

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

1. Call to Order	Mayor Amery Boyer gave the land acknowledgement and called the meeting to order at 6:00 pm.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, Councillor Sybil Skinner-Robertson, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning Member of the Public: Lynne Le Blanc and Lucy Longmire (left at 7:25 pm)
3. Regrets	None
4. Absents	None
5. Additions to Agenda	Removal of Correspondence i. Healthcare Recruitment Video Addition of Correspondence ii. 2025 Prime Minister Awards
6. Approval of Agenda	MOTION #CoW2024-11-06-01 It was regularly moved and seconded to approve the agenda with the above changes by unanimous consent. Motion carried.
Edits to the Minutes	None
7. Approval of Minutes	MOTION #CoW2024-11-06-02 It was regularly moved and seconded to approve the October 2, 2024 minutes as presented by unanimous consent. Motion carried.

8. Presentations

None.

9. Public Input

Lynne Le Blanc had sent out an email earlier today and they had copies available for anyone who didn't receive this. Ms. Le Blanc had a discussion earlier today with CAO Millett-Campbell asking to give a presentation at tonight's Committee of the Whole meeting and it was advised that there is a public input part on the agenda that is available for them to present their concerns. Ms. Le Blanc does not agree with electronic voting and would like to come back to another Council meeting to give a more detailed presentation. Mayor Boyer advised rather than reading a three-page document that would exceed their 3-minute presentation time, they need to send any documentation to the CAO to review/research and added that these meetings are always available for members of the public to attend. Lynne Le Blanc added that they weren't happy not being able to present at this meeting, and Mayor Boyer added that there is a procedure for complaints and the next stage would be for them to submit any documents they have for review in advance of any meeting.

10. Unfinished Business

- i. Appointment of Deputy Mayor by Ballot
CAO Millett-Campbell advised that anyone could put their name forward for the Deputy Mayor position, and each person would be given an opportunity to explain why they would like to take this role on. Next would be a ballot to decide who would take this position. Councillor Skinner-Robertson and Councillor MacDonald both put their names forward, and they each gave a brief presentation on why they would like to take on the role of Deputy Mayor. Mayor Boyer asked if there were any further nominations and no one responded, and then each person completed a ballot. The majority vote was for Councillor Skinner-Robertson.

MOTION #CoW2024-11-06-03

It was regularly moved and seconded to recommend to Council the appointment of Councillor Sybil Skinner-Robertson as Deputy Mayor for a term of two years, until December 31, 2026.

Motion carried.

- ii. 'Meet and Greet New Council' for Residents of Annapolis Royal
CAO Millett-Campbell asked everyone if they would like to have an opportunity to meet the Town of Annapolis Royal residents. Councillor MacDonald asked if there was any possibility of having this meeting on a regular basis (monthly), and CAO Millett-Campbell responded that there isn't any money in the budget for this, and if you are bringing staff in there would be additional costs. Councillor Skinner-Robertson added that this is a good idea, and we should have one and take it from there, and this wouldn't create a burden on staff. Councillor MacDonald added that having a Town Hall Open House is a good idea. Mayor Boyer concluded that a date would need to be arranged, and Councillor Myers asked if this would be held in the evening. It was agreed to table this until the end of the agenda after discussing CoW and Council meeting day/time.
It was agreed to arrange Monday, November 25, 2024 from 4:30 pm to 5:30 pm at the Town Hall.

ACTION: Share poster on Facebook, Website and Mailchimp

NAME: CAO Millett-Campbell and Recording Secretary Dunning

DUE: November 18, 2024

- iii. Final Election Results
Mayor Boyer advised this was for information. Councillor MacDonald asked what a '*spoiled ballot*' is, and CAO Millett-Campbell responded that when someone goes in to vote, and if you check all the people on the list, this is spoiled. The other question they had was regarding a '*declined ballot*', when someone declines one for the mayor/or councillor and they have only selected one and should select two (Mayor and Councillor). They also added that there was a good turnout of 64% this year.
- iv. Date for Committee of the Whole and Council Meeting
CAO Millett-Campbell advised that these meetings are currently held on Wednesdays at 6:00 pm, and if the request is to move these meetings to another day, Mondays and Fridays are not a good option. They suggested asking everyone what their preference was and going from

there. After further discussion it was agreed to keep with the original day/time and see how it goes.

v. Committee Appointments

Councillor Sadkowski asked about the frequency of the Inclusion, Diversity, Equity and Anti-Racism (IDEA) Strategy meetings, and CAO Millett-Campbell advised that this information will be included under New Business vi. Inclusion, Diversity, Equity and Anti-Racism (IDEA) Strategy. CAO Millett-Campbell gave a brief overview of the strategy and noted that it will be at different locations (Middleton, Town of Annapolis Royal and somewhere in the County of Annapolis). Councillor MacDonald added that this might have to wait until more information has been received. They added that they are unable to participate on the Board of Police Commissioners (BoPC) and the Traffic Flow Advisory Committee (TFAC). CAO Millett-Campbell asked if there was a need for TFAC as most items on the agenda are normally staff issues, and all agreed that this could be removed.

