

**Committee of the Whole Meeting
Approved Minutes
June 5, 2024 at 6:00 pm**

1. Call to Order	Deputy Mayor Tompkins gave the land acknowledgement, read the live stream statement, and called the meeting to order at 6:00 pm
2. Present	Deputy Mayor Michael Tompkins, Mayor Amery Boyer, Councillor Holly Sanford, Councillor Paul Wear, Councillor Paula Hafting, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning Director of Municipal Operations and Development Ken Knox (left at 7:01 pm) Director of Finance Melony Robinson (left at 7:59 pm) Presenter: Julia Merritt (left at 6:13 pm)
3. Regrets	None
4. Additions to Agenda	New Business xvii. Provincial Capital Assistance Program (PCAP)
5. Approval of Agenda	MOTION #CoW2024-06-05-01 It was regularly moved and seconded to approve the agenda with the above addition, and two name changes for Correspondence. Motion carried.
Edits to the Minutes	None
6. Approval of Minutes	MOTION #CoW2024-06-06-02 It was regularly moved and seconded to approve the May 1, 2024 minutes as presented. Motion carried.

7. Presentations

- i. Annapolis Valley Regional Library Update – CEO, Julia Merritt
CEO Merritt gave a presentation for Annapolis Valley Regional Library for the past year. They added that there has been an increase in library usage and that they have issued over 4000 new memberships during this time. Computer hours and Wi-Fi usage have also increased over 10% during this time. On a negative note, the library is struggling financially and is having to reduce staff, limiting programs, etc. CEO Merritt advised that a Library Funding Review Committee has been formed and the first meeting was held in April 2024. This committee consists of Library CEOs, board members, municipal representatives, and provincial government staff from CCTH and the Department of Municipal Affairs and Housing. Currently gathering data from 2022 and 2023 and the plan is to have a recommendation for Government by this fall.

Councillor Wear asked if there were any plans for the Evans bequest money that the library received, and CEO Merritt responded that a decision has not been made at the Board level; heat pumps are the first item that is currently being discussed and they are waiting on an updated quote. It was asked whether there had been any further discussion on the request

from the Town to use a portion of this bequest, and CAO Millett Campbell added that a letter had been sent this year, and the library policy was drafted after receiving the funds. Councillor Wear advised that the bequest was for the benefit of the Annapolis Royal Branch, and Mayor Boyer added that the Town had an agreement with the Board, and the Town would like to be involved in discussions going forward.

Deputy Mayor Tompkins thanked CEO Merritt for their presentation.

8. Public Input

None.

9. Unfinished Business

- i. Request for Decision: Snow and Ice Control Policy
Director of Municipal Operations and Development (DMO/D) Knox was available for any questions. CAO Millett-Campbell advised that there were two versions included in the package, and the main difference is draft 2 has most of section 2 removed, and this is for the Town to take on sole responsibility of clearing all the sidewalks. This would mean a larger cost to Public Works as DMO/D Knox advised that the cost for additional salt, equipment and staff time for each trip would be roughly \$150, and depending on the weather, they were not sure how many times this would need to be done. DMO/D Knox added that some businesses are very good at going out early and clearing the area outside their business, and the concern is that if the Town takes on the responsibility, there are going to be additional phone calls to Public Works requesting them to come and clear the sidewalk outside of businesses. Councillor Wear added that if the Town was to take on this responsibility, we wouldn't be changing the manner, just the frequency. Councillor Hafting asked if the sidewalk is cleared in one passing, and DMO/D Knox responded that some sidewalks are too wide for one passing; they do like the idea of encouraging businesses to clear, but are worried about the implementation of fines, liens on properties, etc. Mayor Boyer confirmed that initially the policy was for adopted for cost saving purposes. Deputy Mayor Tompkins added that some businesses are closed during the winter months, and these will not be cleared which is a concern. Mayor Boyer asked DMO/D Knox what their recommendation is, and they responded that the lawyers were asked the question, and their recommendation is to follow the lawyer's guidance.

