

**TOWN OF ANNAPOLIS ROYAL**  
**PLANNING AND HERITAGE ADVISORY COMMITTEE**  
**DRAFT Minutes**  
**January 24th, 2010**

**Committee Members Present:** Chair Peter Davies, Grant Slinn, Ian Lawrence, ~~and~~ Corinne Frantel. -Councillor Kathie Fearon, Councillor Sherman Hudson.

**Council Members:**

**Staff:** Chrystal Fuller, Managing Director, ADPC<sup>1</sup>, CAO Boyer and Monica Mills as recording secretary

**Regrets:** none

**CALL TO ORDER**

The meeting was called to order by Chair Peter Davies at 9:30 a.m.

**ADDITIONS/DELETIONS TO AGENDA:**

- World City Prize
- Proposed ADBOT Information Kiosk
- Park and Walk Signage

**APPROVAL OF AGENDA**

January 24, 2011

**Motion #1**

**Moved by Corinne Frantel, seconded by Ian Lawrence, that the agenda dated January 24, 2011 be approved as amended.**  
**Motion carried.**

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<sup>1</sup> Annapolis District Planning Commission

## APPROVAL OF MINUTES

November 8th, 2010

### Motion #2

Moved by Councillor Hudson, seconded by Councillor Fearon, that the Planning and Heritage Advisory Committee Minutes dated November 8th, 2010 be approved as amended. Motion carried.

### BUSINESS ARISING – PLANNING ADVISORY COMMITTEE

Item	Decision/Action	Responsibility	Target Date
Terms of Reference: Planning and Heritage Committee By-Law	<p>Chrystal Fuller stated that there are two pieces of legislation that guides the two main functions of PHAC, planning and heritage. Planning is guided by the Municipal Act and Heritage is guided by the Heritage ACT. The legislation outlines the authority and function of planning advisory committees, since it is an advisory committee they can advise Council on possible motions. The terms of reference are the same for the heritage advisory committee which can make recommendations to Council concerning heritage conservation and alterations to heritage properties which is an important advisory role. Crystal Fuller added that a draft by-law has been put forth based upon the two acts with established practices for the committee to facilitate in making recommendations to Council. Sections regarding the roles of Chair and Vice-Chair have been added which define the duties and functions of each role. This is important because PHAC is a very active committee in the heritage town of Annapolis Royal. Councilor Fearon asked if under section #3 where it states that three members of the committee shall constitute the core, whether it should be four as Council had decided that it would compose 50% plus one.</p> <p>Chair Davies stated that the numbers of the committee could be increased from six to seven, with three members being Councilors. He added that he did start a proposal to Council, as Council has to decide how much participation they would like. Chair Davies added that increasing the number of councilors on the committee</p>	Chrystal Fuller	

