

**Committee of the Whole
Approved Minutes
February 2, 2022, at 6:00 pm**

1. Call to Order	Mayor Boyer called the meeting to order at 6:01 pm, and shared a heritage moment from 1929
2. Present	Mayor Boyer (Chair), Deputy Mayor Power, Councillor Hafting, Councillor Sanford, Councillor Tompkins Chief Administrative Officer (CAO) Sandi Millett-Campbell, Recording Secretary Krista Gear. All members joined virtually by Zoom
3. Regrets	none
4. Additions to the Agenda	<ul style="list-style-type: none"> Add New/unfinished business 9. iv. Water Utility transfer of funds Remove New/unfinished business 9 vi. letter to Minister Lohr as it is not ready for publication
5. Approval of the Agenda	MOTION #CoW2022-02-02-01 It was regularly moved and seconded to approve the agenda as amended. Motion carried
Edits to the Minutes	
6. Approval of the Minutes	MOTION #CoW2022-02-02-02 It was regularly moved and seconded to approve the minutes of January 5, 2022, as presented. Passed with unanimous consent

7. PRESENTATIONS: none

8. PUBLIC INPUT: none

9. NEW / UNFINISHED BUSINESS:

i. 2021-22 Quarterly Town Operating Budget

DoF Robinson shared her screen for attendees to view as she updated members on the budget activity to date. It was noted that we have higher revenues than forecasted largely due to increased equalization payments and grants. It was further noted that we have lower expenses than forecasted largely due to savings in some budget line items, such as conferences and travel. It was also noted that any surplus money gets added to an operating reserve to be used the following fiscal year, some of which may be earmarked for specific projects such as sidewalk repair.

ii. 2021-22 Quarterly Capital Budget

DoF Robinson shared her screen for attendees to view as she updated members on the activity on the capital budget to date. It was noted that the bulk of capital items this year included the pumping station realignment, the new police vehicle and some IT equipment.

iii. RFD Request to remove Payphone

It was noted that the phone has brought in under \$11.00 in the past 10 months. Discussion was held, noting that members would like to review this in the upcoming budget meeting. Decision to defer to budget meeting.

Action: investigate if and how many other municipal units have payphones

Responsibility: DoF Robinson

Date: February 9

iv. Water Utility transfer of funds

Discussion held, noting that there is still possibility of some reimbursement that would be directed back into our operating budget.

MOTION #CoW2022-02-02-03

It was regularly moved and seconded that Council approve that staff seek Utility Review Board approval for the utility to use the accumulated surplus to cover the one-time increase in costs due to the water supply issue experienced in the summer of 2021. **Motion carried**

v. Request to set budget meeting date

Preliminary budget is ready for Council review. Discussion held regarding number of meetings, noting that an initial review meeting be scheduled first, followed by deliberation and finalization meeting(s). **February 9 from 5:00 – 7:00 pm selected for the initial meeting.** DoF Robinson will email preliminary budget ahead of this date and provide hard copies upon request.

DoF Robinson noted that March 10 is our interim audit. The Audit Committee will meet with the auditors at 1:00 pm that day.

vi. Regional Emergency Management Organization (REMO)

1. First reading of the Annapolis REMO By-law

Council reviewed the by-law. CAO Millett-Campbell noted that she received confirmation today that C6 is not required in the title of our by-law.

Action: Book the public hearing for the by-law

Responsibility: CAO

Date: March 16 at 5:00 pm

MOTION #CoW2022-02-02-04

It was regularly moved and seconded to recommend to Council to give first reading to approve the Regional Emergency Management By-law as circulated. **Motion carried**

2. Recommendation to accept the Annapolis REMO Intermunicipal Service Agreement (IMSA)

MOTION #CoW2022-02-02-05

It was regularly moved and seconded to recommend to Council approval of the intermunicipal service agreement as revised and circulated. **Motion carried**

vii. Land acknowledgment for review

Discussion held. A new draft of a potential land acknowledgement was presented, noting it was developed based on other samples researched. It was suggested to use Annapolis Royal instead of Nova Scotia and to remove the second sentence. It was further suggested that we use the phrase 'traditional, unceded and

ancestral land’. Once we have finalized a draft, it will be shared with Bear River First Nation for input and approval.

- viii. Accessibility Plan - for recommendation to approve plan

Discussion held, noting that a lot of work went into its development and that the resulting plan has been well crafted.

MOTION #CoW2022-02-02-06

It was regularly moved and seconded to recommend to Council approval of the Town of Annapolis Royal Accessibility Plan dated March 2022. **Motion carried**

- ix. After action review -select date to begin review of strategic plan process completed in 2021

CAO Millett-Campbell noted that it had been previously requested that for some of our larger projects we conduct an after-action review. She is requesting dates to conduct the following after-action reviews

1. Strategic Plan – **members selected 5:00 pm February 16**
2. Utility Review Board Hearing – task team to determine date
3. Granville Ferry Water Leak – date to be determined

10. CORRESPONDENCE

- i. none

11. ROUND TABLE:

- i. Mayor Boyer
Noted that she has heard from the business community expressing thanks to Public Works. Mayor Boyer noted that she recently lunched with Warden Parish where they had informal discussions regarding the future of Upper Clements Park. Mayor Boyer to investigate potential dates for a Town-County Council meet and greet.
- ii. Deputy Mayor Power
Expressed appreciation for the Public Works folks who have spent many hours working to clear snow and ice from the streets and sidewalks.
- iii. Councillor Hafting
Expressed thanks to Public Works and noted that she is happy to see that the skating rink will be ready soon. Councillor Hafting also noted property assessments are being mailed out and residents will notice an increase in the assessments, 13% overall, the largest increase in some time. She further noted, as member of the EAC, her concern about the system access fee for solar users proposed by Nova Scotia Power.
- iv. Councillor Sanford
Expressed thanks to Public Works. Councillor Sanford noted that the Blue Route Hub is looking for input at a virtual engagement session February 10 from 6-7 pm.
- v. Councillor Tompkins

Noted that in his daily travels, the Town roads are currently, and have been, better maintained than others. He further expressed his thanks and stated that he is proud of the accomplishments of our Public Works Department.

MOTION #CoW2022-02-02-07

It was regularly moved and seconded to move in-camera at 6:53 pm

MOTION #CoW2022-02-02-09

It was regularly moved and seconded to exit in-camera at 7:10 pm

13. ADJOURNMENT

It was regularly moved to adjourn at 7:12

Mayor Amery Boyer

Krista Gear, Recording Secretary