CAO Millett-Campbell asked Council a recommendation for version one and two, and reviewed what the differences were for both draft policies.

MOTION #CoW2024-006-05-03

It was regularly moved and seconded to recommend to Council approval of Snow and Ice Policy #2024-05 version 1 dated April 2024. **Motion defeated.** 2 yes / 3 nay.

MOTION #CoW2024-006-05-04

It was regularly moved and seconded to recommend to Council approval of Snow and Ice Policy #2024-05 version 2 dated April 2024. **Motion carried.** 3 yes / 2 nay.

- ii. Request for Decision: Streets and Sidewalks By-law

DMO/D Knox was available for any questions. CAO Millett-Campbell explained the changes between the two versions, and the main difference is that draft two takes out the responsibility for the businesses. It was recommended to go with version two to align with version two of the Snow and Ice Policy.

MOTION #CoW2024-06-05-05

It was regularly moved and seconded to recommend to Council to approve the first reading of Streets and Sidewalks By-law dated June 2024 Version 2. **Motion carried.** 3 yes / 2 nay.

iii. Fire Area Rate Policy

CAO Millett-Campbell reviewed the draft policy and Mayor Boyer advised that there isn't any information included for the definitions section and this needs to be completed. Councillor Hafting asked if the timing of the submissions should be changed, and CAO Millett-Campbell responded that the Fire Department will bring the rate to Council for their review, and this is how all municipalities which have a fire rate policy proceed. They also added that this will be reviewed with the Fire Department and noted that the Fire Department will be presenting at the next Council meeting later this month (it was also noted that there is a typo in Section 4.9. and it should be town and not stown). Recommendation to proceed with this policy, and Deputy Mayor Tompkins asked if this will be in effect from March 31, 2025, and CAO Millett-Campbell responded yes as the Town's budget has already been done for this year.

MOTION #CoW2024-06-05-06

It was regularly moved and seconded to recommend that Council move ahead with the Fire Area Rate Policy as presented with the addition of definitions. **Motion carried.**

ACTION: Include definitions and correct typo

NAME: CAO Millett-Campbell

DUE: June 12, 2024

iv. Committee of the Whole (CoW) and Council Meetings - Discussion Mayor Boyer

Mayor Boyer had requested this to be included as there needs to be a further discussion on this. They had compiled a list of suggestions:

- Reading the package, and asking questions before the meeting (no later than the Monday before)
- Submitting written reports ahead of the meeting to be included in the package
- Using unanimous consent more often
- Motion tabled is being used too often, and not having the answers to questions makes the discussion longer and creates the need to follow-up at the next meeting.

Councillor Wear responded that it is fine to ask questions beforehand, but sometimes the questions don't arise until during the meeting, and this is totally understandable. They also asked if the Roundtable can be removed/cancelled, and Deputy Mayor Tompkins added that this was included more for residents to ask Council members questions and report at these meetings. It was agreed to remove the Roundtable from CoW meetings going forward.

v. Public Meeting Follow-up Survey

CAO said that this is a draft/starting point and is looking for more direction from Council. Mayor Boyer liked the survey as it was simple and Councillor Sanford asked if the prices would be added to question five, and CAO Millett-Campbell responded that yes, they would be included. Deputy Mayor Tompkins asked if Tai Chi could be removed from question two and change recreation to recreation/socializing. They also suggested adding an addition to this question on the pros and cons, and having an additional question on do you want something else here: marina, somewhere to socialize, etc. Councillor Sanford also suggested adding to question five the option to sell or transfer ownership, and CAO Millett-Campbell added that they think this must be offered back to the Annapolis Royal Wharf Society. Councillor Wear advised that the condos don't receive a water bill, as this was going to be included in the mailing of these, and there isn't a drop-off location either. Deputy Mayor Tompkins asked if the Town should include what it would cost for each of the options for residents, and it was agreed not to include this, and Mayor Boyer added that this would give an idea of what residents want.

