Committee of the Whole Meeting
Approved Minutes
September 3, 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 Municipal Operations and Development (DMO/D) Ken Knox (left at 7:00 pm) and Recording Secretary Kim Dunning Connie Arnold (left at 6:27 pm) Member of the Public: Roger Lindala
3. Regrets	None
4. Absents	None
5. Additions to Agenda	13. Correspondence iii. Letter of thank you to the Natal Day Committee 14. In-camera iv. Labour relations and contract negotiations
6. Approval of Agenda	**MOTION #CoW2025-09-03-01** 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 #CoW2025-09-03-02** The July 2, 2025 minutes were approved as presented by unanimous consent.

9. Presentation

i. Overall Direct Responsible Charge (ODRC)
Mayor Boyer thanked DMO/D Knox for completing their ODRC and a gift from the Town to acknowledge their hard work. It is greatly appreciated.

ii. Water Utility Enquiry
Connie Arnold advised that they have a duplex that is rented out and advised that the renter puts in a $100 deposit which is included in their lease this money was kept by the owner and not sent to the Town for payment. They added that they had a couple of tenants who vacated the property on March 8, and the water bill had not been paid. They advised that they had received an email on February 27 regarding an outstanding water bill, and an email was sent in August to advise that the Town hadn't received any correspondence from the tenant The letter sent to their new address was returned to sender. Connie Arnold did not want to pay the interest charges and visited Town Hall to discuss this with staff. They also asked why the $100 was dropped from the Town's

request and suggested it be reinstated. They advised that they hadn't received any notices from the Town that this bill hadn't been paid, and if they had known, they could have evicted the tenants earlier. Their request is for the interest to be written off, and this will be discussed later in the meeting.

10. Public Input

None.

11. New Business

i. Water Utility Interest Adjustment

CAO Millett-Campbell advised that included in the package is the timeline for all correspondence. They added that the interest to date is now $65.67, and that the water bill still hasn't been paid. The Water Utility Receivables Collection Policy was also included in the package, and this does state that the owner is responsible. CAO Millett-Campbell advised that the $100 deposit was removed in January 2023 through a Council motion due to issues with tenants leaving properties. Councillor Myers asked if the bill had been paid, and CAO Millett-Campbell responded that it wasn't paid to-date. Councillor MacDonald asked if the new process includes both the owner and renter in correspondence, and CAO Millett-Campbell responded yes. They added that the owner could also require payment of water bills as part of the lease agreement. Councillor Sadkowski wanted to confirm if the request is for Council to go against the Town's policy and refund the interest; the response was yes. Deputy Mayor Skinner-Robertson added that there would be concern with approving this request in view of the precedent it would set for other residents. Councillor MacDonald added that there had been a similar request at a previous Council meeting, and it was not approved. Council gave direction to staff not to approve the refund of the interest, and the matter is now considered closed.

ii. Request for Decision – Repeal and Replace Low Income Tax Policy and Application

CAO Millett-Campbell advised that there are only a couple of changes: removing the commissioner of oaths and changing the household income from $28,000 to $31,000. Councillor Sadkowski advised that with respect to Section 3.2 of the Policy, the War Veterans Allowance Act is no longer in effect, and this would need to be removed. Mayor Boyer advised that if specific legislation changes, the Town needs to adapt. Councillor MacDonald asked how the figure was changed from $28,000 to $31,000 and CAO Millett-Campbell responded that they checked with other municipalities. After further discussion it was agreed to recommend this motion with the additional change to the reference to the War Veterans Allowance Act.

MOTION #CoW2025-09-03-03

It was regularly moved and seconded to recommend to Council approval of the Low-Income Tax Policy #2025-12 dated September 2025 subject to adjustments to appropriate language in Section 3.2. **Motion carried.**

iii. Request for Decision - Repeal and Replace Tax Collection Policy

CAO Millett-Campbell advised that there is only one change, and it is changing the word "Section" to "Part" when referring to the Municipal Government Act.

MOTION #CoW2025-09-03-04
It was regularly moved and seconded to recommend to Council approval of the Tax Collection Policy #2025-15 dated September 2025. **Motion carried.**

iv. Request for Decision – Repeal and Replace Human Resources Procedures and Policy
CAO Millett-Campbell advised that changes were made to Sections 3.06 and 3.07 on page 11 due to the Town's new pension plan.

MOTION #CoW2025-09-03-05
It was regularly moved and seconded to recommend to Council approval of the Human Resources Procedures and Policy #2025-13 dated September 2025. **Motion carried.**

v. Request for Decision – Repeal and Replace Pension Policy
CAO Millett-Campbell advised that as the Town has changed its pension provider, the pension policy needs to reflect the changes.

MOTION #CoW2025-09-03-06
It was regularly moved and seconded to recommend to Council approval of the Pension Policy #2025-14 dated September 2025. **Motion carried.**

vi. Next Council Public Engagement Date
CAO Millett-Campbell asked if Council would like to arrange another engagement/meet and greet. Councillor Sadkowski suggested arranging this after the trip to Royan, France towards the end of October. Council agreed to schedule the event for Monday, November 24, 2025, at the Legion from 4:15 pm to 6:30 pm. Staff will book the room.

