

COMMITTEE OF THE WHOLE
Unapproved Minutes
10 September 2003

The Town of Annapolis Royal Committee of the Whole meeting was held on September 10, 2003 at 11:00 a.m. in the Conference Room at Town Hall. In attendance were Chair T. Fry, Mayor J. Kinsella, Councillors J. DeWolfe, M. Tompkins, R. Microys and W. Morgan, CAO A. Boyer, Director of Finance T. Silver, Superintendent of Public Works Kevin McLean, J. Britton Public Works member at large and Administrative Assistant M. Feener as recording secretary. Also present were Ron and Andrea Boulding, Dr. Gunn Superintendent of the Annapolis Valley Regional School Board, Norman Naime, and Joy O'Neill.

CALL TO ORDER

Deputy Mayor T. Fry called the meeting to order at 11:07 a.m.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

August 13, 2003

It was moved by J. Kinsella, seconded by J. DeWolfe that Committee of the Whole minutes for August 13, 2003 be approved as circulated. MOTION CARRIED

ADDITIONS TO AGENDA

Under Planning and Bylaws add item { 15 } Committee/Boards and Commissions List

APPROVAL OF AGENDA

September 10, 2003

It was moved by J. Kinsella, seconded by M. Tompkins that the agenda dated August 13, 2003 be approved as amended. MOTION CARRIED

PRESENTATIONS:

- {a} Dr. Gunn / Annapolis Valley Regional School Board (11:00 a.m.) - Dr. Gunn, Superintendent of the Annapolis Valley Regional School Board gave an oral presentation on the School Board's goals and priorities for the 2003-2004 school year (copy of report with original minutes). He presented the Committee with a copy of the Annapolis Valley Regional School Board's Annual Educational Business Plan 2003-2004.
- Mayor Kinsella stated that he has a daughter who entered senior high and that he is very pleased with the administration, the ground rules and the way in which the ground rules are enforced.

ITEM {4} under Planning and Bylaws was discussed at this time.

- {4} Boulding Development Agreement and Timetable (19), (36), and (37) - A Public Hearing and Special meeting of Council will be held on October 08, 2003.

It was moved by J. Kinsella, seconded by M. Tompkins, that recommendation be made to Council, for approval of the process and timetable for a Development Agreement for 372 St. George Street (Ron and Andrea Boulding). MOTION CARRIED

- {b} Kent Thompson / update on trails (2:00 p.m.)
 {c} Norman Naime / Application for Changes to Heritage Property at 39 St. George Street (2:15 p.m.) (21)

{A} PUBLIC WORKS

Business Arising

Item	Decision /Action	Responsibility	Target Date
{1} Water Reports / County and Town	Staff will contact Clare Ettinger re: subdivision water billings being extremely low. An application for metering will be considered.	CAO	
{2} Water Study	A. Boyer reported that tenders for the water study are out with a closing date of September 22, 2003.		
{3} Other			

Public Works

New Business

Item	Decision / Action	Responsibility	Target Date

{4} Water Study (2)	Information only.		
{5} The Statement of Concern Ad Hoc Committee letter dated August 28, 2003 re: Long Term Development Plan for Growth in Areas Serviced by the Annapolis Royal Sewage Treatment Plant (8)	A letter will be sent to The Statement of Concern Ad Hoc Committee with reference to the agreement the Town has with the Municipality of the County of Annapolis.	CAO	
{6} Development Agreement Between Footprint Developments Limited and the Town of Annapolis Royal (9)	To be reviewed by Council with feedback to CAO. A generic agreement will then be drafted.	Council	
{7} E-mail to Rosalind Penfound re: Possibility of an Agreement Between the Province of Nova Scotia and the Town of Annapolis Royal / Trails (10)	Staff will advise Rosalind Penfound of the Nova Scotia Department of Resources that one section of the trail is in very poor condition.	CAO	
{8} Overhead Bridge (18)	Information only.		
{9} Land Behind the Save Easy (25)	Information only.	Public Works	
{10} Fall Clean-up	Fall cleanup will be held on Monday, September 29, 2003.		
{11} SGE Report re: STP Capacity Assessment (29)	<i>It was moved by J. Kinsella, seconded by R. Microys, that recommendation be made to Council, to approve in principle the sewage treatment capacity assessment for 2004/2005. MOTION CARRIED</i>		
{12} Other			

Meeting temporality adjourned at 12:15 p.m. for a one hour lunch break and reconvened at 1:20 p.m..