ACTION: Tidy up the wording for question two. Add prices for question five. Add an additional question on what residents want instead here

NAME: CAO Millett-Campbell

DUE: June 12, 2024

2. NEW BUSINESS

i. Year End Operating Budget

Director of Finance (DoF) Robinson gave a summary of the Year End Operating Budget and advised that there are a couple of items that have not been received (surplus from Valley Waste and a housing deficit cost). Before these adjustments, a \$251,262 surplus is indicated. Council noted that the document shared was for the wrong year, and DoF Robinson will email the correct version.

ACTION: Share correct year statement with Council

NAME: DoF Robinson

DUE: June 6, 2024

ii. Year End Capital Budget

DoF Robinson gave a summary of the Year End Capital Budget. Deputy Mayor Tompkins asked why the water was included and DoF Robinson responded that this report is for General Capital and Water Capital.

iii. Water Capital Budget 2024-2027

DoF Robinson presented the Water Capital Budget 2024-2027, and CAO Millett-Campbell added that a PCAP application has been added to the agenda regarding a second water source, and the budget will be amended if the Town receives a grant for this.

MOTION #CoW2024-06-05-07

It was regularly moved and seconded to recommend to Council approval of the Water Capital Budget in the amount of \$46,200 and the 2025-2027, as presented. **Motion carried.**

iv. Water Utility Budget 2024-2027

DoF Robinson reviewed the Water Utility Budget 2024-2027 with Council and added that the Town will need to complete a Water Rate Study. Deputy Mayor Tompkins asked if any of the expenses for this year can be moved to next year as there are quite a few for now. After further discussion, DoF Robinson was able to update the following figures:

Admin – Other Expense Building (35%) from \$34,495 to \$25,769

Admin – General Office Expense (35%) from \$19,908 to \$12,949

Public Works – Truck Expense (35%) from \$7583 to \$5,028

It was recommended that the Water Rate Study be moved to the following year and all agreed.

MOTION #CoW2024-06-05-08

It was regularly moved and seconded to recommend that Council approve the Water Utility Budget 2024-2025 and the 2025-2027 as presented. **Motion carried.**

v. HR Policy

CAO Millett-Campbell gave an overview of all the changes to the policy. Mayor Boyer added that there is a typo on page nine, should be hire and not fire. A list of questions/recommendations that were discussed are listed below:

1. 2.01 Definition of Terms – Permanent Part-Time Employees – was previously 28 hours, is now 25 hours a week
2. 2.01 Definition of Terms – Human Resources Committee – was all Council members and CAO; now is only two Council members and CAO. Mayor Boyer suggested adding training for new Council members as a requirement
3. 2.02 wording changed from *All new hires will complete a criminal check* to *All new hires will provide a criminal check*
4. 3.09 Medical Coverage – Council would like to know what the cost is for medical coverage, what is the minimum number required for this plan, and asked for research on other options for group benefits
5. 3.10 Sick Leave – it was previously three days off to provide a medical note and has now been changed to five days which is the standard throughout the Province
6. 3.11 Vacation – DoF will notify each employee in writing by the end of April of each year of the number of eligible vacation days- this was previously at the beginning of April
7. 3.13 Christmas Gifts is now \$100 (previously \$75) for each permanent full-time and permanent part-time employee.
8. 3.15 Parental Leave should stay as Maternity Leave as Parental Leave is covered in 3.16

This will be reviewed at the next meeting with the additional information to be supplied by DoF Robinson.

ACTION: Report back at the next meeting the cost information for the benefit plan, what is the minimum number of staff required to join the plan, and research other options for group benefits

NAME: DoF Robinson

DUE: June 12, 2024

ACTION: Correct typos for 2.02 and 3.15

NAME: CAO Millett-Campbell

DUE: June 12, 2024

MOTION

It was regularly moved and seconded to recommend to Council approval of the Human Resource Policy dated June 2024 as presented. **Motion tabled.**

vi. Travel Policy Update

CAO Millett-Campbell advised that this policy was updated at the same time as the HR Policy. They advised that meal costs have gone up since 2017 and the rates have remained the same in the Policy. They would like the policy to reflect current prices. It was recommended that breakfast should be \$18, lunch \$25 and \$35 for dinner.

