

**TOWN OF ANNAPOLIS ROYAL**  
**COMMITTEE OF THE WHOLE**

**Draft Minutes**  
**September 5, 2007**

The monthly session of the Committee of the Whole was held on Wednesday, September 7, 2007 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Mayor John Kinsella, Councillors Doug Shaffner, Phil Roberts and Sherman Hudson, CAO Amery Boyer, Director of Finance and Administrative Assistant Jackie Longmire as recording secretary. Also in attendance were Granville Ferry residents John Coker.

Regrets: Councillor Ron Boulding

**CALL TO ORDER**

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

**APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

August 8, 2007

**Motion # 1**

*It was moved by Mayor Kinsella, seconded by Councillor Roberts, that the minutes dated August 8, 2007 be approved. Motion carried.*

**ADDITIONS TO AGENDA**

Under Business Arising add:

5. Town Agreement with FAPS

Under New Business add:

7. Request to review meeting times
8. July 2007 Tourism Results

Under Correspondence add:

1. Thank you letter

## **APPROVAL OF AGENDA**

August 8, 2007

### ***Motion # 2***

***It was moved by Councillor Roberts, seconded by Councillor Hudson, that the agenda for the Committee of the Whole meeting dated September 5, 2007 be approved as amended. Motion carried***

## **PRESENTATIONS**

1. 9:00 am – Mike Gushue – ADEDA – Mr Gushue was not in attendance, an invitation will be extended to a Council or Committee of the Whole meeting in the future.

2. 9:30 a.m. – André Bouchard – Skatepark Update – Mr. Bouchard said that a year and a half has passed since he began working on the project and he believes progress is being made and all is going well. The County has approved the project in principle and is preparing a draft agreement for the Town to consider. One complaint that was received regarding the temporary structure has been dealt with and the complainant seemed satisfied with the response. Councillor Shaffner said that he has heard concerns of loud music and wondered how the Town planned to deal with noise issues. Mr. Bouchard said that loud music is not a staple of skateboarding and he does not anticipate any noise related complaints where music is involved. CAO Boyer said that the Town's noise bylaw is in place to address all noise related issues.

Mr. Bouchard said that he plans to hold a public meeting with special invitations extended to nearby residents of the proposed park. The meeting will be an opportunity for the process that led to the choice location to be discussed and for the residents to hear from the youth who will be using the park. A follow up meeting will be held at a later date to discuss the design and lay out of the park. Consultation with the historical Society will also take place to incorporate historical or heritage design features..

Construction of the park is still scheduled for 2008. Mr Bouchard said that the Skateboard Association is responsible for ensuring that all funding is in place before the construction phase begins.

## BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Pickle & Mills Building – dangerous property order	A site visit was made and it appears that there is progress with repairs on the building. Additional staging has been installed and some of the work has been completed. Pictures were taken to document the condition of the property as of August 31, 2007. Staff will continue to track the progress.		
2. Capital Investment Plan	CAO Boyer said that the plan does not have to be submitted until October 2007 so there is time for revisions. The plan also includes a draft policy for review. She also said that sidewalk and streets priorities will be worked into the Capital budget for 2008-09. New information has been received through the Green Plan that suggests that the Town build a levy to protect from possible flooding. The new information has been sent to ADPC for review and will be presented to Council when complete.	CAO	
3. Letter of support for the Skatepark	A support letter was received from a number of residents who live in close proximity to the proposed park. The letter was reviewed and will be considered in future discussion and decisions regarding the project.		

4. Policy on Staff Training	<p>The policy was reviewed and Councillor Roberts suggested that required and voluntary training be defined and proper wording be inserted. Mayor Kinsella said that he would like a recommendation regarding individual training to come from the CAO for approval. CAO Boyer explained that all training is applied against the training code and she is responsible for overseeing the approval as required.</p> <p><b><i>Motion #3</i></b>  <b><i>It was moved by Councillor Roberts, seconded by Mayor Kinsella to recommend to Council to adopt the Policy on Staff Training as amended.</i></b></p>		
5. Town Agreement with FAPS	<p>The agreement is currently being reviewed by Solicitor George Lohnes. He was unable to review the agreement over the weekend; his advice and comments have been delayed until today at noon. The Society will have 36 hours to review his comments and the signing is scheduled to take place on September 6 at 3:00 pm.</p> <p>Councillor Roberts reminded staff and Council about a fund raiser taking place on September 9 at 4:00 pm.</p>		