{B} FINANCE

Business Arising

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Item	Decision / Action	Responsibility	Target Date
{1} Annapolis Royal NO. 33 -AF & AM lease and Port Royal Branch 21, Royal Canadian Legion lease - possibility of walking trail	Staff to investigate the possibility of a walking trail from the Legion to the former Dominion Atlantic Railway line (behind the funeral home). Remove from agenda.	Superintendent of Public Works to plot using CIS	
{2} Totten and Duggen Re: Taxes (24)	Ongoing. Staff are compiling a report that can eventually be used for information on the Town's Website.		
{3} Apple Blossom Festival Fundraising Dinner (16)	A table has been booked for the Apple Blossom Fundraising Dinner to be held on Friday, September 29, 2003 at 6:30 p.m. Mayor J. Kinsella, Deputy Mayor T. Fry, Councillor M. Tompkins and Sharon McAuley will attend. The Port Royal 400 th Society will be asked if they have members who would like to attend.	Marketing Manager	
{4} Street Lights	List of streetlights will be forwarded to CAO for action.	Deputy Mayor T. Fry / CAO	
{5} Other			

Finance***New Business***

Item	Decision / Action	Responsibility	Target Date
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{6} Municipality of Annapolis County letter dated August 21, 2003 re: Insurance Coverage for Older Homes and Heritage-Registered Properties (6)	<p>Councillor Wayne Morgan stated that negotiations may be required with the Heritage Trust of Nova Scotia.</p> <p><i>It was moved by J. Kinsella, seconded by R. Microys, that recommendation be made to Council, that a letter of concern re: insurance coverage for older homes and heritage-registered properties be sent to the Superintendent of Insurance and the Insurance Board of Nova Scotia, with a copy to the Premier of Nova Scotia. MOTION CARRIED</i></p> <p>The letter should emphasize policy differences between municipal units.</p>	CAO	
{7} Fire Service Association of Nova Scotia (Provincial) re: resolutions (11)	<p><i>It was moved by R. Microys, seconded by W. Morgan, that recommendation be made to Council that the Town of Annapolis Royal support the resolutions #0002 Developing and funding of a computerized network, #0003 development and implementation of an integrated records management system, #0005 development and / or adoption of a province wide paging alert system, and #0007 amendment to M.V. Act to allow the use of strobe / led / wig wag emergency lighting on fire emergency vehicles as approved by the Fire Service Association of Nova Scotia May 25, 2003. MOTION CARRIED</i></p>		
{8} FCM Resolution re: Partners for Climate Protection (12)	<p><i>It was moved by M. Tompkins, seconded by J. Kinsella, that recommendation be made to Council, that the Town of Annapolis Royal become a partner for climate protection. MOTION CARRIED</i></p>	CAO	
{9} The Halifax Herald Limited article Glad for Insurance, Upset with Fees (13)	Information only.		
{10} UNSM letter dated August 22, 2003 re: Resolution to Determine the Total Cost of Offloaded Services (14)	Mayor Kinsella will speak on the issue at the UNSM conference.	Mayor J. Kinsella	

{ 11 } Audit Information (27)	Staff are in the process of studying banking options.	Director of Finance	
{ 12 } Heather LeBlanc Letter and Resume re: Grant Writer (38)	<i>It was moved by J. Kinsella, seconded by R. Microys, that recommendation be made to Council, that Heather LeBlanc (HAL consulting) be appointed as a grant writer for the Town of Annapolis Royal. MOTION CARRIED</i>	CAO	
{ 13 } Commemorative Event (32)	A presentation will be held for an active committee member during Council to be held on October 20, 2003.	CAO	
{ 14 } Service Nova Scotia and Municipal Relations Resolution re: Fire Truck (34)	<p>It was moved by J. Kinsella, seconded by W. Morgan that recommendation be made to Council, that approval be given for a temporary borrowing resolution for a fire truck for the Town of Annapolis Royal.</p> <p><u>WHEREAS</u> Section 66 of the Municipal Government Act provides that the Town of Annapolis Royal, Subject to the approval of the Minister of Service Nova Scotia and Municipal Relations, may borrow to expend funds for a capital purpose authorized by statute;</p> <p><u>AND WHEREAS</u> clause 65 (g) of the Municipal Government Act authorizes the Town of Annapolis Royal to expend funds for the purpose of equipping, and maintaining fire departments or emergency services providers;</p> <p><u>BE IT THEREFORE RESOLVED</u></p> <p><u>THAT</u> under the authority of section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Hundred Thousand Dollars (\$100,000) in total for the purpose set out above, subject to the approval of the Minister of Service Nova Scotia and Municipal Relations;</p> <p><u>THAT</u> the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;</p>		