MOTION #CoW2024-06-05-09

It was regularly moved and seconded to recommend to Council approval of the Travel Policy dated June 2024 with the change of \$18 for breakfast, \$25 for lunch, and \$35 for dinner, as presented. **Motion carried.**

vii. Not-for-Profit Properties

DoF Robinson advised that this is normally reviewed in May of each year. Deputy Mayor Tompkins has a concern that one of these businesses is an operating business, and this will need to be discussed in camera, and this motion will be deferred until after the in-camera part.

MOTION #CoW2024-06-05-10

It was regularly moved and seconded to recommend to Council approval of the tax rebate/reduction for the following not-for-profit properties for the 2024 year: roll 00479993 in the amount of \$2,311.50, roll 02355256 in the amount of \$3,463.50, roll 00092428 in the amount of \$768.00, roll 02045486 in the amount of \$187.50, roll 02045494 in the amount of \$2,131.50, roll 03611957 in the amount of \$1,494.00, roll 1033204 in the amount of \$1,093.50, and roll 06445721 in the amount of \$1,950.00. **Motion deferred.**

viii. Low-income Tax Exemption

MOTION #CoW2024-06-05-11

It was regularly moved and seconded to recommend to Council approval of the low-income tax exemption for roll number 10790662, provided the account is in good standing. **Motion carried.**

ix. NSFM Benefits Plan

CAO Millett-Campbell advised that upon reviewing the HR Policy, it was noted that not all municipalities offer this to their electoral officials. Councillor Sanford has concerns regarding changing this as it is a small perk for a councillor as they do volunteer outside of their hours and there is the option of declining this. Councillor Hafting added that moving forward there is the hope that more people will step forward in the elections and this might be a bonus for them to join. Councillor Wear would like to know what this costs, and Councillor Sanford responded that this should be for all staff and council members. Councillor Wear added that

they don't think Councillors should share the same benefits, and Deputy Mayor Tompkins added that previously there were Council members who did make use of this option. The motion is tabled for DoF Robinson to provide cost figures for the next meeting.

MOTION

It was regularly moved and seconded to recommend to Council to remove the option for Council members to join the benefits plan as of November 2024. **Motion tabled.**

ACTION: Provide the costs for a councillor to have benefits through the Town

NAME: DoF Robinson

DUE: June 12, 2024

x. Seasonal Business Reduction

MOTION #CoW2024-06-05-12

It was regularly moved and seconded to recommend to Council approval of the provincially mandated Seasonal Business Reduction for 2024 for the following properties: roll #92274 an amount of \$3,524.80; roll #1408402 an amount of \$1082.40; roll #2466988 an amount of \$4,205.60; roll #3144577 an amount of \$2,460.00; roll #4542975 an amount of \$4,336.00 and roll #4032829 in the amount of \$1,276.80, provided all taxes are in good standing. **Motion carried.**

xi. Appoint October 2024 Municipal Election Staff

MOTION #CoW2024-06-05-13

It was regularly moved and seconded to recommend to Council the appointment of Melony Robinson as the Returning Office in the October 2024 municipal elections. **Motion carried.**

MOTION #CoW2024-06-05-14

It was regularly moved and seconded to recommend to Council the appointment of Donna Neath as the Assistant Returning Office and Melanie Stubbs as the Special Elections Officer (Auditor) for the October 2024 municipal election. **Motion carried.**

xii. Pension By-law

CAO Millett-Campbell advised that the pension percentage was changed from 5% to 6% in 2019 and the By-law hadn't been updated. The wording has been changed to reflect a set rather than an actual percentage which will save having to update the By-law in future if the number changes.

MOTION #CoW2024-06-05-15

It was regularly moved and seconded to recommend to Council approval of the first reading of the Pension By-law #82 dated June 2024. **Motion carried.**

xiii. Appoint New Member to the Accessibility Advisory Committee

CAO Millett-Campbell advised that Brenda MacDonald will be joining the AAC, and this committee still needs an additional member if anyone has a suggestion.

