

**Committee of the Whole Meeting
Approved Minutes
February 5, 2025 at 6:00 pm**

1. Call to Order	Deputy Mayor Sybil Skinner-Robertson called the meeting to order at 6:07 pm acknowledging that the meeting was being live streamed and that February is African Heritage month.
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, CAO Sandi Millett-Campbell, and Recording Secretary Kim Dunning Director of Municipal Operations and Development (DMO/D) Ken Knox (arrived at 6:20 pm and left at 7:17 pm) Presenter: Virtual - Paul Beazley (Property Valuation Services Corporation PVSC) (left at 6:27 pm) Member of the Public: Roger Lindala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	None
6. Approval of Agenda	MOTION #CoW2025-02-05-01 It was regularly moved and seconded to approve the agenda was approved as presented by unanimous consent.
Edits to the Minutes	None
7. Approval of Minutes	MOTION #CoW2025-02-05-02 The January 8, 2025 minutes were approved as presented by unanimous consent. Mayor Boyer asked to be referred to as She/Her going forward.

8. Presentation

Property Valuation Services Corporation (PVSC) - Paul Beazley, Municipal Account Manager and Andrew Willsey, Assistant Director of Operations

Paul Beazley gave an overview of the PVSC 2025 Assessment Roll. Mayor Boyer asked if the 52 tax exempt properties were from the 80 commercial taxable accounts, and Andrew Willsey confirmed that this is correct. She also asked about comparative data for other municipalities, and Paul Beazley said they would let her know as they didn't have the information to hand. Mayor Boyer asked how many of the appeals in 2024 were successful and was advised that five out of 13 were adjusted.

Deputy Mayor Skinner-Robertson thanked Paul Beazley and Andrew Willsey for their presentation.

9. Public Input

None

10. Unfinished Business

i. Request for Decision: Wharf Extension

DMO/D Knox gave an overview of the options for the barricade at the end of the wharf, as safety is a priority. They added that concrete blocks are too heavy based on discussions with the engineer, and there are other options available, including a chain-link fence. The wooden curbs for the other end of the wharf would cost approximately \$6,000 but the cost of installation isn't clear due to the state of the rip rap. Fencing would cost around \$13,000 and for installation, the Town would need to hire a contractor due to Public Works not having the right equipment for this project. Councillor Myers asked what would stop vehicles going further than they should, and DMO/D Knox suggested using the rocks there as a barrier or moving the bench. Deputy Mayor Skinner-Robertson asked about closing the wharf for an additional two months, and DMO/D Knox said this would allow time for materials to be ordered, seek quotes, find a contractor and, hopefully, the weather would be better. Councillor MacDonald suggests treating this like the original closure by revisiting the temporary closure at the end of April.

Deputy Mayor Skinner-Robertson asked what the advantages/disadvantages of closing the wharf for commercial fishing would be. DMO/D Knox responded that there is no general commercial use any longer, and there isn't a demand for this. CAO Millett-Campbell added that if the Town does allow commercial fishing, it would need to fix the guard rails, ladder and other items identified in the engineer's report, and that this has not been priced. Councillor MacDonald also added that they haven't seen a commercial truck unloading something for a boat at the wharf. They also asked if there was a possibility of beautifying the railing (using marine rope), if it doesn't compromise safety. DMO/D Knox responded that they didn't think this would be an issue, as it would soften the look. Councillor MacDonald asked regarding points four and five of the Request for Decision as these hadn't been addressed during the meeting, and CAO Millett-Campbell responded that four aren't feasible (do nothing) and five (public input) would need to be discussed later.

ACTION: Add Public Input to March's CoW agenda

NAME: Recording Secretary Dunning

DUE: February 26, 2025

MOTION #CoW2025-02-05-03

It was regularly moved and seconded to recommend to Council extension of the closure of the wharf for another two months ending on April 30, 2025, revisiting the decision if necessary. **Motion carried.**

MOTION #CoW2025-02-05-05

It was regularly moved and seconded to recommend to Council that the Town close the Annapolis Royal wharf to all commercial fishing. **Motion carried.**