ACTION: Book the Legion
NAME: Recording Secretary Dunning
DUE: September 8, 2025

vii. Structural Assessment and Condition of Wharf Report
CAO Millett-Campbell advised that the Town had received the report, and it was included in the package. They shared additional pictures of repairs that have been done since the report was completed though Public Works. Public Works are currently filling in the potholes and cutting the grass. Councillor Sadkowski asked if AIM had been contacted for other usage ideas, and CAO Millett-Campbell responded that AIM is currently working on the Shoreline Restoration project, and this would need to be asked later due to workload. Councillor MacDonald asked if this is an asset to the Town, and if so, there needs to be a decision to maintain the existing assets of the town to a base level, and there should be a separate discussion on what the future of the asset will/should be. They have a personal concern that the Town hasn't made much progress and feel that there are two separate discussions/decisions and the Town has a responsibility to maintain the town's assets to a certain level. Councillor Sadkowski advised that there could be a creative alternative to maintain the wharf at the same level, where the Town could save money and still use the wharf in a different capacity. They added that there wasn't any money set aside for the wharf repairs, but an amount was set aside for

consultation, and if a consultation on additional ideas could be done before the next budget review, this could be included in next year's budget. Councillor Myers responded that they don't think that the Town can compare the wharf to a road, as it isn't a working wharf, and not making any money, but every time they go past there, somebody is using it. However, with the costs of anodes and sheet metal to repair the wharf, the Town would need to increase taxes. This is a tight, small-town budget, and Council agreed to get some creative ideas. Recommendation to connect with AIM after a couple of months and CAO Millett-Campbell added that this would need to go out to tender. Councillor Sadkowski added that the Town has exhausted every type of grant, and CAO Millett-Campbell advised that there is a grant available to apply for but added that this is only for one side of the wharf. Councillor MacDonald added that there may be an opportunity to work on certain areas of the wharf initially. Mayor Boyer added that there are at least 7 or 8 phases for the Shoreline Restoration Project, and it is her understanding that the wharf would also be a part of a phased process. Deputy Mayor Skinner-Robertson suggested including this in the engagement session in November.

ACTION: Prepare a tender/request for proposal for engineering
NAME: CAO Millett-Campbell
DUE: November/December 2025

viii. Nova Scotia Federation of Municipalities (NSFM) – Fall Conference – November 4 to 7, 2025, Halifax
CAO Millett-Campbell would like to know if any Council members would like to attend this conference and stated that they have booked two rooms. Councillor MacDonald has already booked a room as they attend NSFM meetings. Councillor Myers asked what day the motions would be reviewed, and Councillor MacDonald added that you need to pay for the whole conference. Councillor Myers added that they would not be able to attend it all. Mayor Boyer advised that they could attend if needed. CAO Millett-Campbell advised that there is an additional meeting on September 16 at 4:00 pm (online) that they would recommend Council attend. It was agreed to wait until after the September 16, 2025, meeting to decide who attends the conference.

12. Unfinished Business
None.

13. Correspondence

i. Property Valuation Services Corporation 2024-2025 Annual Report
For information only.

ii. Value-for-money audit of the Nova Scotia Firefighters School
For information only.

iii. Thank you letter to Natal Day Committee
Mayor Boyer read out a letter that was reviewed by all members of Council expressing Council's appreciation for the work of the 2025 Natal Day Committee.

14. In-camera
Under Section 22(2) of the Municipal Government Act:

MOTION #CoW2025-09-03-07
It was regularly moved and seconded to move into camera at 7:06 pm to approve the in-camera minutes of July 3, 2025, to discuss legal advice, two plans to buy, sell and lease property and personnel matters. **Motion carried.**

MOTION #CoW2025-09-03-09
It was regularly moved and seconded to move out of camera at 7:40 pm. **Motion carried.**

MOTION #CoW2025-09-03-10
It was regularly moved and seconded that Council rescind Motion #C2025-07-16-06 to proceed with PCAP project Chapel St Force Main Extension at a cost of $317,478, with the Town covering $167,478 and PCAP contributing $150,000. **Motion carried.**

MOTION #CoW2025-09-03-11
It was regularly moved and seconded that Council award the Chapel Street Force Main Extension Project to Meisner Excavation Ltd., in the amount of $333,105.90 plus HST. The Town will cover $183,150.90 plus HST and Provincial Capital Assistance Program (PCAP) contributing $150,000.00. **Motion carried.**

MOTION #CoW2025-09-03-12
It was regularly moved and seconded that Council amends the 2025-2026 Capital Budget to include the Chapel Street Force Main Extension for an overall budget total of $1,738,605. **Motion carried.**

15. Next Meeting
October 1, 2025

16. Adjournment
The meeting was adjourned at 7:43 pm.

Deputy Mayor Sybil Skinner-Robertson

Recording Secretary Kim Dunning