MOTION #CoW2024-06-05-16

It was regularly moved and seconded to recommend that Council appoint Brenda MacDonald to the Accessibility Advisory Committee (AAC) for the term ending December 2024. **Motion carried.**

- xiv. Absent Request for Council Meeting – Councillor Hafting
Councillor Hafting would like to request permission to absent herself from the next Council meeting on June 19, 2024, and the CoW meeting on July 3, 2024, and permission was granted.
- xv. Flag Flying Request
CAO Millett-Campbell advised that the Town has received a request to fly the city of Royan flag on June 18 in honour of Dugua Day, and everyone supported this. Councillor Hafting asked, as the Town has a flag flying policy, does the Town need to update it to include this annual event, and it was agreed to add this to the next CoW meeting with the update included for review.

MOTION #CoW2024-06-05-17

It was regularly moved and seconded by Council to approve the request to fly the Royan flag on June 18, 2024, in honour of Dugua Day. **Motion carried.**

ACTION: Add Flag Flying Policy to next CoW meeting
NAME: Recording Secretary Dunning
DUE: June 26, 2024

ACTION: Update Flag Flying Policy with the above addition
NAME: CAO Millett-Campbell
DUE: June 26, 2024

- xvi. Provincial Capital Assistance Program (PCAP)
CAO Millett-Campbell advised that these grants are due by June 13, 2024, and the Town had applied last year but was not successful. They would like to know if Council would like to reapply this year for a grant to drill a well to provide a second water source; the Town has the report from two years ago for reference. The purpose of the second grant request is to resolve the issues with the Home Hardware lift station as there is a lot of water coming from Lower St. George Street and the Farmers Market area; the Town would apply for a grant for engineering design and the feasibility of running a new line from the Farmers Market parking lot to Prince Albert Road which would take the water away from the lift station. Councillor Hafting asked about the first application and CAO Millett-Campbell added that they are looking at this side of the river in case there is ever a water shortage on the Granville Ferry side. Councillor Hafting stated that since there has only been one historical issue of this happening (roughly four years ago), this should be all fixed now and there shouldn't be a problem. Mayor Boyer advised that these issues haven't been resolved and the Town is still waiting for an inspection report. CAO Millett-Campbell added that they and Councillor Sanford attended a tour of the water facilities, and Granville Ferry was included. It was stated during this tour that the Granville Ferry water tank needs to be repaired (painting inside), it will take at least a month to complete the repairs, the tank will need to be drained, and there isn't a back-up source for this location. Councillor Sanford added that the Town doesn't know when Granville Ferry will have an update as this is the only information they received. CAO Millett-Campbell advised

that if the grant gets approved, it will only cover 50%.

MOTION #CoW2024-06-05-18

It was regularly moved and seconded to recommend that Council approve the application to the Provincial Capital Assistance Program (PCAP) for funding the second phase of the municipal water source. **Motion carried.**

MOTION #CoW2024-06-05-19

It was regularly moved and seconded to recommend that Council approve the application to the Provincial Capital Assistant Program for funding for engineering design and feasibility study for the additional sewer line from the Farmers Market Parking Lot to join the new line on the Prince Albert Road connection. **Motion carried.**

3. CORRESPONDENCE

- i. Correspondence from Allan MacMaster, Minister – Year-round Tourism
For information only.
- ii. Correspondence from Honourable John Lohr, Minister of Municipal Affairs and Housing –
Financial Measures Act
For information only.
- iii. Correspondence from Annapolis Royal Pride Society
CAO Millett-Campbell advised that this is to invite Council to the Annapolis Royal Pride Society events.
- iv. Correspondence from Chief Engineer, Mark Peachey – New Cost Shared Parving Program for
Municipally Owned Trunks and Routes
CAO Millett-Campbell advised that this starts this fiscal year and that they are currently applying for a grant for St. George Street. The pavers are coming in next week to start the sections, and the plan is to leave St. George Street for last in the hope of receiving a grant to cover 50% of the work on this street.