CAO Millett-Campbell advised that all that Council needs to decide is what style/material it wishes to proceed with, and Councillor Sadkowski advised that their preference is chain-link as this is more suitable. Councillor Myers added that their preference is to buy

local (Annapolis Royal). Councillor MacDonald also added that chain-link is more visually appealing and beautifying, more in keeping with a wharf. Councillor Sadkowski asked if the chain-link fence could be repurposed if no longer needed, and DMO/D Knox said possibly the chain-link parts could be re-used elsewhere. CAO Millett-Campbell advised that Council does need to consider the 2025-2026 Operating Budget as these items would not be ordered until April 1, 2025. Mayor Boyer added that this would still require pre-approval, and CAO Millett-Campbell responded that the Town would still need to get quotes, and there would be background work to complete. Mayor Boyer added that Nova Scotia Power may file in 2025, and this could deplete Town's reserves, so Council needs to be aware of this. It was recommended to proceed with the chain-link fence in black vinyl, and to agree to use money from the 2025-2026 Operating Budget for the purchase of the chain-link fence and wood curb stops.

MOTION #CoW2025-02-05-06

It was regularly moved and seconded to recommend to Council the installation of galvanized black vinyl coded steel wired fencing and signage on two thirds of the wharf, and replace wooden curb stops on the other third of the wharf. **Motion carried.**

MOTION #CoW2025-02-05-07

It was regularly moved and seconded to recommend to Council preapproval from the 2025-2026 Operating Budget up to \$22,500 including HST for the purchase and installation of fencing and wooden curb stops for the wharf. **Motion carried.**

ii. Fire Area Rate

Deputy Mayor Skinner-Robertson gave a brief overview of the Annapolis Royal Fire Department's request to purchase a truck for \$500,000, and going forward for them to purchase a vehicle of their choice. CAO Millett-Campbell added that as per the fire area rate policy, the Fire Department has to submit its budget requests, and if Council agrees with this option, this will need to be discussed during the budget meeting. They are requesting three things:

- Purchase a \$500,000 vehicle
- Remove the language in the current Town and Fire Department Agreement "The Town is responsible for purchasing a town truck" and replace it with "The Town will provide funding to support or cost share an NFPA frontline, fire suppression vehicle to be determined by ARVFD that will meet the needs of the Department."
- Requesting operating costs of \$56,710 for 2025.

It was agreed by Council that this will be discussed during the budget meetings.

iii. Nova Scotia Federation of Municipalities (NSFM) – Elected Officials Letter

Councillor Sadkowski asked what had prompted this letter to be written, and Mayor Boyer responded that this has happened in municipal units, and that there is currently a loophole that needs to be addressed. She added that this also came up during orientation training. After further discussion, it was agreed to send the letter out.

ACTION: Send letter out

NAME: Recording Secretary Dunning

DATE: February 21, 2025

11. New Business

- i. Request for Decision - Water Utility Cross Connection and Backflow Prevention Policy
DMO/D Knox advised that the Town needs to have a policy in place, as it is designed to protect the Town's water system from accidents. Councillor MacDonald asked if this was primarily focused on commercial, multi-residential and industrial properties, and DMO/D Knox responded yes, for new connections, and hopefully a by-law will eventually be drafted to allow other properties to have a back flow device installed.

MOTION #CoW2025-02-05-08

It was regularly moved and seconded to recommend to Council approval of the Cross Connection and Backflow Prevention Policy #2025-03, dated February 2025. **Motion carried.**

- ii. Suggested Changes to Rules of Order and Meeting Processes
Mayor Boyer reviewed the 13 recommendations, and an additional change suggested by Councillor MacDonald. The majority of these recommendations were already in place or are currently in the process of being implemented.

Councillor MacDonald's suggested change refers to Section 4.5.1 of the Policy:
"Committee of the Whole (CoW) shall be chaired by the Deputy Mayor or, in their absence, by the Vice Chair (sections 15(1) and (2) Municipal Government Act)". This would need to be changed to Mayor or Chair and this will be added to the March CoW agenda.

