

**Committee of the Whole Meeting
Approved Minutes
June 4, 2025 at 6:00 pm**

1. Call to Order	Deputy Mayor Sybil Skinner-Robertson called the meeting to order at 6:00 pm acknowledging that the meeting was being live streamed
2. Present	Mayor Amery Boyer, Councillor Adele MacDonald, Councillor Lynn Myers, Councillor Heather Sadkowski, Deputy Mayor Sybil Skinner-Robertson, CAO Sandi Millett-Campbell, Director of Finance (DoF) Melony Robinson (left at 6:44 pm), Director of Municipal Operations and Development (DMO/D) Ken Knox (left at 7:00 pm) and Recording Secretary Kim Dunning Member of the Public: Roger Lindala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	New Business 11. ii. Heat Pumps for Capital Purchase In-camera 14. vi. Plans to buy, sell and lease property
6. Approval of Agenda	MOTION #CoW2025-06-04-01 It was regularly moved and seconded to approve the agenda with the above additions by unanimous consent.
7. Disclosure of Conflict of Interest Issues	None
Edits to the Minutes	None
8. Approval of Minutes	MOTION #CoW2025-06-04-02 The May 7, 2025 minutes were approved as presented by unanimous consent.

9. Presentation
None.

10. Public Input
None.

11. New Business

- i. Request for Decision – Sewage Lagoon Window Baffle
Mayor Boyer asked what the priority should be for all the capital budget requests being discussed at tonight's meeting, and CAO Millett-Campbell responded that the purchase of two UV sensors and an UVT meter are already included in the operating budget, and this request is due to the Town Engineer advising that baffles are needed. As the amount is over what is in the operating budget, a request to amend the capital budget to include this purchase is needed. Councillor Myers asked why there wasn't a request to purchase two baffles and DMO/D Knox responded that they were advised only one was needed.

MOTION #CoW2025-06-04-03

It was regularly moved and seconded that Council approve the purchase of a window baffle to address disinfection issues at the Sewage Treatment Plant up to a maximum of \$35,000 including hst, and to amend the Capital Budget 2025-2026 up to the amount of \$35,000. **Motion Carried.**

ii. Heat Pump for Capital Purchase

CAO Millett-Campbell advised that the request was for heat pumps for Town Hall were included in the Town's operating budget and the three quotes received back were over \$5,000, so now need to request the amount of \$8499.84 from the Capital Budget.

Councillor Sadkowski asked if the price included installation, and CAO Millett-Campbell responded yes it does.

MOTION #CoW2025-06-04-04

It was regularly moved and seconded that Council amend the Capital Budget 2025-2026 to approve the purchase of a Fujitsu dual-zone ductless split outdoor heat pump in the amount of \$8499.84 (including HST) for Town Hall. **Motion carried.**

Director of Finance (DoF) Robinson gave an overview of the two requests from the General Capital Budget 2025-2026 (above). They also advised that the Town has received one additional grant to cover these new expenses.

MOTION #CoW2025-06-04-05

It was regularly moved and seconded that Council amend the General Capital Budget 2025-2026 to \$1,381,127. **Motion carried.**

iii. Water Operating Budget

DoF Robinson gave an overview of the Water Utility Budget 2025-2028. They added that \$15,000 has been included for a water rate study that needs to be completed, and the water utility will not carry any debt in the future years. Mayor Boyer asked if line 02-21500 can be changed to reflect the amount of money the Town is paying the County of Annapolis for the purchase of water.

MOTION #CoW2025-06-04-06

It was regularly moved and seconded to recommend that Council to approve the Water Utility Budget 2025-2026 for \$460,788.30, 2026-2027 for \$459,240.31 and 2027-2028 for \$470,098.05. **Motion carried.**

iv. Capital Water Budget

DoF Robinson gave an overview of the Water Capital Budget 2025-2028. Councillor Myers asked why the Town is waiting until 2027 for a chlorine water pump at the Water Tower and DMO/D Knox responded that they are old but still operating and it may be an expense in the following years.

MOTION #CoW2025-06-04-07

It was regularly moved and seconded to recommend to Council to approve the Water Capital Budget 2025-2026 for \$32,000, for 2026-2027 for \$25,000 and 2027-2028 for \$35,000. **Motion carried.**

v. Low Income Tax Exemption

DoF Robinson advised that the Town has received three applicants, and they all qualify. This credit will be included in the final tax bill in October 2025. They also advised that the application form will be updated in the fall. CAO Millett-Campbell added that the policy should be updated in September 2025.

MOTION #CoW2025-06-04-08

It was regularly moved and seconded to recommend that Council approve the low-income tax exemption for roll numbers 10790786 & 10790662 both at \$500, and for roll number 04572319 in the amount of \$476.00, provided the accounts are in good standing.

Motion carried.

vi. Pensions Policy #2025-09

CAO Millett-Campbell advised that the Town is repealing the Pension By-law at the next Council meeting, and this new policy will then take its place.

