

**Committee of the Whole**  
**Approved Minutes**  
**January 7, 2021 at 5:00 p.m.**

<b>1. Call to Order</b>	Mayor Boyer called the meeting to order at 5:00 p.m.
<b>2. Present</b>	Mayor Boyer (Chair), Deputy Mayor Power, Councillor Sanford, Councillor Hafting, Councillor Tompkins, Chief Administrative Officer (CAO) Sandi Millet-Campbell, Director of Finance (DoF) Melony Robinson (left at 5:30 p.m.) and Recording Secretary Taylor Robinson. All members joined via Zoom.
<b>3. Regrets</b>	None
<b>4. Additions to the Agenda</b>	None
<b>5. Approval of the Agenda</b>	<b>MOTION #CoW2021-01-07-01</b> It was moved by Councillor Sanford, seconded by Councillor Tompkins to approve the January 7, 2021 agenda as presented. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	None
<b>6. Approval of the Minutes</b>	<b>MOTION #CoW2021-01-07-02</b> It was moved by Deputy Mayor Power, seconded by Councillor Hafting to approve the December 3, 2020 Committee of the Whole minutes as presented. <b>Motion carried.</b>

**7. PRESENTATIONS:** None

**8. PUBLIC INPUT:** None

**9. NEW/UNFINISHED BUSINESS:**

i. King's Transit

Council reviewed the report that was previously circulated by DoF Robinson. It was noted that the Town will pay \$5000 to continue to receive service from King's Transit. DoF Robinson explained that the Town pays the money directly to the County, but the agreement could also change as there will be a new CAO. Council understood and discussed how valuable the service is as the route 4 (Bridgetown to Cornwallis) ridership number was 21,000 in one year.

ii. Capital Equipment Replacement

DoF Robinson briefly went over the Capital Equipment Replacement Policy and explained that the same policy with the updated appendices has to be approved each fiscal year. DoF Robinson reported that she met with Chief Moser and Superintendent of Public Works Kevin McLean back in the fall to go over the status of their equipment and there are no anticipated replacements forecasted for 2021/22. It was noted that under the policy, funds are reserved each year even if the Town is not planning on purchasing anything. DoF Robinson informed Council that Chief Kane is looking into purchasing a new police car but will update Council accordingly. Mayor Boyer recommended that the relevant provisions of the Capital Equipment Replacement Policy be a component of the Strategic Plan.

**MOTION #CoW2021-01-07-03**

It was moved by Councillor Sanford, seconded by Councillor Hafting. to recommend to Council approval of the Capital Equipment Replacement Policy for the 2021/2022 fiscal year with updated Appendices A and B. **Motion carried.** (1 Nay)

iii. Municipal Profile

Council reviewed the PVSC Municipal Profile and Indicators Report. DoF Robinson explained that the report is an overview of what to expect for the next fiscal year and helps with budgeting. The report is distributed before assessments are circulated. DoF Robinson briefly explained the changes in tax amounts for the upcoming year and noted that Paul Beasley will be able to provide more information at the upcoming PVSC Lunch & Learn session. Council agreed to wait and ask questions at the upcoming meeting.

iv. Request for Decision for Pay Phone & Toll Free

DoF Robinson reported that she has gathered information on the payphone in front of Town Hall. It costs \$625.68 per year and had no usage in 2020. DoF Robinson stated that this is the same for the Town's toll-free line. The Town's IT person stated that very few municipalities have toll-free numbers and recommended that it be discontinued. Council discussed the options to remove the pay phone and toll-free line. It was ultimately agreed to keep the pay phone as it could be important in case of emergencies, and to remove the Town's toll-free number.

**MOTION #CoW2021-01-07-04**

It was moved by Deputy Mayor Power, seconded by Councillor Tompkins to recommend to Council removal of the toll-free line from the Town of Annapolis Royal immediately and save \$225.24. **Motion carried.** (1 Nay: Councillor Hafting)

v. State of Emergency Update

CAO Millett-Campbell reported that the State of Emergency has been extended to January 10, 2021. The advice from the provincial website is to continue to strictly adhere to all public safety protocols. It was noted that there is another 140,000 (what? Vaccines?) expected to come to Canada and another million by June 2021. Town Hall continues to remain open during regular hours and all Council and sub-committee meetings are being held via Zoom. Members from the public are able to join all meetings; they just contact Town Hall staff for the Zoom invitation.

vi. Strategic Planning

Mayor Boyer briefly reviewed the strategic planning process plan and highlighted the work that Council has completed. Currently, Council is working on a preliminary draft of the strategic plan to present to the public for input. Mayor Boyer noted that it will not be a complete version, but that it will provide enough information for the citizens to review and provide some initial feedback. It is expected that a more complete version will be ready for a second round of public consultation in February.