## 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. Water Bills	The Director of Finance has requested approval to change the process for water billing. It was noted that other Towns are using the estimate/actual billing practice and it seems to be working well. Water bills will now be billed in actual amounts twice yearly. The other two bills will be estimated based on passed usage. Council approved the process and suggested that water customers be notified of the change.	Director of Finance	
3. Request from the Municipality of the District of Barrington for letter of support	The request was reviewed and it was agreed tha the Town would not submit a letter of support at this time. Mayor Kinsella said that he did not have enough information on the subject and was not comfortable supporting the initiative. Council agreed with Mayor Kinsella's comments.		
4. ADPC financial statements	The statements were reviewed and the cost share increase was briefly discussed. The cost to the Town is determined by assessment which accounts for the high cost to Annapolis Royal compared to Bridgetown. CAO Boyer said that the office now has Administrative support and all appears to be going well.		
5. Happy Farmer Kitchen Composter	<p>The information was offered as another composting option and one that may be good for apartments. CAO Boyer said that she is presently using the system and it appears to be working well. The complete system can be purchased for approximately \$55.00.</p> <p>Councillor Roberts raised the option of garb orators and this option will be investigated further.</p>		
6. Municipal Intern	Tammy Bernasky was introduced as the Municipal Intern who will be working in all aspects of Town business for a period of one year. CAO Boyer provided the work plan for Council's review. Ms. Bernasky will be operating as an internal auditor and will be reviewing all operations of the Town. She will be comparing the policies and practices of Annapolis Royal to other locations and drafting a report with suggestions.		

7. Request to review meeting times	Councillor Boulding has asked that changes to meeting times be considered. He has asked that the meetings begin at 10:00 am or be held in the evenings. Council discussed the options and agreed that the 9:00 am start better suited the majority of Council and staff. The issue will be reviewed again in the Spring to accommodate Councillor Boulding's personal commitments.		
8. July 2007 Tourism Results	CAO Boyer presented results from several communities and commented that the numbers for Annapolis Royal were excellent. The numbers are a result of signatures at Visitor Information Centres and do not accurately reflect the numbers of visitors to any location but they are the only numbers that are available for comparison.		

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

PHAC members Ian Lawrence, Elizabeth Ross and Kathie Fearon were not in attendance for this portion of the meeting.

### **BUSINESS ARISING**

<b>Item</b>	<b>Decision/Action</b>	<b>Responsibility</b>	<b>Target Date</b>
1. Municipal Heritage Act	A copy of the draft letter was reviewed by Council. Mr. Lawrence has indicated that the Historical Society has reviewed and approved the letter. Council agreed that the letter was appropriate and Mr. Lawrence should be encouraged to forward it as soon as possible. Council also considered the possibility of forwarding a letter of support and it was agreed that CAO Boyer would draft a letter for review.	PHAC	

### **NEW BUSINESS**

<b>Item</b>	<b>Decision/Action</b>	<b>Responsibility</b>	<b>Action</b>
1. Workshops on the Standards and Guidelines for Conservation of Historic Places in Canada	For consideration by members of the Board and Council.		
2. Developmment/Building Permit Report	For information only		

1. Application for changes to heritage property – 780 St. George Street	<p>Adrian Nette and property owner Ella Kutschera were in attendance to present the plans for repairs to the front deck. The repairs will reinstate the deck to that of it's original appearance and will better match the railing to the existing stoop. All repairs have been approved by the Building Inspector.</p> <p><b><i>Motion #6</i></b> <b><i>It was moved by Councillor Roberts, seconded by Councilor Shaffner to recommend to Council approval of the application for changes to heritage property located at 780 St. George Street.</i></b></p>		
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## GENERAL / CORRESPONDENCE

1. Thank you note – A note of thanks was received from Amelia Kinsella, recipient of the Town scholarship.

## GENERAL DISCUSSION

1. Councillor Roberts questioned the process for handling complaints and suggestions. CAO Boyer said that all comments are logged in and forwarded to the appropriate department or person for follow up. Councilor Roberts said that there has been no action on suggestions he made. CAO Boyer said that his comments will be investigated and followed up.
2. Councillor Roberts commented on the flashing lights at the intersection of St. George Street and Prince Albert Road during early morning hours. It was agreed that the lights should be flashing red and the intersection should become a four way stop during off hours. The issued will be forwarded to the Traffic Authority for review.



**NEXT MEETING**     October 3, 2007 at 9:00 a.m.

**ADJOURNMENT**

*It was moved by Mayor Kinsella that the meeting adjourn.*

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