MOTION #CoW2024-11-06-04

It was regularly moved and seconded to recommend to Council the removal of the requirement for Council representation on the Traffic Flow Advisory Committee. **Motion carried.**

Councillor MacDonald asked how many councillors needed to be on each Committee, and it was agreed to wait and see how things go as there is always the option to change this. Mayor Boyer added that there is an unwritten policy that a member of Council should not be the Chair/Vice Chair of any committees.

Audit Committee

CAO Millett-Campbell advised that this committee meets twice a year, during lunchtime, and that it is held via Zoom. There is the option to change the time if needed.

MOTION #CoW2024-11-06-04

It was regularly moved and seconded to recommend to Council the appointment of Councillor Sadkowski and Councillor Myers to the Audit Committee until December 31, 2026. **Motion carried.**

Environment Advisory Committee

CAO Millett-Campbell advised that this committee meets on the second Friday of each month at 9:30 am.

MOTION #CoW2024-11-06-05

It was regularly moved and seconded to recommend to Council the appointment of Councillor Skinner-Robertson to the Environment Advisory Committee until December 31, 2026. **Motion carried.**

Marketing and Economic Development Committee

CAO Millett-Campbell advised that there are two positions for this committee (one is for Natal Day and the other is for the Twinning group), and they meet on the second Tuesday of each month at 6:00 pm.

MOTION #CoW2024-11-06-06

It was regularly moved and seconded to recommend to Council the appointment of Councillor MacDonald and Councillor Skinner-Robertson to the Marketing and Economic Development Committee until December 31, 2026. **Motion carried.**

Planning and Heritage Advisory Committee

CAO Millett-Campbell advised that meetings are normally held on the first Monday of each month at 9:00 am. It was agreed to move the start time to 4:00 pm and they will check with the committee members to see if this works for them.

MOTION #CoW2024-11-06-07

It was regularly moved and seconded to recommend to Council the appointment of Councillor Myers and Councillor MacDonald to the Planning and Heritage Advisory Committee until December 31, 2026. **Motion carried.**

ACTION: Check with Committee members to see if the new time works

NAME: CAO Millett-Campbell

DUE: November 12, 2024

Inclusion, Diversity, Equity and Anti-Racism (IDEA)

CAO Millett-Campbell agreed that this appointment could wait until there is more information available.

Board of Police Commissioners

CAO Millett-Campbell advised that meetings are held quarterly on the second Wednesday of the relevant month at 10:00 am.

MOTION #CoW2024-11-06-08

It was regularly moved and seconded to recommend to Council the appointment of Councillor Sadkowski and Councillor Skinner-Robertson to the Board of Police Commissioners until December 31, 2026. **Motion carried.**

Traffic Flow Advisory Committee

It was agreed by Council that this Committee can be removed, and a repeal will be included in the Committee of the Whole agenda on December 4, 2024.

Inter-Municipal Service Agreement

Mayor Boyer advised that they must attend this meeting with the Deputy Mayor.

MOTION #CoW2024-11-06-09

It was regularly moved and seconded to recommend to Council the appointment of Mayor Boyer and Councillor Skinner-Robertson as alternate to the Inter-Municipal Service Agreement until December 31, 2026. **Motion carried.**

Annapolis County Inter-Municipal Working Group

Mayor Boyer advised that this is another meeting they must attend with the Deputy Mayor. These meetings are held in Middleton, Town of Annapolis Royal and the Municipality of the County of Annapolis.

MOTION #CoW2024-11-06-10

It was regularly moved and seconded to recommend to Council the appointment of Mayor Boyer and Councillor Skinner-Robertson to the Annapolis County Inter-Municipal Working Group until December 31, 2026. **Motion carried.**

Friends of the Annapolis Pool Society

CAO Millett-Campbell thought that this committee meets as needed.

MOTION #CoW2024-11-06-11

It was regularly moved and seconded to recommend to Council to appoint Councillor Sadkowski to the Friends of Annapolis Pool Society until December 31, 2026. **Motion carried.**

Academy Condo Board

CAO Millett-Campbell advised that this committee meets on the first Thursday at 6:00 pm.

MOTION #CoW2024-11-06-12

It was regularly moved and seconded to recommend to Council the appointment of Mayor Boyer to the Academy Condo Board until December 31, 2026. **Motion carried.**

Annapolis Valley Regional Library Board

CAO Millett-Campbell advised that they weren't sure when this committee meets.

MOTION #CoW2024-11-06-13

It was regularly moved and seconded to recommend to Council the appointment of Councillor MacDonald to the Annapolis Valley Regional Library Board until December 31, 2026. **Motion carried.**

Regional Emergency Management Office

CAO Millett-Campbell advised that this meeting is held the second Monday of each month at 6:30 pm and the location does change.

