

TOWN OF ANNAPOLIS ROYAL
PLANNING AND HERITAGE ADVISORY COMMITTEE

DRAFT Minutes

February 14, 2011

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

Council Members: Mayor Phil Roberts, Councillor Holger Mueller-Sparenberg, Councillor Pat Power, Deputy Mayor Doug Shaffner

Staff: Sharon McCauley, ADPC¹, Keith Saunders ADPC, CAO² 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.

In celebration of Heritage Day, the meeting commenced with Chair Davies reading four excerpts from the original minute records of the Town of Annapolis Royal dated 1882.

1. The first excerpt pertained to the notice of request from rate-payers of the Town that they wished to incorporate on the 20th of October 1892 signed by J.Elroy Morris, High Sherriff.
2. The second excerpt was a proclamation by his honour McCoy Boyd Daley, Esq., Lieutenant Governor of Nova Scotia regarding the vote to incorporate. The Town rate-payers voted 84 in favour and 48 against incorporation on the 14th day of November. The Town was officially incorporated November 15th, 1892.
3. The third excerpt page seven of the minutes, "Be it resolved, that the following committee be appointed to confer with the County council on general matters of joint responsibility and to submit result to the full board for ratification, signed by J.L Hardwick, Charles McCormick and Charles Munroe." Dated late 1892. Chair Davies noted that this exerts demonstrated the importance of the relationship between the Town of Annapolis Royal and the County even in the past.
4. The last excerpt was on pages 13-14, regarding the origin of the Town of Annapolis Royal's official seal. There is a reference that the seal is a combination of two official seals: the court seal and the seal for the school commissioner's. Chair Davies noted that this is perhaps the first mention of the Town seal. Chair Davies added that the minute book is a wealth of information and very valuable in referencing the history of the Town of Annapolis Royal.

¹ Annapolis District Planning Commission

Chair Davies opened the floor for any questions.

Mayor Roberts commented that there is continual controversy over the Town seal. He stated that it began with a visit from Mr. David Cvet, who noticed the Town's present coat of arms on a Public Works vehicle. Mr. Cvet is the president of the Canadian Heraldry Association, pointed out that the Town's use of the coat of arms was very improper and that the Town should desist the use of the seal and find a new one. The Town began to go through the appropriate steps to get a new design. The new design was met with disdain. The general feeling of the Town was why the Town should have to change their seal as it was in use for a very long time. Mayor Roberts reported that he had written to Buckingham Palace in order to petition the Queen to continue to use the seal. He had received a reply from the Queen's secretary stating that the Queen was unable to adjudicate on this matter and the Town should apply at the Canadian Heraldry Association. The Mayor recounted that he wrote an additional letter including excerpts from the original minutes stating that since the Canadian Heraldry Association had not existed at the time the Town adopted the coat of arms that the Town had every right to use it. Mayor Roberts also stated that he had just received a letter from the head of the Canadian College of Heraldry stating that the Town was not allowed to use this coat of arms. Currently, the Town's petition is being reviewed by the Town's lawyers.

Chair Davies noted that one would have to identify the two seals that were originally combined to come up with the current seal which may provide the Town with a basis for the creation of our current seal.

Chair Davies stated that the historical portion of the meeting was concluded.

ADDITIONS/DELETIONS TO AGENDA:

-Possible modification to the terms of reference to the committee regarding the membership numbers.

APPROVAL OF AGENDA

February 14, 2011

Motion #1

Moved by Councillor Hudson, seconded by Corinne Frantel, that the agenda dated February 14, 2011 be approved as amended.

Motion carried.

APPROVAL OF MINUTES

January 24, 2011

Ian Lawrence questioned the consensus on the condition "distressed brick" in reference to the motion regarding 6 Drury Lane. It was decided that the word "distressed" be deleted.

² Chief Administrative Officer

Motion #2

Moved by Grant Slinn, seconded by Corinne Frantel that the Planning and Heritage Advisory Committee Minutes dated January 24, 2011 be approved as amended. Motion carried.

BUSINESS ARISING – PLANNING ADVISORY COMMITTEE

N/A

NEW BUSINESS – PLANNING ADVISORY COMMITTEE

Item	Decision/Action	Responsibility	Target Date
Development & Building Reports January 2011	Development & Building reports were submitted for information purposes.		
Plan Review	Chair Davies asked when the Plan Review would commence. Sharon McAuley from ADPC reported that it would be completed in the future. There are funds available under the Green Municipal Fund which would be accessed to complete the Plan Review incorporating the ICSP, the subdivision by-law and any environmental plans that have been put in place. With these funds, a consultant could be hired to work with the Town to develop a plan.	Chair Davies and Sharon McAuley	
Sign Approval	Upon review of the Municipal Planning Strategy, Chair Davies reported that sign approval should be referred to PHAC, particularly for heritage buildings and buildings located near heritage buildings. This wording is not currently included in the provisions of the LUB. Motion 3: It was moved by Councillor Fearon, seconded by Ian Lawrence that PHAC recommends to Council that they give approval to	Chair Davies and Sharon McAuley	