**Action:** Draft strategic plan document for the public

**Responsibility:** Council & CAO Millett-Campbell

**Date:** Part 1 by January 2021, Part 2 by February 2021

vii. French Basin Trail Beavers

Council reviewed the report provided by CAO Millett-Campbell. There have been many emails and pictures received from the public describing the damage that caused by beavers at the French Basin Trail. The beavers have been destroying the trees on the trail to build a den. CAO Millett-Campbell consulted with representatives of the Clean Annapolis River Project (CARP) and the Department of Lands and Forestry. There was agreement that the beavers need to be removed due to the potential for significant damage to the Sewer Treatment Plant. The

Environment Advisory Committee also discussed the matter at their meeting on January 6, 2021 and recommended that the Town be proactive and remove the beavers based on the advice from staff and others. Council agreed that the beavers needed to be removed as soon as possible.

**MOTION #CoW2021-01-07-05**

It was moved by Councillor Sanford, seconded by Councillor Hafting to allow staff to hire a nuisance wildlife operator to obtain any required permits from the Department of Natural Resources and remove the beavers. **Motion carried.**

**Action:** Contact nuisance wildlife operator

**Responsibility:** CAO Millett-Campbell

**Date:** As soon as possible

viii. "13 Ways to Kill Your Community"

Mayor Boyer stated that the book "13 Ways to Kill Your Community" by Doug Griffiths and Kelly Clemmer is a great and easy read with excellent information for municipal councils. The book was highly recommended by provincial officials as part of the training program for new members of Council. Mayor Boyer read out all 13 ways to kill your community from the book and encouraged Town residents to read it themselves.

**10. CORRESPONDENCE:** None

**11. ROUND TABLE:**

**Deputy Mayor Power** stated that she is looking forward to meeting with Annapolis County Council as it is important and necessary to make the connection. She was also pleased to hear about the potential for a business at the Comfort Station and wished everyone a happy new year.

**Councillor Sanford** stated that she feels that the upcoming year is looking good. COVID-19 numbers are staying low in the area and everyone is doing a great job at following public health guidelines. Councillor Sanford also expressed her sympathies for people living in the United States as they are going through political hardship.

**Councillor Hafting** wished everyone a safe and healthy 2021. Councillor Hafting noted that she is looking forward to the meeting with Annapolis County as well as the outdoor skating rink and shared that she is happy to see that people are still being careful.

**Councillor Tompkins** echoed other Councillors' thoughts and stated that he looks forwards to 2021.

**Mayor Boyer** thanked everyone for tuning into the virtual meeting on Facebook Live and stated that Council is looking forward to hearing feedback from the public regarding strategic planning.

**MOTION #CoW2021-01-07-06**

It was moved by Deputy Mayor Power, seconded by Councillor Tompkins to move into in-camera at 5:55 p.m. to discuss a personnel matter. **Motion carried.**

**12. IN CAMERA:**

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

**Approval of Minutes:**

- i. Committee of the Whole, In-Camera – December 3, 2020 (TAB A)

**Business Items:**

- i. Personnel

**MOTION #CoW2021-01-07-08**

It was moved by Councillor Tompkins, seconded by Councillor Sanford to move out of in-camera at 6:03 p.m.

**Motion carried.**

- 13. ADJOURNMENT:** Councillor Tompkins moved adjournment at 6:09 p.m.

**Next Meetings:**

Marketing & Economic Development Committee, January 12th @ 6:00 p.m.  
Board of Police Commissioners, January 13th @ 10:00 a.m.  
Traffic Flow Advisory Committee, January 14th @ 9:00 p.m.  
Council, January 18th @ 5:00 p.m.  
Strategic Planning, January 21st @ 5:00 p.m.

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**Mayor Amery Boyer**

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**Recording Secretary Taylor Robinson**