MOTION #CoW2024-11-06-14

It was regularly moved and seconded to recommend to Council the appointment of Councillor Skinner-Robertson and Councillor Myers to the Regional Emergency Management Office until December 31, 2026. **Motion carried.**

Water Source Protection Advisory Committee

MOTION #CoW2024-11-06-15

It was regularly moved and seconded to recommend to Council the appointment of Councillor Myers to the Water Source Protection Agency until December 31, 2026. **Motion carried.**

- vi. Inclusion, Diversity, Equity and Anti-Racism (IDEA) Strategy
Mayor Boyer advised that this committee has been mandated and is currently being organized between three other municipalities. Councillor Skinner-Robertson asked if the Town has someone who can sign language, and CAO Millett-Campbell responded that there is someone in the Town of Annapolis Royal who does this. They also added that the accessibility plan is located on the Town's website. CAO Sandi Millett-Campbell advised that the existing Accessibility Committee dissolve and hopefully there should be sufficient people to join the

new committee. Councillor MacDonald asked whether the existing committee members would automatically be invited to the new committee, and CAO Millett-Campbell responded that they would need to apply. It was recommended to approve the strategy, and CAO Millett-Campbell added that they will share the suggested changes that Mayor Boyer had sent to them with the County. They also added that they will be attending a two-day course in Wolfville (November 20 and 21, 2024) regarding this subject.

MOTION #CoW2024-11-06-16

It was regularly moved and seconded to recommend to Council approval of the Inclusion, Diversity, Equity and Anti-Racism (IDEA) Strategy dated October 2024. **Motion carried.**

vii. New Code of Conduct

Mayor Boyer advised that there have been penalties introduced for the first time. CAO Millett-Campbell will be adding this to the CoW agenda in December and their plan is to review both documents (the existing and new code) for consistency and merge the necessary information into one document. There will be the need to appoint an investigator and Councillor MacDonald asked if an HR investigator could be used, and Mayor Boyer responded that they may not have experience with the municipal government environment. CAO Millett-Campbell added that there will be a pre-approved list of people shared out, and that the review needs to be completed by December 19, 2024.

viii. Emergency Management (EMO) Training

CAO needs to know who is available for the Emergency Management (EMO) training. Councillor MacDonald, Councillor Skinner-Robertson, Mayor Boyer and CAO Millett-Campbell are available to attend on December 2, 2024. CAO Millett-Campbell will let EMO know. Councillor Myers asked if this will be recorded, and CAO Millett-Campbell responded that they didn't think it would.

2. NEW BUSINESS

3. Task Team – Deer Concerns

CAO Millett-Campbell advised that the documents were requested by the previous Council as there was discussion about setting up a task team, and to see what is out there. After further discussions with Yarmouth regarding culling, there are various steps that take three years, and the recommendation is to have a task team. Councillor Sadkowski asked if there any other municipalities having similar issues and CAO Millett-Campbell responded that Truro has also dealt with the issue. It was agreed to set up a task team and put a notice in the Town Crier Newsletter in the December issue asking for volunteers.

MOTION #CoW2024-11-06-17

It was regularly moved and seconded to recommend to Council the appointment of Councillor Skinner-Robertson as the Chair of the Task Team for the deer concerns in the Town of Annapolis Royal. **Motion carried.**

ACTION: Ask for volunteers in the Town Crier Newsletter

NAME: Recording Secretary, Dunning

DUE: November 20, 2024

4. CORRESPONDENCE

i. Election Correspondence

This was discussed during 9. Public Input

ii. 2025 Prime Minister Awards

Mayor Boyer has a couple of posters to share with schools. Councillor Myers will take one for Bridgetown and CAO Millett-Campbell will share the other one with AWEC.

11. IN-CAMERA

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

MOTION #CoW2024-09-04-18

It was regularly moved and seconded to move in camera at 7:25 pm to approve the in-camera minutes of October 2, 2024 and discuss Labour relations and contract negotiations, and three legal matters. **Motion carried.**

MOTION #CoW2024-09-04-20

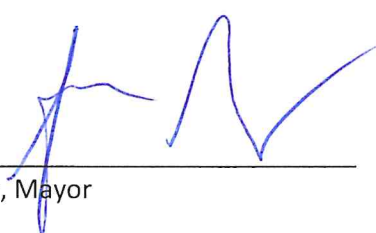
It was regularly moved and seconded to move out of camera at 8:04 pm. **Motion carried.**

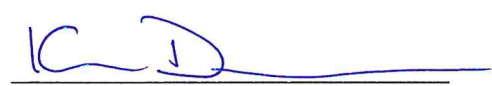
12. Next Meeting

December 4, 2024

13. Adjournment

The meeting was adjourned at 8:06 pm.



Amery Boyer, Mayor

Kim Dunning, Recording Secretary

