

TOWN OF ANNAPOLIS ROYAL
1 COMMITTEE OF THE WHOLE
MINUTES
September 9, 2009
9:00 am

The regular meeting of the Committee of the Whole was held on Wednesday, September 9, 2009 in Council Chambers at Town Hall. In attendance were Chair Mayor Phil Roberts, Deputy Mayor Doug Shaffner, Councillors Kathie Fearon, Pat Power and Sherman Hudson, CAO Amery Boyer, Director of Finance Melony Robinson, Business Liaison Committee representative Beth Fairn and Executive Assistant Jackie Longmire as recording secretary. Several members of the public were also in attendance.

APPROVAL OF COMMITTEE OF THE WHOLE MINUTES

August 5, 2009

Motion # 1

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson, that the Committee of the Whole minutes dated August 5, 2009 be approved, as amended. Motion carried.

ADDITIONS/DELETIONS TO AGENDA

Under Business Arising add:

5. Public Works Orientation

Under New Business add:

10. Health Centre Closures
11. September 8 Public Meeting Wrap Up
12. Tax Write-offs
13. Policy on Meetings and Procedures
14. Business Closures on Labour Day

APPROVAL OF AGENDA

September 9, 2009

Motion #2

It was moved by Deputy Mayor Shaffner, seconded by Councillor Hudson, that the agenda dated September , 2009 be approved as amended. Motion carried.

PRESENTATIONS: Annapolis Valley Health District Capital Campaign – Mary Jennings did not attend, no presentation was given.

PUBLIC HEARING: None

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
1. Procurement Policy	CAO Boyer will add the reference to buy-local when under the amounts required for tender. The Policy will be ready for approval with the change.	CAO Boyer	
2. Drury Lane, St. Anthony Street and Lower St. George Street sidewalks	<p>The Annapolis Heritage Society has been involved in discussions regarding the appearance of the proposed sidewalks for Drury Lane, Lower St. George Street and St. Anthony Street. The Town engineers have reviewed the suggestions and estimated costs were provided. The estimated cost increase for exposed aggregate finish sidewalks for Drury Lane and St. Anthony Street is \$37,000.00. There was some discussion regarding the need for special sidewalks on St. Anthony Street. It was noted that the exposed aggregate would only be used in the residential strip of St. Anthony and standard sidewalks would be installed in the commercial area. The following motions were generated as a result of the discussion:</p> <p><i>Motion #3</i> <i>It was moved by Councillor Fearon, seconded by Councillor Power to recommend to Council, that the Drury Lane sidewalk project proceed with the suggestion of the Annapolis Heritage Association to have appropriate heritage sidewalks constructed from typical Town standards with an exposed aggregate finish at an additional expense of \$7,000.00. Motion carried.</i></p> <p>As motion to proceed with the St. Anthony Street sidewalk project based on</p>		

	<p>the suggestions from the Annapolis Heritage Society with an additional expense of \$30,000.00 was moved by Councillor Hudson but not seconded. The motion was not supported; the St. Anthony Street sidewalks will be constructed to typical Town standards only.</p> <p>The Annapolis Heritage Society also suggested changes for the proposed sidewalk on Lower St. George Street. The surface finish will be modified from Town typical standards to a softer historic streetscape. The curbs on the museum side (east) will be the existing granite curbs that are currently buried under asphalt. The extra cost to change from the Town standards to the proposed architectural look is \$16,500.00.</p> <p><i>Motion #5</i> <i>It was moved by Councillor Fearon, seconded by Councillor Hudson, to recommend to Council, that the Lower St. George Street sidewalk project proceed with the suggested changes from the Annapolis Heritage Society at an additional expense of \$16,500.00. Motion carried.</i></p> <p>Start dates for the project were discussed. CAO Boyer said that the start date will depend on the schedule of the successful contractor. CAO Boyer said that the additional expenses approved can be covered under contingency funding for both projects.</p>		
3. Farmer's Market	<p>A suggestion was made at a recent meeting of the Business Liaison Committee that a survey regarding the Farmers' Market be distributed to residents and business owners to gauge the issues such as: parking, expansion, dogs and how to attract patrons of the market to other businesses in Town. Council agreed that there are issues with the Farmers' Market but a survey would not be circulated at this time.</p> <p>It was agreed that a meeting must be held with the management of the Farmers' Market to discuss all of the issues. It was noted that there have also been complaints regarding dogs at the market. Angela Chartier from Catfish Moon brought the issues to the attention of Council at a previous meeting. A letter was reviewed as a follow up to the original presentation/. Ms. Chartier suggested that as the governing body of the Town, it was the responsibility of Council to address the issues. CAO Boyer will make arrangements for a meeting.</p>	CAO Boyer	

