

**Committee of the Whole Meeting
Approved Minutes
May 7, 2025 at 6:00 pm**

1. Call to Order	Deputy Mayor Sybil Skinner-Robertson called the meeting to order at 6:00 pm
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 Member of the Public: Roger Lindala - they would like to acknowledge the notice for livestreaming and does not require the notice to be read
3. Regrets	None
4. Absents	None
5. Additions to Agenda	In-camera 6. ii. Legal relations and contract negotiations
6. Approval of Agenda	MOTION #CoW2025-05-07-01 It was regularly moved and seconded to approve the agenda with the above addition by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #CoW2025-05-07-02 The April 4, 2025 minutes were approved as presented by unanimous consent.

9. Presentation
None.

10. Public Input
None.

11. New Business

1. Request for Decision – Seasonal Tax Reductions

This request is to reduce the tax rate for commercial properties that qualify for the seasonal tax reduction.

MOTION #CoW2025-05-07-03

It was regularly moved and seconded to recommend to Council approval of the provincially mandated Seasonal Business Reduction for 2025 for the following properties: roll #92274 an amount of \$5,749.83, roll #1408402 an amount of \$1,083.95, and roll #4542975 an amount of \$4,520.81. **Motion Carried.**

2. Request for Decision – Town Owned Property Tax Reductions

This request is to write off the taxes as per the lease agreements in place.

MOTION #CoW2025-05-07-04

It was regularly moved and seconded to recommend to Council approval of the write-off for roll #00092398 and roll #04997409, interim taxes in the amounts of \$856.24 and \$3,956.01 respectively for the Town of Annapolis Royal for the Town owned properties. **Motion carried.**

3. Request for Decision – Non-profit Organization Property Tax Reductions

This request is to allow a reduction from the commercial rate to the residential rate as per the Town's By-law.

MOTION #CoW2025-05-07-05

It was regularly moved and seconded to recommend that Council approve the tax rebate/reduction for the following not-for-profit properties for the 2025 year:
roll #00479993 in the amount of \$2,311.50,
roll #02355256 in the amount of \$3,525.00,
roll #00092428 in the amount of \$768.00,
roll #02045486 in the amount of \$199.50,
roll #02045494 in the amount of \$2,341.50,
roll #03611957 in the amount of \$1,315.50,
and roll #1033204 in the amount of \$1,143.00. **Motion carried.**

4. Request for Decision – Repeal and Replace Non-profit Organization Property Tax Reduction By-law #205

CAO Millett-Campbell advised that the only change is to remove the Boat Haul-Up Association from the By-law as this is no longer a non-profit organization.

MOTION #CoW2025-05-07-06

It was regularly moved and seconded to recommend to Council approval of the First Reading of the Repeal and Replace Non-Profit Organization Property Tax Reduction By-law #205 dated May 2025. **Motion carried.**

MOTION #CoW2025-05-07-07

It was regularly moved and seconded to recommend that Council set the date for the Second Reading for June 18, 2025. **Motion carried.**

5. Request for Decision - Repeal of Pension By-law #207

CAO Millett-Campbell advised that this by-law will be removed and replaced with a policy.

MOTION #CoW2025-05-07-08

It was regularly moved and seconded to recommend to Council approval of the First Reading of the Repeal of Pension By-Law #82 dated April 2025. **Motion carried.**

MOTION #CoW2025-05-07-09

It was regularly moved and seconded to recommend that Council set the date for the Second Reading for June 18, 2025. **Motion carried.**

6. Request for Decision – Repeal and Replace Human Resources and Procedures Policy #2025-08
Mayor Boyer advised that there is a salary range now included for the Town. Councillor MacDonald asked about how the probation period was determined and CAO Millett responded that this depends on the level of hire.

MOTION #CoW2025-05-07-10

It was regularly moved and seconded to recommend that Council repeal the Human Resources Policy and Procedures #2024-08 dated June 2024 and replace it with Human Resource Policy and Procedures #2025-08 dated May 2025. **Motion carried.**

- i. Appoint Two Council Members to Human Resources Committee
CAO Millett-Campbell advised that there is a need for two Council members to join this committee. Mayor Boyer would like to ensure that whatever these Council members need for this committee (training, etc.) should be supported by the Town. CAO Millett-Campbell will share the HR links that they have used if needed.

MOTION #CoW2025-05-07-11

It was regularly moved and seconded to recommend to Council the appointment of Councillor Sadkowski and Councillor MacDonald to the Human Resources Committee for a term of two-years until December 31, 2026. **Motion carried.**

7. Request for Decision – Rescind Marketing and Economic Development Committee Policy
Mayor Boyer suggested that the Town's marketing and economic development need to be articulated to let residents know what the Town has done, as she doesn't think residents are aware of what has/is happening in the Town of Annapolis Royal. CAO Millett-Campbell responded that this will be added to the Town's Strategic Plan discussions. Deputy Mayor Skinner asked if the Town has received any responses regarding the Marketing and Economic Development Committee (MEDC) and CAO Millett-Campbell responded no.