	<p>would facilitate in the decision making process as there would be more informed members of Council. Chair Davies questioned the committee on how they would like to proceed. Grant Slinn commented that you could argue both ways, but that in the search for independent opinions would be his argument for more citizen representation. Councilor Fearon stated that Councilor Mueller-Sparenberg generally attends the meetings, so he may be a good candidate. Chrystal Fuller added that an additional councilor may eliminate confusion around the council table regarding PHAC recommendations as the decision-makers need to understand why they are making the decisions. Corinne Frantel stated that it seems that the councilors are spread pretty thin as they are involved in many other committees, recommending that perhaps two Council members and five citizen representatives would be adequate. Grant Slinn asked if the Mayor was always an ex-officio of each committee. Chrystal Fuller replied in the affirmative but it would depend on the intention of the Committee if they decided to add another member. Chair Davies stated that there appeared to be no disagreement with adding another member to the committee, rather it was a question of how many councilors should be on the committee. Councilor Fearon stated that when previous vacancies were advertised there was not much interest for citizen representation. Councilor Hudson stated that Councilor Mueller-Sparenberg would be an ideal candidate because he is in the real estate business</p> <p><b>It was moved by Councillor Fearon, seconded by Councillor Hudson that it be recommended to Council that a third councilor be appointed to PHAC. Motion carried.</b></p> <p>Discussion regarding section #4 of the by-law: Terms of Office: Chair Davies stated that there were a number of issues that may not be resolved today. He then questioned the committee if they were comfortable with one year terms. Crystal Fuller questioned where</p>		
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	<p>the one year term of office originated from, adding that two years would be more consistent as it would take a year to understand the process.</p> <p>Ian Lawrence raised concern with the limitation of four years on the committee as he has been on the committee for more than four years.</p> <p>Crystal Fuller stated that it could be recommended to Council that the committee doesn't want terms of office defined. Ian Lawrence stated that he felt that terms of office were fine; however the issue would be getting enough interest in joining the committee from the community. He added that the concept of staggered appointments was a good idea.</p> <p>Councilor Fearon commented that Ian Lawrence was a valuable person to have on the committee as he is basically an appointee from the Heritage Society and perhaps it could be specified in the by-law that one citizen appointee should be from the Heritage Society.</p> <p>Crystal Fuller stated that there is the capacity from the Heritage Society to provide a representative, the only down side is that PHAC is not a strictly heritage committee, it is also planning committee. She added that there could be representatives from both the Historical Association and Heritage society</p> <p>Chair Davies raised a concern that with that arrangement, there would be only two spaces remaining for citizen at large and perhaps one representative from either of the two groups would suffice.</p> <p>Chair Davies recommended that Terms of Office be changed to two years with staggered appointments.</p> <p>Councillor Fearon queried if the terminology in section 4.C should be committee as opposed to Panel. Chrystal Fuller replied in the affirmative.</p> <p>Corinne Frantel questioned if the maximum term of office was four years. Chair Davies suggested that it be removed.</p>		
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	<p>Discussion regarding section 4.D of the By-law which states that members of the committee who are absent for three consecutive meetings shall forfeit their membership. Chair Davies recommended that the by-law should be changed to three monthly meetings, as during construction season special meetings may have to be called. The committee agreed.</p> <p>Discussion of section 5, Duties and Functions:  Chair Davies asked the committee if this section was satisfactory. Chair Davies suggested that it should be expressed in the by-law that Council may wish that the committee addresses the issue of alerting <i>Council to any pressing (emerging) issues of a planning related nature</i>. He added that section 5.1 through to section 5.6 <b>was</b> consistent with mandate discussions early this year.</p> <p><b>It was moved by Councilor Fearon, seconded by Corinne Frantel that the Planning and Heritage Committee By-Law be recommended to Council for approval. Motion Carried.</b></p> <p>Chrystal Fuller recommended that the amended by-law be reviewed by PHAC prior to being sent to Council. Chair Davies stated that he would be happy to review the by-law prior to sending it to Council.</p>		
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**NEW BUSINESS – PLANNING ADVISORY COMMITTEE**

Item	Decision/Action	Responsibility	Target Date
Development & Building Reports November 2010 & December 2010	Development & Building reports were submitted for information purposes.	Chrystal Fuller	
Review of Residential Housing Report	<p>Chrystal Fuller stated that Stantec studied residential housing options funded by the ACT grant to gather base information that will be considered in an upcoming plan review. She added that a lot of background information regarding the population of the area and opinions of the public were gathered. She stated that many residents felt that the Town's current by-laws were not an impediment to development and that many supported them. Stantec's report detailed funding options and a housing action plan.</p> <p>Ian Lawrence queried as to what was driving the residential development as it appeared to him that employment opportunities would draw people to the area.</p> <p>Chrystal Fuller stated that the importance of the study was that it provided was background information and from the information gathered housing was an issue. The study was to instigate discussion and assist Council in their decision making process.</p>	Chrystal Fuller	

## BUSINESS ARISING – HERITAGE ADVISORY COMMITTEE

Item	Decision/Action	Responsibility	Target Date
Building Awards	Chair Davies stated that he aims to have a report on the selected recipients for the next PHAC meeting. Councillor Mueller-Sparenberg stated the committee is on schedule to have the awards presented on February 15 <sup>th</sup> , 2011 as part of Heritage Day.	Chair Davies	Feb 15 2011
AR10-012- 424 St. George Street	Chair Davies stated that property owner, Sefton Squires, has provided an updated application.		