	Mayor Roberts said that there had been some discussion about the Market continuing indoors through the winter. There was some attempt to establish the indoor market in the winter of 2008-2009 but it was not successful. Mayor Roberts said that he will attempt to organize the indoor winter market for 2009-2010.		
4. Orderly and Peaceful Conduct Bylaw	An Orderly and Peaceful Conduct By-law for the Town was drafted from the by-law for the County of Annapolis. The by-law was reviewed and some concerns were expressed. Members of Council were asked to review the by-law for further discussion at the Council meeting on September 21, 2009.	Mayor Phil Roberts	
6. Public Works Orientation	The completion of the Public Works orientation will be scheduled in November.		

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Water Tests	Water tests have been reviewed and found to be satisfactory.	CAO Boyer	
2. Letter from Carole Milligan – re: Town Pool	<p>Ms. Milligan suggested that the Town does not offer enough support to the Pool. She said that there is a lack of communication between the volunteers with FAPS and the Town. The pool needs to be operated as a business and the group of volunteers that is currently managing the pool does not have the expertise. She said that the Town needs to show leadership and the Recreation Director should lend more support. Councillor Hudson said that Council has listened to several presentations regarding the pool and the arrangement seems to be working well.</p> <p>Shela Breau, Chair of the Friends of the Pool Society, was in attendance and was asked to comment. She said that the Society has not had any problems working with the Town and the group is appreciative of the support to date. She said that the Town provided \$6,000.00 in funding this year that was used for operations and employment. She also noted that the group does receive support from the Recreation Director. Ms. Breau said that it is an informal organization but is up to date with the Registry of Joint Stocks and does follow all the rules of the Registry. She</p>		

	agreed that the lines of communication could be more defined.		
3. Suggestion from Peter Davies	<p>Peter Davies attended the final parade of the HMCS Acadia cadets and was impressed by the energy and enthusiasm of the cadets. He suggested that the Town give a trophy on an annual basis to a group of cadets based on how they perform their duties. He said it would be a way for the Town to recognize and enhance the relationship with Cornwallis.</p> <p>Council agreed that some type of annual recognition could be presented and suggested certificates rather than a trophy. Mayor Roberts said that the next step would be to approach HMCS Acadia and he will talk to the appropriate people about the possibility of an annual award from the Town. Mr. Davies offered to assist and explore the range of options for awards.</p>	Mayor Roberts and Peter Davies	
4. Letter from the Canadian Wildlife Service – Changes to Migratory Bird Hunting Regulations	For information only.		
5. Worker's Compensation Board of Nova Scotia – 2009 Assessment Rates	The Director of Finance will provide clarification of the rates.		
6. Resolution required for the potential dissolution of Fundy Broadband Board	<p><i>Motion #6</i></p> <p><i>It was moved by Councillor Fearon, seconded by Councillor Power, to recommend to Council that the assets of the Fundy Broadband be sold and the operation of the Board wound up. Motion carried.</i></p>		
7. Draft Annual Report	CAO Boyer will provide a copy for Council's review, as soon as the updates are complete.		
8. Back-up tapes – Request for permission to destroy	The tapes are duplicates of the information that is stored on the new back-up tapes, destroying the old tapes will not result in a lost of information. Council agreed to the destruction of the old back-up tapes.		
9. Health Centre Closures	Concerns had been expressed to Mayor Roberts regarding the closure of the out patients/walk-in clinic on Tuesdays and Thursdays of each week. Mayor Roberts said that he was not aware that this was happening. Concerns about the doctor shortage were also discussed	Mayor Roberts	