4. ROUND TABLE

- i. Removed from CoW agenda going forward (discussed in Unfinished Business Committee of the Whole (CoW) and Council Meetings - Discussion Mayor Boyer).

10. IN-CAMERA

Under Section 22(2) of the Municipal Government Act:

MOTION #CoW2024-06-05-20

It was regularly moved and seconded to move in camera at 8:31 pm to discuss two Labour relations and contract negotiations and New Business vii. Not-For-Profit Properties. **Motion carried.**

MOTION #CoW2024-06-05-22

It was regularly moved and seconded to move out of camera at 8:55 pm. **Motion carried.**

MOTION #CoW2024-06-05-23

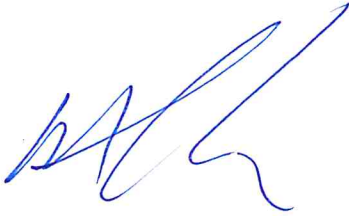
It was regularly moved and seconded to recommend to Council approval of the tax rebate/reduction for the following not-for-profit properties for the 2024 year: roll 00479993 in the amount of \$2,311.50, roll 02355256 in the amount of \$3,463.50, roll 00092428 in the amount of \$768.00, roll 02045486 in the amount of \$187.50, roll 02045494 in the amount of \$2,131.50, roll 03611957 in the amount of \$1,494.00, roll 1033204 in the amount of \$1,093.50, and roll 06445721 in the amount of \$1,950.00. **Motion carried.**

11. Next Meeting

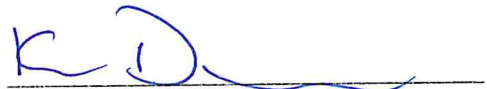
July 3, 2024

12. Adjournment

The meeting was adjourned at 8:57 pm.



Michael Tompkins, Deputy Mayor



Kim Dunning, Recording Secretary

Mayor's Roundtable Report, May 29, 2024

- May 25, 2024 Attended Caps for Keeps Fundraising dinner at the Fire Hall with the CAO. This was a highly successful event and a lot of fun.
- May 27, 2024 Attended MEDEC roundtable and hear presentations on what the not for profits and the Natal Day Committee was planning for the season.
- May 28, 2024 Attended Natal Day Committee meeting to find out about plans for the new route and events. The meeting was well attended by members of the community and a lot of work has been done to plan for the weekend.
- May 29, 2024 Prepared draft letter on policing for the Nova Scotia Federation of Municipalities for Council's consideration at the CoW meeting in June.
- May 30, 2024 Plan to attend Annapolis County Inter-Municipal Working Group Meeting. On the agenda is Planning Services.
- May 31, 2024 Plan to attend virtual meeting on Growing Canada's Tree Canopies with rep from Green Funds, CAO and Angelika Waldow.
- August 4, 2024 Members of Council are once again invited to walk in the Natal Day Parade which will take place on Sunday this year with a new modified route.

IMSA Report

- May 28, 2024 Attended special meeting on Kings Transit Authority's strategic plan (180 pages). It is a very ambitious plan and decisions will have to be made about possible new funding arrangements and additional partners.
- June 10, 2024 Plan to attend Special meeting on Governance, Administration and Funding options for Valley Waste-Resource Management and the Kings Transit Authority.

Twinning Report

- May 24, 2024 Hosted dinner for students at Garrison Inn with Anne Crossman and Christine Dinouart-Jatteau.
- May 25, 2024 Brought two students to Grand Pré and received free admission and a free tour by Wayne Smith. The students really enjoyed the outing and said that this is the first they had heard about the history of the deportation.
- May 27, 2024 The students attended the MEDEC roundtable to hear presentations on what the not for profits and the Natal Day Committee was planning for the season. They had already been assisting by handing out 1710 maps and invitations to the roundtable to local business and organizations.

May 28, 2024 Worked on first report for Sébastien Rodts, International Technical Expert based at the Consulate General of France FR in Moncton, and the professors in France with Anne Crossman and the students.

May 29, 2024 Issued first report on behalf of the Team.

We are at the halfway mark for the student's internship and all is going well so far.

Amery Boyer