

TOWN OF ANNAPOLIS ROYAL
COMMITTEE OF THE WHOLE
Draft Minutes
September 6, 2006

The monthly session of the Committee of the Whole was held on Wednesday, September 6, 2006 in the Council Chambers at Town Hall. In attendance were Chair Deputy Mayor Jane DeWolfe, Councillors Ron Boulding, Phil Roberts, Sherman Hudson and Douglas Shaffner, CAO Amery Boyer, Director of Finance Melony Robinson, and Administrative Assistant Jackie Longmire as recording secretary.

Regrets: Mayor John Kinsella

CALL TO ORDER

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

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

August 2, 2006

Motion # 1

It was moved by Councillor Shaffner, seconded by Councillor Hudson, that the minutes dated August 2, 2006 be approved. Motion carried.

ADDITIONS TO AGENDA

Under Business Arising add:

3. Dogs at the Farmer's Market

Under New Business add:

12. Tree and Shrub Maintenance

13. Partners in Education

14. Tax Exemptions 2006 - 2007

Under PHAC New Business add:

3. Application for changes to Heritage Property - 24 St. James Street

APPROVAL OF AGENDA

September 6, 2006

Motion # 2

It was moved by Councillor Roberts, seconded by Councillor Hudson, that the agenda for the Committee of the Whole meeting dated September 6, 2006 be approved as amended. Motion carried

PRESENTATIONS:

1. Kevin McLean - The Superintendent of Public Works offered a status report on composting. He said that the process has been working well over the past few months but there is always a chance that the present operation could be shut down if one complaint is received by the Department of Environment and Labour. He explained the present process and how they are working hard to eliminate any odours. The composting is being done on a slab near the sewage treatment plant and it is being turned and covered on a daily basis. He said that he has had requests from apartment owners for green carts to be placed on their property and a decision will be made on how to deal with those requests. A green cart has been placed closer to the Seniors' complex. Councillor Shaffner said that he uses a compost tumbler and it has many advantages. It was suggested that the tumblers be featured in the upcoming Town newsletter and a subsidy offered to residents who purchase the tumblers.

Mr. McLean talked about the parking lot at the Legion. He said that the lot will soon require resurfacing and drainage work. He questioned the lease of the property and who is responsible for the upgrades. He said that plowing the lot is also time consuming for the Public Works Department. The lease for the land needs to be reviewed and a decision will be made at a future meeting.

Mr. McLean also questioned an easement for the Baptist Church parking lot. He said the Town has been plowing the lot for years and he does not believe that there is anything in writing that requires the Town to do so. CAO Boyer will ask the Church whether or not a document exists that requires the lot to be plowed by the Town; if there is no such document, then the Town will discontinue plowing the property.

An update on the structural problems at King's Theatre was given. Mr. McLean said that he installed 17 support posts and the building is now structurally safe. This is a temporary solution, however. The preliminary estimate for the engineering work is \$10,000.00 and the funds will come from capital reserves. Mr. McLean said the structural aspects of the building had been neglected and the problems have never been addressed. He reported that the building is safe and secure for the interim. A meeting will be held on September 12, 2006 to address the issues.

The Director of Finance asked Mr. McLean to address a water billing problem at a business in Town. The business owner is refusing to pay the bill stating that they did not use the amount of water that they are being billed for. Mr. McLean said that he tested the meter with the business owner present and it appears to be working correctly. He informed the business owner that the meter could be removed and sent to Halifax for calibration. If there is no problem with the meter, the owner would be responsible for the expense. The business owner states that there are no leaks that have been repaired. It was noted that a faulty toilet could use a large amount of water. Past bills will be reviewed and the meter reading will be checked. Staff will continue to work on the issue and find a resolution.

2. Barrier Free Design - Building Inspector Wilbert Doucette was asked to discuss wheelchair accessibility. He said that it is impossible to tell a business owner that they must make their business wheelchair accessible. He said that the established businesses would fall under the grandfather clause and are not required to make accessibility changes but new owners will be made aware of barrier free requirements. His approach is to make sure the new occupants of any building or business are made aware that they must make a reasonable attempt to construct a barrier free entrance and washroom facility. He said that they must provide proof of these attempts before any permits will be issued. It may appear that some buildings cannot be made wheelchair accessible but there are always alternate solutions. It was noted that Lunenburg is promoted as a wheelchair friendly Town; Mr. Doucette said he would visit the area to see if any of their alterations could be used in Annapolis Royal. CAO Boyer said the Town could consider constructing a ramp at a restaurant in Town that has an entrance on Town land. The cost will be investigated and a decision will be made at a future meeting of Council.