	PHAC to pursue an amendment to the LUB that would reflect the intent of Council as contained in the Municipal Planning Strategy concerning the approval of signs on buildings adjacent to designated heritage properties and that the matter be referred to the ADPC for action.		
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BUSINESS ARISING – HERITAGE ADVISORY COMMITTEE

Item	Decision/Action	Responsibility	Target Date
Building Awards	Chair Davies presented a draft award to the committee for their review. He noted that Councillor Mueller-Sparenberg, on behalf of Royal LePage, would donate at least \$50.00 as part of the awards program and that he would approach other real estate companies for contributions. Alan Melanson from Heritage Canada agreed to contribute \$100.00 towards the program that would go to those that received awards. After discussion, it was decided that the awards would be given out on Natal day during the Sunset Ceremony.	Chair Davies	
Heritage Act Update	Chair Davies reported that both he and the Town have written to Mr.Greenlaw from the Department of Communities, Culture and Heritage regarding the lack of information from the discussions and focus groups that had previously occurred regarding a new Heritage Act. He reported that to date there has been no response.	Chair Davies	

NEW BUSINESS – HERITAGE ADVISORY COMMITTEE

Item	Decision/Action	Responsibility	Target
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			Date
Heritage Building Application: 340 St.George Street	<p>Chair Davies asked the applicant, Deputy Mayor Shaffner, if he had comments regarding his application. Deputy Mayor Shaffner stated that he sought approval for replacing windows in the old church hall from 1926 with vinyl windows. He added that the transoms at the top of the building would not be changed. Councillor Fearon stated that it was a good idea to change the windows as they are dangerous. Deputy Mayor Shaffner that changing the windows would help with the energy efficiency, ventilation and cleaning of the windows. Ian Lawrence questioned the policy on vinyl windows. Councillor Fearon commented that in terms of the windows at King's Theatre they received two quotes: wooden windows would cost approximately \$30,000.00 and vinyl windows would cost approximately \$3000.00. Ian Lawrence stated that he would like clarification on the policy, as replacing wooden windows with vinyl may change the character of the house. Councillor Hudson asked Keith Saunders from ADPC his opinion. He stated that the windows were not listed as character defining elements of the building.</p> <p>Motion 4: It was moved by Corinne Frantel, seconded by Councillor Fearon that PHAC recommends to Council that the property located at 340 St George Street be given heritage approval to alter its exterior appearance to allow for replacement of the eleven windows in the hall attached to the rear of the church with the following condition: The replacement windows should match the original windows in size, shape and appearance. Motion carried.</p>		
Heritage Building Application: 258 St.George Street	Keith Saunders from ADPC explained that the applicant was unavailable this morning, but that he could comment to the best of his knowledge. He stated that the applicant is moving her business		

	<p>from 6 Drury Lane to 258 St. George Street and she would like to repaint the existing sign to match the sign that she's moving. Discussion regarding the colour scheme of the signs ensued. It was concluded that a meeting be arranged by ADPC, between the applicant and PHAC so that they may see what the proposed hanging sign looks like with the existing building and to see what the applicant's intentions are. If necessary a special PHAC meeting could be convened to handle the application.</p>		
Revisit the issue of vinyl windows.	<p>Chair Davies suggested that they discuss the concern regarding vinyl windows. It had been decided that a special review committee would be created to review the character defining elements that should be included in the description of a heritage property. Review will be done of past applications to ensure that the character defining elements are listed.</p>		
PHAC By-law	<p>Chair Davies had one concern regarding the change of the number of members of council on the committee from two to three. Chair Davies stated that due to the size of council and the number of committees that members are involved with, adding a third member to PHAC's committee may not be feasible. He proposed that a variation be included in section 3.0 of the by-law which stated, "In the event that no councillor chooses to take up the third position that the position be dedicated to a resident for the two year term." This way the committee membership would always be seven. There was general agreement from the committee.</p> <p>Councillor Fearon stated that she had a concern with section 4.0, Terms of Office; she wanted the two year term of office removed, as it might be a deterrent to interested parties. Sharon McAuley commented that the length of term had no impact on the number of consecutive terms that a member could be on the committee. Corinne Frantel pointed out that there was a limit to the number of terms that one could serve on the committee. It was decided to leave the terms of office within the by-law.</p> <p>Motion 5: It was moved by Grant Slinn, seconded by Councillor Hudson that</p>		

	Council approve the recommendation to amend the Planning and Heritage Committee by-law, section 3.0 Composition, by adding, "In the event that a third member of council is unavailable, that the position be filled by a member of the public." Motion carried.		
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NEXT MEETING
March 14th, 2011 9:30

ADJOURNMENT
It was moved by Grant Slinn, seconded by Councillor Hudson that the meeting be adjourned at 11:20 am.