	<p><u>THAT</u> the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Hundred Thousand Dollars (\$100,000) in total from any chartered bank or trust company doing business in Nova Scotia;</p> <p><u>THAT</u> the sum be borrowed for a period not exceeding Five (5) Years from the date of the approval of the Minister fo</p>		
Service Nova Scotia and Municipal Relations Resolution re: Fire Truck (Continued)	<p><u>THAT</u> the sum be borrowed for a period of not exceeding Five (5) Years from the date of the approval of the Minister of Service Nova Scotia and Municipal Relations of this resolution;</p> <p><u>THAT</u> the interest payable on the borrowing be paid at a rate to be agreed upon; and</p> <p><u>THAT</u> the amount borrowed be repaid from the proceed of the debenture when sold. <i>MOTION CARRIED</i></p>		
{15} Crossman Management Consulting letter re: Annapolis Royal Learning Institute (35)	Information only.		
{16} Other			

{C} PLANNING AND BYLAWS***Business Arising***

Item	Decision / Action	Responsibility	Target Date
{1} Residential Properties in the Downtown Area (Tabled until February 2004)	No action required. BF February 2004	Roger Sturtevant	
{2} Illegal Signs	A. Boyer reported that George Lohnes of TMC Law said that all signs are covered in the Town's Bylaw, however there could be a charter issue.	CAO	
{3} Family Matters Request to Renew Lease at 6 Grange Street (4)	Ongoing.	CAO	
{4} Boulding Development Agreement and Timetable (19), (36) & (37)	Discussed above.	ADPC	
{5} Other			

PRESENTATIONS (Continued from above)

- {b} Kent Thompson / update on trails (2:00 p.m.) - K. Thompson gave an oral update on the former DAR railway / trails. He said that there will be a public meeting on November 21, 2003 for interested parties and that community support and involvement will be very important. He said that the trail has been broken into four areas from Coldbrook to Yarmouth. He said that the Town of Annapolis Royal should provide input on how the trail could be an asset for the Town and neighbouring communities. He said that there are members of the non-profit committee who are in favour of motorized vehicles and other members who are not.

Mayor Kinsella stated that the Town has sent a letter to the Nova Scotia Department of Natural Resources stating that the Town of Annapolis Royal is not in favour of motorized use of the portion within the Town limits and that perhaps a by-pass could be an option. He said that the Town will provide input on the Town's position on the trails.

- {c} Norman Naime / Application for Changes to Heritage Property at 39 St. George Street (2:15 p.m.) (21) - N. Naime gave an oral presentation on the proposed changes to the garage. He said that he is not interested in entering into an agreement for a bed and breakfast at this time.

It was moved by J. Kinsella, seconded by M. Tompkins, that recommendation be made to Council, that approval be given to Norman Naime and Joy O'Neill's application for changes to heritage property at 539 St. George Street (Window). MOTION CARRIED

Planning and Bylaws

New Business

Item	Decision / Action	Responsibility	Target Date
{6} Heidi Richells= Application for Changes to Heritage Property at 616 St. George Street (1)	<i>It was moved by W. Morgan, seconded by R. Microys, that recommendation be made to Council, that approval be given to Heidi Richells=application for changes to heritage property at 616 St. George Street (deck). MOTION CARRIED</i>		
{7} O=Dell Museum and Home Hardware Sign	Remove from agenda.		
{8} Canadian Environmental Assessment Agency letter dated August 12, 2003 re: Whites Point Quarry and Marine Terminal in Digby (3)	Information only.		
{9} Anne Campbell-Taylor's Application for Changes to Heritage Property at 25 St. James Street (5)	<i>It was moved by R. Microys, seconded by M. Tompkins, that recommendation be made to Council, that approval be given to Anne Campbell-Taylor's application for changes to heritage property at 25 St. James Street (deck). MOTION CARRIED</i>		
{10} Parks Canada letter dated August 21, 2003 re: National Forum on Urban Historic Districts (7)	Councillor W. Morgan will attend. Staff will confirm attendance.	CAO	
{11} Focus 2005 Report (20)	Information only. A meeting will be held on October 14, 2003 at 9:00 a.m	Management Team and Council	
{12} Norman Naime's Application for Changes to Heritage Property at	Discussed above.		