Deputy Mayor DeWolfe asked Mr. Doucette about a development agreement between Michael Susnick and the Town. Mr. Susnick was given 200 days to develop a Bed & Breakfast. The time period has expired and a Bed & Breakfast sign went up on the property. Mr. Doucette will review the agreement.

Mr. Doucette stated that he observed a number of cases in Town of non-compliance with the requirement to have building/development permits before the work starts. Mr. Doucette said that the Town should consider fines for non-compliance and not obtaining proper permits.

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date

1. Emergency Sandbag Supply	Council has decided not to move forward with the purchase of sand bags based on information received from Dave McCoubrey. Several thousand sand bags are currently in storage for use by the Town and surrounding areas. It was agreed that no additional bags were required at this time.		
2. Pool Tender	One tender was received for the Pool project and it was incomplete. A meeting was held on September 5, 2006 to discuss the comments from Kevin Skebo regarding the tender application and what direction to take. The information is being considered and a decision will be made at a later date.		
3. Dogs at the Farmers' and Traders' Market	Several options on how to effectively deal with the dog issue were reviewed. Deputy Mayor DeWolfe said she has received several complaints about dogs at the market and she believes that the dogs present a safety hazard. It was agreed that section 39 of the Food Safety Regulations should be written into the lease agreement. Posting a notice at the entrance of the market was also discussed. All issues, including liability will be reviewed. The exact wording of the new clause will be the responsibility of the CAO.		

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. Permission to write off outstanding credit	<p>The Director of Finance asked for permission to write off an outstanding credit of 0.69 from 2004.</p> <p><i>Motion #3</i> <i>It was moved by Councillor Boulding, seconded by Councillor Roberts to recommend to Council to write off the outstanding interest in the amount of .69 cents and to allow debits and credits to</i></p>		

	<i>a maximum of \$10.00 be written off without Council's approval.</i>		
3. Request for permission to destroy old back up tapes	<p>The Director of Finance asked for permission to destroy old data tapes. She said there is a paper copy of all the information as well as current copies of back up tapes. The old tapes will be erased and destroyed.</p> <p>Motion #4 <i>It was moved by Councillor Boulding, seconded by Councillor Shaffner to recommend to Council approval of the request to destroy old financial information back up tapes.</i></p>		
4. Stipend for Town crier	<p>CAO Boyer said that the stipend for the Town Crier was not addressed at budget meetings. A stipend of \$250.00 per quarter was introduced in the celebration year of 2004-2005 in an attempt to compensate the Town Crier for the extra events during that year. Councillor Roberts asked if the Town Crier has expenses approved before they are submitted. The Town Crier has been compensated for mileage and meals in the past and does not approach the CAO for prior approval. It was agreed that a reasonable cap would be placed on the total expenses above the stipend.</p> <p>Motion # 5 <i>It was moved by Councillor Roberts, seconded by Councillor Boulding to recommend to Council approval of a stipend in the amount of \$250.00 per quarter for the Town Crier, with a cap on all other expenses to a maximum of \$500.00 and pre-approval of additional expenses by the Director of Finance or the CAO be required in the future.</i></p>		
5. Request for interest write-off	<p>The Munisoft accounting system has automatically generated an interest amount on an account that should not have been charged interest. The Director of Finance has requested that the interest in the amount of \$1,024.76 be written off.</p> <p>Motion # 6</p>		

