

**Committee of the Whole Meeting
Approved Minutes
July 2, 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 - 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	12. Unfinished Business ii. Boil Water Advisory Events of 2021 14. In-camera v. Legal Advice
6. Approval of Agenda	MOTION #CoW2025-07-02-01 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 #CoW2025-07-02-02 The June 4, 2025 minutes were approved as presented by unanimous consent.

9. Presentation
None.

10. Public Input
None.

11. New Business

- i. Request for Decision – Rescind the Establishing Waterfront Development Committee Policy #2015-1

CAO Millett-Campbell advised that this policy was provided to plan for the Legacy 2017 project which has since been completed. Mayor Boyer asked about the Wharf Committee and CAO Millett-Campbell responded that there isn't a policy for that committee.

MOTION #CoW2025-07-02-03

It was regularly moved and seconded to recommend to Council the rescinding of

Establishing the Waterfront Development Committee Policy #2015-1 dated May 2015.

Motion Carried.

- ii. Request for Decision – Rescind Establishing the Municipal Effectiveness Advisory Committee Policy # 2015-4

CAO Millett-Campbell advised that this committee was established to review the Municipal Planning Strategy (MPS), Land Use By-law (LUB) and any related policies. since the Planning and Heritage Advisory Committee (PHAC) didn't originally want to take on the role. They added that such a committee could be re-established by a PHAC decision.

MOTION #CoW2025-07-02-04

It was regularly moved and seconded to recommend to Council rescind the Establishing the Municipal Effectiveness Advisory Committee Policy #2015-4 dated October 2015.

Motion carried.

- iii. Repeal and Replace Fines and Fees Policy #2025-10

CAO Millett-Campbell advised that with the Animal Control By-law approved, the associated costs need to be updated in the Fines and Fees policy. There were a couple of other changes:

- Water Deposit for Tenants – removed as the Town does not do this anymore.
- Plumbing Permit – removed as this isn't used.

Councillor Sadkowski asked if the fines are similar to other municipalities and CAO Millett-Campbell responded that the planning and building fees/fines are higher as the Town does not have a staff member for planning. They also added that the costs have not changed for some time. Councillor MacDonald asked where in general our fees align and suggested there should be a discussion later. CAO Millett-Campbell would need to know what fees they would want more information about. Councillor Myers asked about the Fire and Intruder Alarm By-law, how does this work with municipal by-laws. CAO Millett-Campbell responded that there isn't any differentiation between the type of fire and suggested reviewing the By-law. They added that the penalties would be from the Town as well as the Province. Mayor Boyer explained the reasoning why the fines and fees were placed in a policy and not a by-law as it takes a couple of months to change a by-law and a policy can be updated in a month.

MOTION #CoW2025-067-02-05

It was regularly moved and seconded to recommend to Council to repeal the existing Fines and Fees Policy and replace it with Fines and Fees Policy #2025-10 dated July 2025.

Motion carried.

12. New Glasgow International Town Crier Competition

CAO Millett-Campbell advised that the Town had received an email asking if Christine Igot could attend the competition. They added that this cost has not been included in their budget. The cost would cover the hotel fee, meals and mileage. Councillor MacDonald added that they attended many of the events for the 2017 International Town Criers Competition when it was held throughout the Annapolis Valley. They were very impressed with the whole process.

MOTION #CoW2025-07-02-06

It was regularly moved and seconded to recommend to Council approval for Christine Igot to attend the International Town Crier Competition in New Glasgow on September 18 to 21, 2025 at a cost of \$890.00 from GL 01-27261Z. **Motion carried.**

i. Ministry of Justice

CAO Millett-Campbell advised that the Town of Annapolis has received a letter from the Minister of Justice regarding the Comprehensive Policing Review. They added that there will be a meeting held tomorrow between Mayors, Wardens and CAOs to discuss this. They also advised that no costs or direction have been shared regarding the six design principles proposed. Mayor Boyer advised that the municipalities are the biggest payers, and there are three options available, and there is also the option to keep the Town's own police department. Councillor MacDonald added that the decision should be timed when the RCMP contract is due for renewal in 2032, and they think that this letter is more of a heads-up to everyone. Mayor Boyer advised that there wasn't any prior notice or documentation prior to the meeting last week. She will share a letter that was sent out by the Town last year regarding the review to Council.

ACTION: Share previous letter with Council

NAME: Mayor Boyer

DUE: July 31, 2025

13. Unfinished Business

i. Strategic Plan

Deputy Mayor Skinner-Robertson wanted to thank Councillor Sadkowski for their contribution. They shared some of the changes recommended. Changes are:

- Preamble – add additional wording and remove first sentence
- Strategy 1 – add a sentence for Roads, Police
- Financial Strategy – include recommendations from the Director of Finance
- Economy Vitality – add additional words

It was agreed to recommend this plan to Council with the above changes.

ACTION: Mayor Boyer to provide the wording for the Director of Finance's recommendations

NAME: Mayor Boyer

DUE: July 15, 2025

ACTION: Update Strategic Plan with the above changes

NAME: Recording Secretary Dunning

DUE: July 15, 2025

CAO Millett-Campbell advised that once this was finalized and approved by Council will be added to the Website.

MOTION #CoW2025-07-02-07

It was regularly moved and seconded to recommend to Council approval of the Strategic Plan dated July 2025 with the additions listed above. **Motion carried.**

- ii. Boil Water Advisory Events of 2021
Deputy Mayor Skinner-Robertson acknowledged receipt of a letter from the County of Annapolis.

14. Correspondence

- i. Canadian Postmasters and Assistants Association (CPAA)
Deputy Mayor Skinner-Robertson advised that a letter had been sent to the Town regarding rural post offices.

15. In-camera

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

MOTION #CoW2025-07-02-08

It was regularly moved and seconded to move into camera at 6:29 pm to approve the in-camera minutes of May 7, 2025, to discuss one labour relations matter, two contract negotiations matters, one plan to buy, sell and lease property, a personnel matter, and legal advice. **Motion carried.**

MOTION #CoW2025-07-02-10

It was regularly moved and seconded to move out of camera at 7:00 pm. **Motion carried.**

MOTION #CoW2025-07-02-11

It was regularly moved and seconded that Council approve joining the Nova Scotia Public Service Superannuation Plan (PSSP) with a cost estimate of \$10K, with an effective date to be confirmed with the PSSP. **Motion carried.**

MOTION #CoW2025-07-02-12

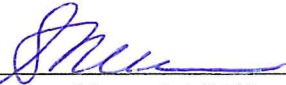
It was regularly moved and seconded that Council award the contract to supply the Sewage Lagoon Window Baffle to EEP Technical Solutions as per their proposal at a total cost of \$24,754.00 plus HST. **Motion carried.**

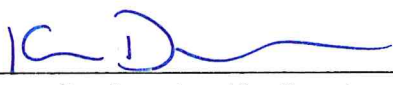
16. Next Meeting

September 3, 2025

17. Adjournment

The meeting was adjourned at 7:04 pm.


Deputy Mayor Sybil Skinner-Robertson


Recording Secretary Kim Dunning