

**Committee of the Whole  
UNAPPROVED MINUTES  
April 6, 2022, at 6:00 p.m.**

<b>1. Call to Order</b>	Mayor Boyer called the meeting to order at 6:04 pm, and shared a heritage moment
<b>2. Present</b>	Mayor Boyer (Chair), Deputy Mayor Power, Councillor Hafting, Councillor Sanford, Councillor Tompkins, Chief Administrative Officer (CAO) Sandi Millett-Campbell, Recording Secretary Krista Gear.
<b>3. Regrets</b>	none
<b>4. Additions to the Agenda</b>	New Business 9.vi. Appointment of building inspectors 9. vii. Ratification of electronic vote Remove Land Acknowledgement  In camera Business Items iii. Personnel
<b>5. Approval of the Agenda</b>	<b>MOTION #CoW2022-04-06-01</b> It was regularly moved and seconded to approve the agenda with the additions. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	
<b>6. Approval of the Minutes</b>	<b>MOTION #CoW2022-04-06-02</b> It was regularly moved and seconded to approve the minutes of March 2, 2022, as presented. <b>Motion carried.</b>

**7. Presentations - none**

**8. Public Input - none**

**9. NEW / UNFINISHED BUSINESS:**

i. Council Videoconferencing Policy

- Discussion held noting that this policy is required should the Town wish to hold meetings via electronic means during non-state of emergency times.
- Changes to be made include: section 5.2 number of notifications to read one which will be posted on front door of Town Hall; definitions, use CAO rather than Clerk; ensure consistency in font/capitalization of Council; move definitions to section three.
- It was also noted that this policy will apply to all committees

**MOTION #CoW2022-04-06-03**

It was regularly moved and seconded to recommend that Council approve the Videoconferencing Policy, policy # 2022-02, as amended. **Motion carried.**

ii. Fire and Intruder Alarm bylaw

- The revision of the bylaw was brought forward by staff due to an increasing number of calls for Police to attend false alarms. These false alarms can

undue strain/increased costs on the budget and this bylaw will enable Police to be able to apply a fee for attending to false alarms (over and above the 3 allowed as outlined in the bylaw) to help offset any additional costs incurred. Constable Theriault reviewed and made suggested revisions to the bylaw.

- It was suggested to seek clarification for application of this bylaw on potential calls from outside of the Town limits, citing the Nursing Home as an example.
- It was decided that the bylaw be revisited for clarification and possible revisions and to present it again at the May CoW meeting.

iii. Fees and Fines Policy

- CAO Millett-Campbell noted the following additions to the policy:
  - registration and deregistration of heritage properties, \$50 fee plus cost of the ad. It was also noted that the homeowner would also be responsible for any land registry costs
  - sidewalk lease for outdoor dining spaces increased to \$3/square foot
- Discussion held noting clarification that all fees and fines, except those noted above, were taken directly from current approved bylaws for the purpose of maintaining this information in one easily accessible place.
- It was suggested to note that Valley Waste enforces their own fees and fines.
- It was noted to update the reference from Fire and Burglar Alarm to Fire and Intruder Alarm
- It was noted that dog registration is a one-time fee of \$15 for altered and \$30 for unaltered dogs.
- It was noted that care should be taken to ensure minimum impact on local businesses when issuing vending permits
- It was determined to remove the fee for heritage property registration at this time, but the fee to deregister shall remain
- It was determined that the bylaw name shall be included when referencing a 'schedule'

**MOTION #CoW2022-04-06-03**

It was regularly moved and seconded to recommend that Council approve the Fees and Fines Policy, policy #2022-01 as amended. **Motion carried.**

iv. Replace Water Saddles along St. George St. (Capital Water project)

Water saddle brackets (a water saddle is a valve used to supply liquid where a low volume, low pressure stream is required) are rusted and broken or close to breaking. Staff are requesting Council be proactive and go to tender to replace 30 water saddle brackets. Five have been replaced to date. It was noted that the saddle brackets to be replaced are steel, rather than stainless steel or brass and as such are corroding. The replacements would take place from School St. to the flashing light. It was further noted that the associated costs would be applied to the water budget. It was shared that it was approximately \$2600 to replace one saddle bracket and that the new ones are expected to last 40-50 years. Council agreed to proceed to tender.

**Action:** prepare and post tender for water saddle bracket repair

**Responsibility:** CAO Millett-Campbell

**Date:** April 2022

v. RFD Low Income Tax Exemption

- The Director of Finance is requesting a change in the income requirements from \$17,000 to \$28,000, which is the standard around the province. It was noted that this has been accessed only a handful of times, but it is believed to be of value and recommended to be kept in place.