ACTION: Add Meetings, Procedures and Presentations Policy to March's CoW agenda

NAME: Recording Secretary Dunning

DUE: February 26, 2025

- iii. Repeal and Replace Policy Establishing the Audit Committee
CAO Millett-Campbell advised that the Audit Committee is experiencing problems finding people to sit on this committee. It has been suggested that we change the Policy to allow two councillors for quorum, and they will continue to try and find someone to join this committee. Councillor Sadkowski asked if there was the option of providing an incentive for someone to join, and CAO Millett-Campbell responded that there are a lot of committees with quite a few people on them, and this could be an issue. CAO Millett-Campbell added that they needed to have a financial background, and Councillor Sadkowski asked if a student interested in finances would be an option and could be investigated later.

MOTION #CoW2025-02-05-09

It was regularly moved and seconded to recommend to Council repeal and replacement of the Policy Establishing the Audit Committee #2019-01 with the Audit Committee Policy #2025-04 dated February 2025. **Motion carried.**

- iv. Request for Decision – Extending the Town's Limit on Credit Cards

Councillor Sadkowski stated that this is a reasonable request, and CAO Millett-Campbell added that this amount will be for all three credit cards.

MOTION #CoW2025-02-05-04

It was regularly moved and seconded to approve that the Director of Finance is hereby authorized on behalf of the Town of Annapolis Royal to execute under its corporate seal a Scotia Visa Business Card Agreement in the amount of Twenty Thousand dollars (\$20,000) on the Bank's regular form. **Motion carried.**

v. Terms of Reference – Deer Task Team

Deputy Mayor Skinner-Robertson advised that the team had worked on the Terms of Reference (ToR) and included some of CAO Millett-Campbell's recommendations. CAO Millett-Campbell added that they didn't think it was right to limit membership to only one Council member as this should be open to them to attend if they want to. They also suggested allowing other people outside of town to attend, and that this Committee is an advisory task team that reports to Council. It was agreed to include the two changes, and Deputy Mayor Skinner-Robertson will update the ToR.

MOTION #CoW2025-02-05-10

It was regularly moved and seconded to recommend to Council approval of the Terms of Reference for the Deer Task Team dated January 2025 as presented with the change of "a minimum of one town council member" and other people outside of town are welcome to participate. **Motion carried.**

vi. Library Funding Letter to Minister of Communities, Culture, Tourism and Heritage

Mayor Boyer advised that they had a concern as there was no reference to consulting the Town of Annapolis Royal. She added that they didn't know who drafted the letter, and that this should go through NSFM. It was agreed to respond back to the drafter of the letter to advise that there are key points missing and there is no clear ask.

ACTION: Mayor Boyer to reach out to the drafter of the letter

NAME: Mayor Boyer

DUE: February 11, 2025

12. Correspondence

i. Moving towards Consistent and Impactful Emergency Response – Kim Masland, Minister of Emergency Management

For information only. The letter is regarding Emergency Response, and Mayor Boyer has asked Town staff to find out what Brian Orde (REMO) thinks of this. CAO Millett-Campbell advised that they have a meeting with them soon.

ii. Code of Conduct Clarification – The Municipality of Chester

For information only. The Municipality of Chester is seeking clarity for Clause 14(2) of the Model Code of Conduct for Municipalities. Boyer advised that she had concerns regarding paragraph three of the letter; she couldn't find any basis for this and wasn't aware there was such a rule.

iii. Annapolis Royal Fire Department 2024 Report

For information only. The report provided a list of calls from January to December 2024. Councillor MacDonald wanted to thank the Fire Department for the great work they have done, which the rest of Council agreed with.

13. In-camera

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

MOTION #CoW2025-02-05-11

It was regularly moved and seconded to move into camera at 7:52 pm to approve the in-camera minutes of January 8, 2025 and discuss plans to buy, sell or lease property. **Motion carried.**

MOTION #CoW2025-02-05-13

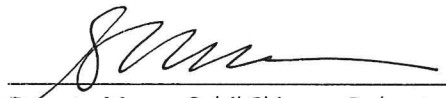
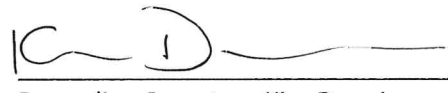
It was regularly moved and seconded to move out of camera at 8:10 pm. **Motion carried.**

14. Next Meeting

March 5, 2025

15. Adjournment

The meeting was adjourned at 8:12 pm.


Deputy Mayor Sybil Skinner-Robertson
Recording Secretary Kim Dunning