MOTION #CoW2025-06-04-09

It was regularly moved and seconded to recommend to Council to approve the Pensions Policy #2025-09 dated June 2025. **Motion carried.**

vii. Repeal and Replace Dog By-law #206

CAO Millett-Campbell advised that the Town's animal control is with the County of Annapolis. Councillor Sadkowski had concerns regarding the registration being voluntary, and CAO Millett-Campbell responded that there isn't a 100% way to track if a dog has been registered. With the new by-law, if a dog has been collected by animal control, the owner will need to register their dog before being released back to the owner. Councillor Myers asked if there was an option to register dogs but not issue tags. DoF Robinson suggested sharing the list of information the Town has on file for any dogs that are registered, and CAO Millett-Campbell responded that the plan is to have all the information on a SharePoint for the animal control by-law staff can access. Councillor Myers had concerns with the by-law as this doesn't reflect what the animal control by-law staff has stated in their email. Councillor MacDonald would prefer the new by-law to include an attempt of three calls and not one. It was agreed to contact the County of Annapolis if they are willing to change the by-law to reflect three attempts. Councillor Sadkowski asked if there is a maximum number of dogs a resident can have, and CAO Millett-Campbell responded no. It was agreed to change the number of calls from one to three contacts.

MOTION #CoW2025-06-04-10

It was regularly moved and seconded to recommend to Council to approve the First Reading of the Repeal and Replace Dog By-Law #206 dated June 2025 with the inclusion of three contacts prior to any decision to destroy an animal. **Motion carried.**

MOTION #CoW2025-06-04-11

It was regularly moved and seconded to recommend to Council to set the date for the Second Reading on July 16, 2025. **Motion carried.**

- viii. Memorandum of Understanding (MOU) with Annapolis Valley Regional Library (AVRL)
CAO Millett-Campbell advised that the Academy Innovation Lab Association has decided to fold and the Town and AVRL have met to discuss the Innovation Lab. They have created a MOU between the Town of Annapolis Royal and AVRL to operate an Innovation Lab / Maker Space. Mayor Boyer had concerns with the outstanding agreement as this new MOU may weaken the position to negotiate the agreement. CAO Millett-Campbell added that if this MOU doesn't go through, everything will halt. Councillor MacDonald added that this is the start of a good stepping stone towards building a stronger and healthier relationship between the Town and AVRL. Mayor Boyer responded that she have concerns for the increased responsibilities for the Town, and perhaps there should be an interim MOU until the other agreement has been finalised. It was agreed to to defeat the proposed motion.

MOTION #CoW2025-06-04-13

It was regularly moved and seconded to recommend to Council to approve the Memorandum of Understanding (MOU) with Town of Annapolis Royal and Annapolis Valley Regional Library to establish and operate an Innovation Lab / Maker Space.

Motion defeated.

MOTION #CoW2025-06-04-12

It was regularly moved and seconded to recommend to Council to approve the Memorandum of Understanding (MOU) with Town of Annapolis Royal and Annapolis Valley Regional Library to establish and operate an Innovation Lab / Maker Space without prejudice to any discussions that the town and ARVL will have with respect to the existing relationship. **Motion carried.** One nay

12. Unfinished Business

- i. Next Council Public Engagement

CAO Millett-Campbell would like direction from Council when the next Council Public Engagement sessions should be held. Deputy Mayor suggested September. It was agreed to add this to the September CoW agenda.

ACTION: Add to September's CoW agenda

NAME: Recording Secretary Dunning

DUE: June 6, 2025

13. Correspondence

- i. Community Climate Capacity (CCC) Survey Report
For information only.
- ii. Community Climate Capacity (CCC) Survey Summary
For information only.

14. In-camera

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

MOTION #CoW2025-06-04-14

It was regularly moved and seconded to move into camera at 7:00 pm to approve the in-camera minutes of May 7, 2025, to discuss five labour relations and contract negotiations and a personnel matter. **Motion carried.**

MOTION #CoW2025-06-04-16

It was regularly moved and seconded to move out of camera at 7:36 pm. **Motion carried.**

MOTION #CoW2025-06-04-17

It was regularly moved and seconded that Council approve the agreement between the Town of Annapolis Royal and the Municipality of the County of Annapolis for transit services provided by Kings Transit dated June 2025. **Motion carried.**

MOTION #CoW2025-06-04-18

It was regularly moved and seconded that Council approve the agreement between The Town of Annapolis Royal and the Municipality of the County of Annapolis for Animal Control dated June 2025. **Motion carried.**

MOTION #CoW2025-06-04-19

It was regularly moved and seconded that Council ratify the electronic vote that was emailed out on May 30, 2025 that Council accepts the contract with EC Atlantic for the Living Shoreline engineered drawings in the amount of \$14,500 plus hst. **Motion carried.**

15. Next Meeting
July 2, 2025

16. Adjournment
The meeting was adjourned at 7:40 pm.



Deputy Mayor Sybil Skinner-Robertson

Recording Secretary Kim Dunning