	and it was noted that a new doctor was scheduled to arrive in the Spring of 2010. Mayor Roberts said he will express his concerns in a letter and ask that the Town be notified of such closures in the future.		
10. September 8 Town Meeting Wrap Up	<p>Mayor Roberts asked for comments from Council members regarding the Public Meeting that was held on September 8 to discuss the future of the Town. It was agreed that the meeting went reasonably well but there were some issues raised that need to be addressed. There seems to be a continual perception that the Town is not business-friendly. Councillor Power said that if the Town is really hindering businesses, it has to stop. Amalgamation and annexation were discussed and some concerns were raised. CAO Boyer said that staff was looking for direction and the meeting provided guidance on what could and what would not work (e.g. waterfront development project, the marketing study and possible rezoning of some Town properties)</p> <p>Facilitator Bernie Smith had suggested that a meeting of a smaller group of interested individuals be held to discuss where the Town should go next. Each member of Council was asked to provide a list of those who may be interested.</p>		
11. Tax Write-offs – Town-owned properties and non-profit tax deductions	<p>The Director of Finance provided the list of write-offs for Councils review.</p> <p><i>Motion #7</i> <i>It was moved by Councillor Power, seconded by Deputy Mayor Shaffner, to recommend to Council that the tax accounts as detailed on the list of properties subject to special tax agreements be written off to a total of \$27,482.61 for all properties listed. Motion carried.</i></p>		
12. Policy on Meetings and Procedures	The policy is being updated to reflect the new committees that have been established and the time changes for some meetings. Council discussed the time change for the regular monthly Council meetings. The time was recently changed to 7:00 p.m. at the request of business owners. To date, the attendance at the evening meetings has not increased and Council has recommended that it be changed back to		

	9:00 a.m. effective October 19, 2009. The policy will be brought back to the next meeting of Council for final approval.		
13. Labour Day Business Closures	Deputy Mayor Shaffner said he received comments about the majority of businesses being closed on Labour Day in Annapolis Royal. All members of Council noted that the Town was very busy on Labour Day but it was almost impossible to find a restaurant that was open. This issue will be referred to the Business Liaison Committee for further discussion.		

PLANNING AND HERITAGE ADVISORY COMMITTEE (9:00 a.m.)

In attendance: Ian Lawrence and Peter Davies

Regrets: Grant Slinn

BUSINESS ARISING

Item	Decision / Action	Responsibility	Target Date
None			

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date

1. 446 St. George Street - gazebo	<p><i>Motion #8</i></p> <p><i>It was moved by Councillor Power, seconded by Councillor Fearon, to recommend to Council that the application for changes to heritage property located at 446 St. George Street be approved. Motion carried.</i></p>		
2. 144 St. George Street – siding to shingles	<p><i>Motion #9</i></p> <p><i>It was moved by Councillor Fearon, seconded by Peter Davies, to recommend to Council that the application for changes to heritage property located at 144 St. George Street be approved. Motion carried.</i></p>		
3. 238 St. Anthony Street - signage	<p>This application is for the approval of signage only. There were concerns regarding the zoning of the property but Roger Sturtevant has indicated that all the issues have been resolved.</p> <p><i>Motion #10</i></p> <p><i>It was moved by Councillor Hudson, seconded by Ian Lawrence, to recommend to Council that the application for changes to heritage property located at 238 St. Anthony Street be approved. Motion carried.</i></p> <p>Peter Davies expressed concerns over residential space being used for businesses and the confusion over how much space is actually permitted. It was noted that the Land Use By-law currently allows for 25% of residential space to be used for a business but it can be interpreted so that 50% of the space could be used if there were two separate businesses. CAO Boyer is currently reviewing the Land Use By-law and the first revision is complete. Several options were discussed for how to deal with businesses in residential areas. Packages will be organized for realtors in an attempt to inform potential new residents of all the zoning requirements.</p>		

GENERAL CORRESPONDENCE (FOR INFORMATION ONLY)

1. Ron Sabean's Retirement Party – Program – For information only.

IN CAMERA

It was moved by Councillor Husdon, seconded by Councillor Fearon that the meeting move in camera to discuss potential litigation.

It was moved by Councillor Fearon, seconded by Councillor Hudson that the meeting move out of camera.

NEXT MEETING

October 7, 2009 at 9:00 a.m.

ADJOURNMENT

It was moved by Councillor Hudson that the Committee of the Whole meeting be adjourned.

<i>1Action:</i>	<i>Date</i>	<i>Signature</i>
Reviewed by Mayor Roberts		
Changes made by Administrative Assistant Jackie Longmire		
Approved for website by CAO		
Forwarded to the Website		