	<i>It was moved by Councillor Hudson, seconded by Councillor Shaffner approval of the request to write off interest in the amount of \$1,024.76 charged to the tax account of the Annapolis Royal Wharf Society.</i>		
6. UNSM 2006 Conference Program	For information only.		
7. RDA Agreement	<p>The RDA agreement was reviewed at the last meeting of the Mayors and Wardens in August, 2006. All points were clarified and the final agreement was drafted. The funding for the RDA is solely based on assessment and Annapolis Royal is required to contribute \$4,000.00 - \$5,000.00. CAO Boyer said the office will be located in the Municipality of the County of Annapolis office building or the original office of the Western Valley Development Authority in Cornwallis Park. The agreement is also being reviewed by the solicitor for one of the units. September 8, 2006 is the closing date for the search firm responsible for hiring the Managing Director. The position should be filled within 2 months. It was noted that this process has been completed with the cooperation of the provincial and federal government.</p> <p>Motion #7 <i>It was moved by Councillor Roberts, seconded by Councillor Boulding to recommend to Council approval of the RDA Agreement, including the proposed budgets.</i></p>		
8. Final results from the Green Team	This item will be discussed with other composting issues at a future meeting.		
9. Temporary residence for the Lt. Governor of Nova Scotia	For information only.		
10. Worker's Compensation Board	For information only.		
11. Report on King's Theatre	This item was discussed with the Superintendent of Public Works		

	during his presentation.		
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PLANNING AND HERITAGE ADVISORY COMMITTEE 10:00 a.m.

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

BUSINESS ARISING

Item	Decision/Action	Responsibility	Target Date
1. Heritage Building Awards Program	Elizabeth Ross pointed out areas of the Award Program which she believes should be reviewed and changed before next year. She would like the judges to meet together and translate comments into letters to be sent to each entry. The application form needs to clarify who can nominate a property and the rules of entry should be itemized. She said that there should be separate categories for interior renovations and all applications should be date stamped and reviewed by the Committee as soon as they are received. The award presentations were made before the parade awards and it was decided that this was not the proper forum for the awards. It was agreed that decisions will be made at the next meeting of the Heritage Designation Committee.		

NEW BUSINESS

Item	Decision/Action	Responsibility	Action
1. Application for changes to Heritage Property	A signage application for the Clean Annapolis River Project offices at the train station was received. No problems were noted with the		

	<p>application.</p> <p><i>Motion #8</i> <i>It was moved by Ian Lawrence, seconded by Councillor Shaffner to recommend to Council approval of the changes to Heritage Property application for new signage at 151 Victoria Street.</i></p>		
2. Development/Building Permit Report	For information only.		
3. Application for changes to Heritage Property	<p>The application for changes at 24 St. James Street was reviewed. The owners want to place a storage shed at the end of their driveway. No problems were noted with the application.</p> <p><i>Motion #9</i> <i>It was moved by Councillor Roberts, seconded by Councillor Boulding to recommend to Council approval of the Application for changes to Heritage Property located at 24 St. James Street.</i></p>		

GENERAL / CORRESPONDENCE

- Heritage Building Awards - Letter of thanks from Mary Wheeler and Karen Allen - For information only
- Congratulations on the Prince of Wales Award from the Lieutenant Governor of Nova Scotia - For information only.
- SGE Acres/Hatch - For information only.
- Trans County Transportation - Thank you for the support - For information only.
- Letter from the Minister of Canadian Heritage and Status of Women - For information only
- Digby to Saint John Transportation Link - For information only.
- Letter from Annapolis District Board of Trade - This letter was received in response to an e-mail that was sent to the executives of the board by the CAO. There appears to be some confusion over who is responsible for organizing and funding Town

events. The Board of Trade is asking Council to clarify the matter. A letter will be drafted from the Mayor on behalf of Council.

GENERAL DISCUSSION

7. Councillor Roberts has provided suggestions for an e-mail policy. He has asked that repetitive messages not be sent, important information appear in the subject line and the recipients do not “reply to all.” CAO Boyer said the internet policy will be reviewed and further discussion will take place at a future meeting of Council.
8. Deputy Mayor DeWolfe asked Ian Lawrence about his presence on the Planning Heritage and Advisory Committee. He said that there was some conflict within the Heritage Society and he was receiving criticism for voting to approve some applications for changes to Heritage Property. He said that the issues with the Society will be resolved. He explained that it was difficult to be an advocate and vote on Council when he is not a resident of the Town. Elizabeth Ross said she is a member of PHAC as a representative of the Historical Society and she was experiencing some of the same issues.

Deputy Mayor DeWolfe said the Committee was a great benefit to the Town and their input was invaluable. She said that it made no difference whether they lived in or out of Town. She suggested that all applications for changes to Heritage Property be forwarded to the Heritage Society for review and comment before Council approval. All options will be explored and the issues will be resolved.

NEXT MEETING October 4, 2006 at 9:00 a.m.

ADJOURNMENT

It was moved by Councillor Boulding that the meeting adjourn.

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