539 St. George Street (21)			
{ 13 } Town of Annapolis Royal Building and Alteration Guidelines Brochure (30)	The brochure will not include the provincial heritage program that changes from year to year.	CAO	
{ 14 } Swimming Pool Fencing Bylaw (33)	The Swimming Pool Fencing Bylaw will be published. The Annapolis District Planning Commission will be asked for interpretation of sections 4(3) and 5.	CAO ADPC	
{ 15 } Other - Committees, Boards and Commissions	Committee reviewed and revised the Committees, Boards, and Commissions list. Mayor Kinsella will review and make further changes.	Mayor Kinsella	
{ 16 } Other - EMC	<i>It was moved by M. Tompkins, seconded by R. Microys, that recommendation be made to Council, that the Town of Annapolis Royal approve in principle the sale of a portion of land on Prince Albert Road to EMC. (One nay / W. Morgan) MOTION CARRIED</i>	CAO	

{D} GENERAL / CORRESPONDENCE

- { 1 } ADPC Development / Building Report for the Month of August 2003 (17)
- { 2 } Nova Scotia Community Services letter dated August 2003 re: Representative on the Board of the Annapolis Valley Housing Authority (15) - **A. Boyer will contact Ms. Barbara MacDonald to see if she is still interested in the position.**
- { 3 } Annapolis Valley Regional School Board letter dated August 11, 2003 re; Lead & Achieve Action Plan (22)
- { 4 } Nova Scotia Municipal Finance Corporation letter dated August 27, 2003 re: M. Gilbert, Leave of Absence (23)
- { 5 } Merrick and Holm Labour and Employment Newsletter Summer 2003 (26)
- { 6 } E-mail from Town of Bridgetown re: ESRI Canada's GIS Award of Excellence (28)
- { 7 } Other

It was moved by J. Kinsella, seconded by M. Tompkins that the meeting move to an in-camera session to discuss legal issues. MOTION CARRIED

It was moved by J. Kinsella, seconded by M. Tompkins that the meeting move back into regular session. MOTION CARRIED

NEXT MEETING Tuesday, October 14, 2003 at 9:00 a.m.

ADJOURNMENT

It was moved by J. Kinsella, seconded by M. Tompkins that the meeting be adjourned. MOTION CARRIED

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

MOTIONS FROM COUNCIL SEPTEMBER 10, 2003

1.	I move the approval of the process and timetable for a Development Agreement for 372 St. George Street (Ron and Andrea Boulding).
2.	I move to approve in principle the sewage treatment capacity assessment for 2004/2005.
3.	I move that a letter of concern re: insurance coverage for older homes and heritage-registered properties be sent to the Superintendent of Insurance and the Insurance Board of Nova Scotia, with a copy to the Premier of Nova Scotia.
4.	I move that the Town of Annapolis Royal support resolutions #0002 Developing and funding of a computerized network, #0003 development and implementation of an integrated records management system, #0005 development and / or adoption of a province wide paging alert system, and #0007 amendment to M.V. Act to allow the use of strobe / led / wig wag emergency lighting on fire emergency vehicles which were approved by the Fire Service Association of Nova Scotia May 25, 2003.
5.	I move that the Town of Annapolis Royal become a partner for climate protection.
6.	I move that Heather LeBlanc (HAL Consulting) be appointed as a grant writer for the Town of Annapolis Royal.
7.	<p>It was moved by J. Kinsella, seconded by W. Morgan that recommendation be made to Council, that approval be given for a temporary borrowing resolution for the purchase of a fire truck for the Town of Annapolis Royal.</p> <p><u>WHEREAS</u> Section 66 of the Municipal Government Act provides that the Town of Annapolis Royal, Subject to the approval of the Minister of Service Nova Scotia and Municipal Relations, may borrow to expend funds for a capital purpose authorized by statute;</p> <p><u>AND WHEREAS</u> clause 65 (g) of the Municipal Government Act authorizes the Town of Annapolis Royal to expend funds for the purpose of equipping, and maintaining fire departments or emergency services providers;</p> <p><u>BE IT THEREFORE RESOLVED</u></p> <p><u>THAT</u> under the authority of section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Hundred Thousand Dollars (\$100,000) in total for the purpose set out above, subject to the approval of the Minister of Service Nova Scotia and Municipal Relations;</p> <p><u>THAT</u> the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;</p>

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Hundred Thousand Dollars (\$100,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Five (5) Years from the date of the approval of the Minister of Service Nova Scotia and Municipal Relations of this resolution:

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceed of the debenture when sold.

THAT the sum be borrowed for a period of not exceeding Five (5) Years from the date of the approval of the Minister of Service Nova Scotia and Municipal Relations of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceed of the debenture when sold.

8. I move that approval be given to Norman Naime and Joy ONeill=s application for changes to heritage property at 539 St. George Street (window).
9. I move that approval be given to Heidi Richells= application for changes to heritage property at 616 St. George Street (deck).
10. I move that approval be given to Anne Campbell-Taylor=s application for changes to heritage property at 25 St. James Street (deck).
11. I move that the Town of Annapolis Royal approve in principle the sale of a portion of land on Prince Albert Road to EMC.