## NEW BUSINESS – HERITAGE ADVISORY COMMITTEE

Item	Decision/Action	Responsibility	Target Date
Information Kiosks	<p>Chair Davies was called to a meeting by ADBOT regarding placing an information kiosk in Petite Park next to Town Hall. He stated that his first reaction to the proposed kiosk doesn't fit with the ambience of the Town. Chair Davies developed a prototype by referring to architectural features on properties in Town. Another concern that he had with the proposed kiosk was how high winds and rain would impact it. When he posed this question to ADBOT they suggested that the brochures be placed in a receptacle with a lid.</p> <p>Ian Lawrence queried whether the Town already had two information kiosks. Cao Boyer responded by stating that the auditor noted that there were no information services during off hours, the new kiosk would provide information to visitors all year round.</p>		

	<p>Ian Lawrence raised concern with the chance that the brochures would become litter. Councillor Fearon questioned whether Digby, which had this type of information kiosk, had a problem. CAO Boyer responded that it would be ADBOT's responsibility.</p> <p>Chair Davies queried if ADBOT would erect a sign? Crystal Fuller stated that in such an instance an application would have to be made to ADPC.</p> <p>Ian concern about them being strewn about the street.</p> <p>Chair Davies asked the committee if they had a preference. The consensus of the committee was that they preferred the design created by Chair Davies. Grant Slinn questioned if the budget would be an issue. Chair Davies replied that that would be addressed later.</p>		
Heritage Property Act Update	<p>Crystal Fuller stated that she had attempted to contact Kevin Barret for an update to the Heritage Property Act and has had no response. She added that the committee should keep an eye on the progress. CAO Boyer stated that the original legislation was created as a result of the Town of Annapolis Royal needing legislation, adding that it was critical that the committee and Council request a draft. She reported that she has the background and the Act is 35 years old, which means that it should be revisited. CAO Boyer suggested that a strongly worded letter be sent to Bill Greenlaw, the executive Director of the Heritage Division.</p> <p>Councillor Fearon noted that the Heritage Department was only looking at one aspect of the Act as it was contingent to a time line. Ian Lawrence questioned how much of the Act was linked to recent events in Halifax and whether Halifax was governed by the same Act.</p>		



	<p>Chrystal Fuller replied that Halifax was governed by their own Heritage Property Act and their own Charter.</p> <p>CAO Boyer suggested that the committee provide her with comments so that she and Chair Davies may work on a letter to Bill Greenlaw.</p> <p>Crystal Fuller recommended that a close eye be kept on this issue as the cut-backs anticipated in the provincial budget may greatly affect heritage issues.</p>		
Heritage Building Application Process- 6 Drury Lane	<p>The property located at 6 Drury Lane is under consideration as a municipal heritage property.</p> <p>The new owner, Nancy Anderson, applied to do mostly interior restoration, as well as, wanting to put a chimney on the St.George side at the back of the building. Councillor Fearon stated that she was in favour of the change with the condition that the chimney be clad in an appropriate material. Chrystal Fuller stated that the intention was to use distressed brick.</p> <p><b>It was moved by Corinne Frantel, seconded by Councilor Hudson that PHAC recommends to Council that the property located at 6 Drury Lane be given heritage approval to alter its exterior appearance to allow for a chimney to be erected on the southeast side of the building with the following conditions:</b></p> <p><b>- The chimney shall be clad in brick.</b></p>	Chrystal Fuller	
Heritage Building Application – 144 St. George St	<p>The property located at 144 St George Street is under consideration as a municipal heritage property. Chair Davies is concerned about only designating a portion of the property as heritage. Chrystal Fuller stated that the Town has a procedure in place that addresses development adjacent to heritage properties.</p> <p><b>It was moved by Councillor Hudson, seconded by Ian Lawrence that Council proceed with the registration of the main dwelling</b></p>	Chrystal Fuller	

