

**Town of Annapolis Royal  
Committee of the Whole  
Approved Minutes  
December 3, 2020 at 5:00 p.m.**

1. **PRESENT** (via Zoom): Mayor Amery Boyer (Chair), Deputy Mayor Pat Power, Councillor Holly Sanford, Councillor Paula Hafting, Councillor Michael Tompkins, Chief Administrative Officer (CAO) Sandi Millett-Campbell, and Recording Secretary Taylor Robinson. Director of Finance (DoF) Melony Robinson joined the meeting to discuss item i. under 9. NEW/UNFINISHED BUSINESS.

2. **REGRETS:** None

3. **CALL TO ORDER:** The meeting was called to order at by Mayor Boyer at 5:01 p.m.

4. **ADDITIONS TO AGENDA:**

- i. Move 9. NEW/UNFINISHED BUSINESS iv. HR Policy to i.

5. **APPROVAL OF AGENDA:**

**MOTION #CoW2020-12-03-01**

It was moved by Councillor Sanford, seconded by Councillor Hafting to approve the agenda for December 3, 2020 as amended. **Motion carried.**

6. **APPROVAL OF COMMITTEE OF THE WHOLE MINUTES**

- i. Committee of the Whole November 5, 2020

Mayor Boyer suggested several small grammar errors be corrected. Staff will adjust the minutes accordingly.

**MOTION #CoW2020-12-03-02**

It was moved by Deputy Mayor Power, seconded by Councillor Tompkins to approve the minutes for November 5, 2020 as amended. **Motion carried.**

7. **PRESENTATIONS:** None

8. **PUBLIC INPUT:** None

9. **NEW / UNFINISHED BUSINESS:**

- i. HR Policy

DoF Robinson explained the process that staff have gone through the past three years to update the HR Policy and highlighted all the new revisions to the policy that staff have made in the most current review. Council discussed the changes and decided to

form a Human Resources Committee to discuss the policy in more depth. Members of Council will send all their notes to CAO Millett-Campbell for staff to review.

ii. State of Emergency – Update

CAO Millett-Campbell reported that the State of Emergency has been extended to December 13, 2020 and the Province is asking everyone to follow all COVID-19 protocols. It was noted that Council and Sub-Committees will continue to meet via Zoom and any members of the public are invited to attend virtually; all they need to do is to send a request to the administrative staff 24 hours in advanced to receive the link.

iii. Ramp Policy

CAO Millett-Campbell stated that the Planning & Heritage Advisory Committee has been diligently working on the Ramp Policy and has recommended it to Council for approval. Council discussed the policy and noted that it is great that there is much flexibility for business owners to install the ramps. Each lease will be approved on a case-by-case basis by the Community Development Coordinator, and if there is an issue, then it will go to PHAC to discuss.

**MOTION #CoW2020-12-03-03**

It was moved by Councillor Hafting, seconded by Councillor Sanford to recommend to Council approval of the Ramp Policy as presented. **Motion carried.** (1 Nay: Councillor Tompkins)

iv. Meetings Policy

CAO Millett-Campbell informed Council that staff attended minute taking training from the Association of Municipal Administrators (AMANS) and adapted the meetings policy to make it more streamlined and consistent with Robert's Rules. Council reviewed the changes to the policy and indicated that there should be more work put into the policy before moving it to Council for approval. CAO Millett-Campbell will take Council's suggestions and work on the policy further with staff.

v. Appointments

Council appointed members to sub and external committees.

**MOTION #CoW2020-12-03-04**

It was moved by Councillor Sanford, seconded by Councillor Hafting to recommend to Council to appoint Dale Roberts as the Valley Waste-Resource Management By-Law Enforcement Officer until December 2021, appoint Tanichia Hamm and Zachary Cromwell as the Animal Control Officer until December 2021, appoint Hank Sawchuck as Town of Annapolis Royal Fire Inspector until December 2021, appoint Alfred Doucet and Cathy Barr as the Town of Annapolis Royal Building Inspectors until December 2021, appoint Chris Millier as the Town of Annapolis Royal Planner until December 2021, appoint Peter Davies as the Town Crier for Annapolis Royal with Valerie Davies as the escort until December 2021, appoint Jenni Cram, Lesley Hodder, and Anna Kate Newman to the Pool Committee for a term of 1 year until December 31, 2021, appoint Starr Cardwell, John Bottomley, Amy Cameron, and Katie McLean (as the CARP Representative) to the Environment Advisory Committee for a term of 2 years until

December 2022, appoint Sharon Hall, Connie Arnold, Teresa Carlisle, and Laura Robinson to the Marketing & Economic Development Committee for a term of 1 year until December 2021, appoint Heather Sprague to the Planning & Heritage Advisory Committee for a term of 2 years until December 2022, appoint Brenda MacDonald, and Brant Hamilton Brown to the Accessibility Committee for a term of 1 year until December 2021, appoint Don Droy to the Board of Police Commissioners for a term of 3 years until December 2023, appoint Ken Knox as the Civic Addressing Coordinator for the Town of Annapolis Royal for a term of one year until December 2021, appoint Chief Mark Kane as the Traffic Authority for a term of 1 year until December 2021, and appoint Chief Mark Kane and Superintendent of Public Works Kevin MacLean to the Traffic Flow Advisory Committee for a term of 1 year until December 2021. **Motion carried.**

vi. Annapolis Royal Wharf – Update

Secretary of the Annapolis Royal Wharf Association (ARWA), Jane Nicholson, provided a report for Council to review. CAO Millett-Campbell read the report to update Council on the status of the wharf. ARWA has completely transferred ownership and funds to the Town. The Association has given three parcels of land owned by the ARWA to the Town as well as a remaining amount of \$28,746.69 that will be enough to cover normal ongoing maintenance costs for the next ten years. Council discussed the mooring fees and additional costs associated with the wharf. It was also noted that the Town is very appreciative of the funds to help cover the expenses.