MOTION #CoW2025-05-07-12

It was regularly moved and seconded to recommend to Council to rescind Policy Establishing the Marketing and Economic Development Committee #2019-02 dated January 21, 2019. **Motion carried.**

8. Request for Decision – Rescind COVID 19 Property Tax Financing Policy
CAO Millett-Campbell advised that this was put in place in 2020 and that there had not been any interest. Director of Finance Melony Robinson has asked for this policy to be rescinded.

MOTION #CoW2025-05-07-13

It was regularly moved and seconded to recommend that Council rescind COVID-19 Property Tax Financing Program Policy #2020-02 dated June 4, 2020. **Motion carried.**

9. Request for Decision - Rescind Computer Purchase Policy

CAO Millett-Campbell advised that this is another policy that hasn't been used for a long time.

MOTION #CoW2025-05-07-14

It was regularly moved and seconded to recommend that Council to rescind Policy on Computer Purchase #2004-3 dated October 18, 2004. **Motion carried.**

ii. Memorandum of Understanding (MOU) between the Salvation Army Emergency Disaster Services and Annapolis Regional Emergency Management Organization (Annapolis REMO)

CAO Millett-Campbell advised that this was discussed at the last REMO meeting, and a MOU is required to ensure that standards are in place in case of a disaster. Councillor MacDonald had previously asked how the Salvation Army was chosen, and if they were chosen over the Red Cross. The response received was no, they weren't chosen over anyone else as there is already an agreement with the Red Cross, and this MOU was requested by REMO. Councillor Myers added that these people are trained in providing emotional support during disasters. CAO Millett-Campbell added that there are currently 4,000 people on the Nova Scotia Guard list and that only 2,000 of them are certified.

MOTION #CoW2025-05-07-15

It was regularly moved and seconded to recommend that Council approve the Memorandum of Understanding between the Salvation Army Emergency Disaster Services and Annapolis Regional Emergency Management Organization (Annapolis REMO). **Motion carried.**

iii. Appoint New Member for Audit Committee

CAO Millett-Campbell advised that this is an appointment, not a recommendation, to allow the person to be included in the Town's final audit that is happening in May 2025.

MOTION #CoW2025-05-07-16

It was regularly moved and seconded that Council approves the appointment of Karen Gregor to the Audit Committee for a term of two-years until December 31, 2026. **Motion carried.**

12. Unfinished Business

None.

13. Correspondence

i. Letter from Honourable John A. Lohr – 12-months' notice 2026-2027

Mayor Boyer advised that this letter refers to changes in legislation and will involve procurement thresholds. CAO Millett-Campbell is waiting for direction to see what the impact will be for the Town.

ii. Letter from Minister John A. Lohr / Minister Kim Masland – Fire Service Review

Mayor Boyer advised that there have been two fire service reviews in the last twenty years, and it will be very interesting to see the results of a provincial review.

- iii. Letter from Municipality of Colchester – Minimum Planning Requirements Regulations
Deputy Skinner-Robertson advised that this letter informs the Town that the County of Colchester had implemented a by-law, with ministerial approval, that is now being disregarded by the Province with the recently announced amendments to the Minimum Planning Requirements Regulations which establish allowable setbacks for wind turbines. They added that the Environment Advisory Committee is aware of the issue and is currently trying to determine what the term ‘maximum setback’ means. Mayor Boyer added that she has received some correspondence from other municipalities that she will share with Council. Councillor MacDonald advised that Nova Scotia Federation of Municipalities (NSFM) is working on a new format to get municipal issues in front of NSFM, and this could be an option.

ACTION: Share correspondence with Council

NAME: Mayor Boyer

DUE: May 12, 2025

- iv. Letter from Honourable John A. Lohr – Reprofiting of the Beautification and Streetscaping (BSP) and the Community Works Program (CWP)
CAO Millett-Campbell advised that these programs are no longer available, and the money will be moved into the Provincial Capital Assistance Program (PCAP). Councillor MacDonald is concerned that there will not be any funding for similar programs going forward.
- v. Letter from Honourable John A. Lohr – Fire Records Management System
For information only.
- vi. Thank You Letter from Junior Hoops Program
Everyone agreed that it was a great letter, and thanks should go to Active Communities & Recreation Coordinator Noah Scanlan for their commitment and assistance during the session.

14. In-camera

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

MOTION #CoW2025-05-07-17

- It was regularly moved and seconded to move into camera at 6:41 pm to approve the in-camera minutes of April 2, 2025, to discuss plans to buy, sell or lease property and legal advice, and contract negotiations. **Motion carried.**

MOTION #CoW2025-05-07-19

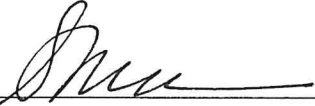
It was regularly moved and seconded to move out of camera at 7:12 pm. **Motion carried.**

15. Next Meeting

June 4?, 2025

16. Adjournment

The meeting was adjourned at 7:14 pm.



Deputy Mayor Sybil Skinner-Robertson



Recording Secretary Kim Dunning