**MOTION #CoW2022-04-06-04**

It was regularly moved and seconded to recommend to Council to repeal and replace the Low Income Tax Exemption Policy with the amended amount increased to \$28,000.00 in policy # 2022-03. **Motion carried.**

vi. Appointments, Building Inspectors DM

- CAO Millett-Campbell was able to secure a temporary building inspector as well as confirmed that the County inspectors will work only on the new development site.

**MOTION #CoW2022-04-06-05**

It was regularly moved and seconded that Council appoint Russell Mackintosh, Mark Jamieson, and Danny Wright as Building Inspectors for the Town of Annapolis Royal on a fee-for service basis for one-year terms, ending December 31, 2022. **Motion carried.**

vii. Ratification of Electronic Vote

- It was noted that the ratification was required due to an increase of approximately \$4000

**MOTION #CoW2022-04-06-06**

It was regularly moved and seconded that Council repeal Motion #C2022-03-16-16 and replace with "that Council award the sidewalk repair tender to Dexter Construction from the 2022-2023 operating budget to a maximum of \$148,000 + HST, to perform repairs on both sides of lower St. George Street with the coloured concrete. **Motion carried** with one nay from Councillor Hafting.

**10. CORRESPONDENCE**

i. Annapolis County Volunteer Recognition Awards

- a. provided for information only

ii. Firefighter Presumptive Coverage

- a. Provided for information only. It was noted that fire calls received are approximately 80% county/20% and there may be possibility for requests for increased funding in the future.

- iii. Eligibility Guidelines for Fire Halls and Fire Stations
  - a. Provided for information only. It was noted that it may be possible to negotiate costs for a ladder truck as it would be required for the condos.
- iv. Beautification and Streetscaping Extension
  - a. provided for information only. It was noted that the request for extension was due to supply chain issues. All projects have been started, this is just to allow us time to complete them.

**11. ROUND TABLE:**

- i. Mayor Boyer shared that the Town has secured the required commitment from partners for the tidal project, Town of Middleton and private partner, Soluna Energy, for \$67,000 with equal contributions. Total project cost is \$335,000. Next steps will be dependent on the response from Federation of Canadian Municipalities.

Municipal Asset Management Program grant: the project was going to be shared with the Town of Yarmouth but now is with the Town of Stellarton. The total cost of the program is \$55,500 with the funding approved for \$49,950 it will cost the Town \$5,550. The project includes compiling a complete inventory of our town's major assets including linear assets, buildings and structures and fleet. The inventory will include attribute data such as age, condition, and material. The information will be set up in spreadsheet format as well as GIS. State of Infrastructure Reports will be prepared to summarize and present the information in an easy to read and understand format for Council and the public. Renewal and replacement projects will be prioritized through a climate risk assessment process to support a preliminary capital program for the Town.

By engaging in a level of service and risk-assessment process to prioritize projects for replacement and renewal and generating a preliminary capital plan, our staff and council will better understand how to do this in the future to improve Planning and Decision-making. We will update our asset management policy and short-term roadmap and compile an Asset Management Program document which will be very useful in guiding decision-making and will move us forward on the Policy and Objectives outcome

Mayor Boyer also share that the REMO plan is up to date, required training has been done, and the plan was presented to and accepted by the Committee on March 28. Negotiations have begun with the Fire Department, with the first meeting being well received by all parties.

- ii. Deputy Mayor Power shared a salutation of happy tartan day everybody
- iii. Councillor Hafting shared that it is great to see the good weather and seasonal businesses opening. She noted that there has been some vandalism on the Harvest Moon Trail signs. CAO Millett-Campbell noted that someone was hired to address this yesterday and it has all been removed. She added that there has also been damage, of

approximately \$5000 to the doors going into the Hub. As such the door is no longer accessible until repaired. Councillor Hafting noted that the private school is not coming to Annapolis and as such is a missed opportunity for the Town.

- iv. Councillor Sanford noted that she is looking forward to sidewalks being repaired in a quick manner
- v. Councillor Tompkins shared that MEDC held a second public meeting with a good turn out and is planning for a third meeting which will further discuss the Town's strengths and how to build on them.

**12. IN CAMERA:**

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

**MOTION #CoW2022-04-06-07**

It was regularly moved and seconded to move in camera at 7:02 pm. **Motion carried.**

**MOTION #CoW2022-04-06-09**

It was regularly moved and seconded to move out of camera at 7:30 pm. **Motion carried.**

**13. ADJOURNMENT**

It was regularly moved to adjourn the meeting at 7:31 pm

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Mayor Amery Boyer

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Krista Gear, Recording Secretary