	<b>unit and all lands within 10 feet at 144 St. George Street in the Municipal Heritage Registry. Motion carried.</b>		
Heritage Building Application – 204 St. Anthony Street	Chrystal Fuller stated that this application had been approved by Council after PHAC did a telephone poll. Chrystal Fuller commented that specific conditions were not added to the Council motion. CAO Boyer stated that the problem with the telephone poll was that these conditions were not specified. Chair Davies stated that the motion already went to Council. ADPC had already issued a building permit so their role in the matter was over, but Chrystal Fuller added a letter with suggestions could be sent to the owners to guide them in their renovations.	Chrystal Fuller	
Notice of Recommendation – 833 St. George Street	<p>Discussion regarding 833 St George.</p> <p>Chair Davies commented that this property had previously been recommended for heritage registration and the process had almost been completed when the original owner withdrew their application. The process is now starting from beginning. Chair Davies added that the property has been beautifully refurbished and Ian Lawrence has documented the property as being of the neo-classical style. The application is for detailed restoration work mostly in the interior of the building.</p> <p>Chrystal Fuller stated that a report titled, The Annapolis Royal Heritage Resource Study, was developed in 1981 which detailed the rules and regulations for development of a heritage property. She recommended that each member of the committee reacquaint themselves with the rules and regulations. Chrystal Fuller added that under the study the property may qualify under exceptional structure provisos according to the rating system.</p> <p>Councilor Fearon pointed out a grammatical error with the application stating that the property is 190 years old not 60 years old adding that she was enthusiastic in having registering the property.</p> <p>Chrystal Fuller noted that heritage properties don't stand alone and the context of the property had to be considered. She also stated</p>		

	<p>that in the committee's notice of recommendation defining elements of the property should be included. She added that the 1981 study was a great foundation for PHAC as it detailed many defining elements of heritage properties. She added that it is important to register the entire property in order to maintain it's integrity.</p> <p><b>It was moved by Ian Lawrence, seconded by Councilor Fearon that PHAC forwards the attached Notice of Recommendation as attached in appendix "A" to Council for registration at the Land Registry Office and recommends that Town Council proceed with the registration of 833 St.George Street in the Municipal Heritage Registry. Motion carried.</b></p>		
Notice of Recommendation – 50 Drury Lane	<p>50 Drury Lane:  Chair Davies stated that this is a smaller property in the maritime vernacular style and that the character and defining elements are identified. The notice of registration has detailed character defining elements listed.</p> <p><b>It was moved by Grant Slinn, seconded by Ian Lawrence that PHAC forwards the attached Notice of Recommendation as attached in Appendix A to Council for registration at the Land Registry Office and recommends that Town Council proceed with the registration of 50 Drury Lane in the Municipal Heritage Registry. Motion carried.</b></p>		
Building Awards	<p>Chair Davies stated that they are still aiming for handing out the awards on February 15<sup>th</sup>, which is Heritage Day. He added that he was taking pictures to add to a brochure. Ian Lawrence asked if he was concentrating on specific properties. Chair Davies replied that he was concentrating on properties that have been nominated, or have received the award so that they may be incorporated into the brochure. CAO Boyer stated that she could provide pictures.</p>		

Park and Walk Signage	<p>CAO Boyer led the discussion stating that a decision would be needed this week or else the grant money would have to be returned.</p> <p>Chair Davies, Councilor Hudson and Councilor Fearon stated that the signs should be wooden. Grant Slinn suggested crezon as it was more durable.</p> <p><b>Motion:</b>  <b>It was moved by Corinne Frantel, seconded by Councilor Fearon that Council approve the recommendation that the Park and Walk signs be made of crezon. Motion carried</b></p>		
World City Prize	<p>CAO Boyer stated that in her search for funding for the Wharf Development Project she discovered the World City Prize. She added that it would be worth applying for, as the Town meets all the necessary criteria. She stated that the Town would have to be nominated by ADEDA and that a citation regarding the restoration on the town in 1976 had been written. CAO Boyer stated that someone needed to review the citation prior to submitting it to ADEDA. Ian Lawrence volunteered.</p> <p>CAO Boyer added that the grant would not be available until 2012 but the deadline for the application is March 2011.</p>		

#### NEXT MEETING

February 14<sup>th</sup>, 2011 9:30

#### ADJOURNMENT

It was moved by Corinne Frantel, seconded by Councilor Hudson that the meeting be adjourned at 11:00 am.