vii. Council Renumeration

Councillor Tompkins explained the Council Renumeration policy that was established in 2013. CAO Millett-Campbell stated that the outgoing Council decided to let the new Council deal with the review process for the policy. It was decided to revisit this matter around budget time (January-March 2021).

viii. Comfort Station Hours

CAO Millett-Campbell asked Council to make a decision on the holiday hours for the Comfort Station as the cleaners have to be notified. It was discussed and decided to follow the same hours of operation as last year. The Comfort Station will close at 5:00 p.m. on Christmas Eve and New Year's Eve and remain closed all day on Christmas and New Year's Day. Council briefly discussed whether the Comfort Station should stay open during the winter with reduced hours to accommodate the skating rink, but the conversation was tabled until staff can gather more information.

ix. Strategic Planning – Update

Mayor Boyer stated that Council and CAO Millett-Campbell met on December 1, 2020 to discuss what the Strategic Plan is going to look like. They discussed the mission and values statements, Town strengths and weaknesses, social and economic factors, etc. The next step is to meet again for further review and decide on a process to develop the plan including the approach to engage the public. The next Strategic Planning meeting is scheduled for December 16, 2020.

x. Parking at the Hub – Update

CAO Millett-Campbell informed Council that Public Works has completed the new accessible parking spot at the Community Hub. Council thanked Public Works for doing a great job and for finishing the project so quickly.

xi. Joint Meeting with Annapolis County

CAO Millett-Campbell suggested that Council have a meeting with the new Council from Annapolis County to create a relationship and with a view to better communication and collaboration between the two Councils. Council agreed and asked CAO Millett-Campbell to arrange the meeting.

xii. Home Battery Storage

Mayor Boyer wanted to inform Council and public about a pilot project for home battery storage units now being offered by Nova Scotia Power as an alternative to the use of generators.

**10. CORRESPONDENCE:**

i. Town Crier Feedback

For information purposes. Mayor Boyer noted that it was great to receive feedback on the Town Crier publication as it reinforced the need for such a publication while at the same time offering suggestions for improvement.

**11. ROUND TABLE**

**Deputy Mayor Power** reported that the stakeholders' meeting for the Health Centre was very informative and that the tree lighting was well done with a great turnout and safety protocols in place. It was also mentioned that the Police Chief swearing-in ceremony was a fantastic event and Deputy Mayor Power thanked staff for organizing these events.

**Councillor Sanford** agreed with Deputy Mayor Power and stated that the tree lighting and swearing-in ceremony were amazing.

**Councillor Hafting** informed Council that the Southwest Nova Biosphere documentary called "Striking a Balance" was incredible and very informative. It was recommended that anyone who lives in Southwest Nova Scotia should watch it. Councillor Hafting also thanked the residents of Annapolis Royal for shopping locally this holiday season and stated that they are now known as "Loyal Royals".

**Councillor Tompkins** stated that he has been having an email discussion with a citizen regarding the tidal power plant which was briefly mentioned in the Town Crier Newsletter. He mentioned that it is great that citizens are reaching out for information.

**Mayor Boyer** echoed Deputy Mayor Power's thoughts about the Health Centre stakeholders' meeting as it was great to chat and make connections.

**MOTION #CoW2020-12-03-05**

It was moved by Councillor Sanford, seconded by Councillor Tompkins to move in-camera at 6:35 p.m. to discuss personnel matters. **Motion carried.**

**12. IN-CAMERA:**

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

**Approval of Minutes:**

- i. Committee of the Whole, In-Camera – November 5, 2020 (TAB A)

**Business Items:**

- i. Personnel
- ii. Personnel

**MOTION #CoW2020-12-03-07**

It was moved by Councillor Tompkins, seconded by Councillor Hafting to move out of in-camera at 7:00 p.m. **Motion carried.**

**13. ADJOURNMENT:** Deputy Mayor Power moved adjournment at 7:01 p.m.

**NEXT MEETINGS:**

Planning & Heritage Advisory Committee, December 7th @ 9:00 a.m.  
Marketing & Economic Development Committee, December 8th @ 6:00 p.m.  
Board of Police Commissioners, December 9th @ 10:00 a.m.  
Environment Advisory Committee, December 9th @ 2:00 p.m.  
Traffic Flow Advisory Committee, December 10th @ 9:00 p.m.  
Virtual Remo Meeting, December 15th @ 7:00 p.m.  
Public Hearing for 235 St. George & 204 St. Anthony Street Development  
Agreements, December 21st @ 4:00 p.m.  
Council, December 21st @ 5:00 p.m.

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Chair Amery Boyer

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Recording Secretary Taylor Robinson