CAOs for Middleton and Bridgetown have agreed to recommend this arrangement.</p> <p><i>Motion # 6</i> <i>It was moved by Councillor Boulding, seconded by Mayor DeWolfe, to recommend to Council, acceptance of the recommendation to enter into a Memorandum of Understanding with Annapolis County to provide Building Inspection Services for buildings falling under Part 3 of the National Building Code of Canada in exchange for Fire Inspection Services.</i></p>	CAO	
{c} Canada Post Foundation for Mental Health	The request for a \$50.00 contribution was denied.		
{d} Visitor Information Centre	<p>Councillor Boulding said that he believes a letter should be forwarded to the Board of Trade regarding funding and the Visitor Information Centre. He said that the funding received from the Town should be contingent on the Centre remaining open until October 15. Councillor Boulding said that the Centre may have been overstaffed in the beginning and better management in the future may prevent early closures.</p> <p><i>Motion #6</i> <i>It was moved by Councillor Boulding, seconded by Mayor DeWolfe, to recommend to Council approval of the recommendation to make the Visitor Information Centre funding contingent on the Centre remaining open until October 15 and to forward a letter addressing the issue to the Board of Trade.</i></p>	CAO	
{e} Advertising	Councillor Shaffner said that he had been approached by a tax payer who questioned the need and expense of the seasonal recreation flyer. The	Recreation Director	

	<p>Director of Finance said that the flyers cost approximately \$2,000.00. The Recreation Director will be asked to provide the exact cost and details on the publication.</p> <p>The Annual Report was also mentioned which was completed at an approximate expense of \$3,000.00. It was noted that it was informative and impressive. Copies will be provided to the Province of Nova Scotia.</p>		
{f} Private Residential Wind Turbines	Councillor Shaffner asked if the Town had any legislation regarding wind turbines on private property. CAO Boyer said that a Renewable Energy By-law has been drafted and will be discussed at an upcoming Energy	CAO	
{g} FCM - Call for Proposals to Host Board Meetings in 2011.	The Town will consider completing a proposal package for hosting the 2011 FCM Board Meetings. CAO Boyer has also forwarded the	Executive Assistant	

PLANNING AND HERITAGE ADVISORY COMMITTEE 10:00 am

In attendance: Kathie Fearon and Ian Lawrence.

Regrets: Elizabeth Ross.

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
{a} Proposed Office Building - 50 St. Anthony Street	<p>The building plans for the proposed building at 50 St. Anthony Street were reviewed. The item will be further discussed at the next meeting of Council on October 20, 2008. Town Planner, Chris Millier, will be in attendance to review the building plans, site plans and to answer any questions.</p> <p>The site plan was also reviewed and the following motion was generated:</p> <p>Motion #8 <i>It was moved by Mayor DeWolfe, seconded by Councillor Boulding, to</i></p>		

	<i>recommend to Council approval of the site plan as presented, subject to final site plan approval from the Annapolis District Planning Commission.</i>		
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NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
{a} New Door on Town Hall	The wooden door on the front of the Town Hall building has been replaced with a metal door. There were several problems with the wooden door and it was replaced for energy efficiency and safety reasons. Ian Lawrence said the Town needs to be setting an example for heritage conservation and should be following its own policies with respect to heritage properties. It was agreed that the door will be stained to give the appearance of wood. It is also possible that the wooden door can be installed for summer and the metal door installed for the winter months.	CAO	
{b} Health Centre Parking Lot	Carole Milligan has lodged a complaint regarding the parking lot at the Health Centre. She stated that the Health Centre has ignored the agreement that was drafted with the Town from 2005 regarding remedial landscaping. The file was pulled and it appears that there was no official agreement signed by either party. Deputy Mayor Roberts said that he visited the property and suggested	CAO	

	planting trees to screen the view. CAO Boyer said that the Town has done all it can do by getting a plan drafted and offering to cover the expense. No response has been received from the Site Manager of the Health Centre to date. This issue will be further discussed at the next Committee of the Whole meeting on November 5, 2008.		
{c} Application for Changes to Heritage Property and Request for Decision Regarding New Windows - 285 St. George Street (Town Hall)	Staff is recommending that new vinyl inserts be installed in the Town Hall Building. The Town has a policy that requires Town-owned buildings to be as energy efficient as possible. Ian Lawrence said that there are wooden windows made by Pella that are energy efficient with all the same features as vinyl. Staff agreed to research costs related to the wooden windows.	Executive Assistant	
{d} Application for Changes to Heritage Property - 221 St. Anthony Street	<p>The application is for a new roof on a garden shed in the back of this property as well as a new window in the same shed.</p> <p><i>Motion #9</i> <i>It was moved by Mayor DeWolfe, seconded by Councillor Boulding, to recommend to Council approval of Sarah Pavias' application for a new roof and window at 221 St. Anthony Street (garden shed).</i></p> <p>A sign application from this property owner was also reviewed. The application is to have a sign placed at the Farmer's Market. The original sign was too large and the applicant was asked to modify the sign to make it in keeping with the other signs at that location. Council also indicated that signs placed in that area must be of professional quality.</p>		



CORRESPONDENCE

Item	Decision / Action	Responsibility	Target Date
{a} Letter from Service Nova	For information only.		

Scotia and Municipal Relations - Municipal Advisor Change			
{b} TIANS - Congratulations on Communities in Bloom win	For information only.		
{c} Development/Building Permit Report and Fire Inspection Report	For information only		

GENERAL DISCUSSION

1. All members of Council expressed their thanks to all the PHAC members for their input over the past term. Kathie Fearon will move into her new position as Councillor and her replacement will be selected through an application process. Ian Lawrence and Elizabeth Ross will remain on the Planning and Heritage Advisory Committee.
2. Deputy Mayor Roberts asked if it would be feasible to have the Farmer's Market opened until the Christmas Season. It was noted that some of the vendors have expressed an interest in an indoor market during the fall and winter. Sally Burnie, Marketing and Events Coordinator with the Town, will be asked to follow up.

IN CAMERA

It was moved by Councillor Boulding, seconded by Councillor Shaffner, to move in camera to discuss potential land negotiations.

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

ADJOURNMENT

It was moved by Councillor Boulding 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		