

Committee of the Whole  
APPROVED MINUTES  
January 9, 2023, at 6:00 p.m.

1. <b>Call to Order</b>	Mayor Boyer called the meeting to order at 6:05 pm and acknowledged that the meeting was taking place on unceded Mi'kmaq territory.
2. <b>Present</b>	Mayor Boyer (Chair), Deputy Mayor Power, Councillor Sanford, Councillor Tompkins, Councillor Hafting, Chief Administrative Officer (CAO) Sandi Millett-Campbell, Recording Secretary Krista Gear
3. <b>Regrets</b>	
4. <b>Additions to the Agenda</b>	New Business 9.ix. Community Grant Program In Camera Business i. Contract Negotiations
5. <b>Approval of the Agenda</b>	<b>MOTION #CoW2023-01-09-01</b> It was regularly moved and seconded to approve the agenda with additions. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	
6. <b>Approval of the Minutes</b>	<b>MOTION #CoW2023-01-09-02</b> It was regularly moved and seconded to approve the minutes of December 7, 2022. <b>Motion carried.</b>

1. PRESENTATIONS: None

2. PUBLIC INPUT: None

3. NEW / UNFINISHED BUSINESS:  
i. REMO NSCC Comfort Centre

CAO Millett-Campbell noted that the policy and template were recommended by the REMO Advisory Committee for Comfort Centres.

a. Policy

**MOTION#CoW2023-01-10-03**

It was regularly moved and seconded to recommend to Council approval of the draft Annapolis REMO Comfort Centres & Emergency Shelter Policy. **Motion carried.**

b. Agreement Template

CAO Millett-Campbell noted that the agreement is designed for those who wish a site to be designated as a comfort centre. Brian Orde, REMO Coordinator, will be responsible to review and conduct site visits to ensure full compliance with all requirements.

**MOTION#CoW2023-01-10-04**

It was regularly moved and seconded to recommend to Council approval of the draft Annapolis REMO Facility Comfort Centre Agreement template. **Motion carried.**

c. Facility Guidelines included in package for reference.

ii. Citizen Interest in Marketing Economic Development Committee

It was noted that after significant advertising and recruitment efforts, one application was received. The Committee was down one member.

**MOTION#CoW2023-01-10-05**

It was regularly moved and seconded to recommend to Council the appointment of Anne Crossman to the Marketing Economic and Development Committee for a one-year term ending December 2023. **Motion carried.**

iii. Bus Shelter

CAO Millett-Campbell noted that staff have reviewed information that was received in the past, as requested by Council members. This issue had been investigated between 2019 and 2020. In January 2020, a communication was received indicating an approximate \$15,000 cost per shelter, and further indicating that it may be possible to acquire a used/reconditioned shelter.

In 2020, Town and Kings Transit staff visited possible locations for bus shelters, but all were deemed inappropriate, due to safety concerns. It was further noted that if the Town is purchasing a bus shelter, it must be located on Town property. Further it was recommended that shelters be on both sides of the street.

It was noted that there could be partnerships/agreements with private property owners and that property owners can opt to install bus shelter on their property. It was asked if there is sufficient ridership to warrant a shelter. It was also suggested that the only possible Town-owned spot may be by the old train trestle as people have been seen waiting on a bench there. Mayor Boyer suggested that grant options be investigated and that the issue be referred to the Accessibility Committee with perhaps a feedback request in the Town Crier newsletter.

iv. Environment Advisory Committee

CAO Millett-Campbell noted that at the December meeting a recommendation was made to update the policy to allow for additional people to sit on the Committee. Updated policy included in package, stating 'up to seven' members.

**MOTION#CoW2023-01-10-06**

It was regularly moved and seconded to recommend to Council approval of updated Environment Committee Policy # 2023-01 . **Motion carried.**

v. Streets and Sidewalks By-law

CAO Millett-Campbell stated that staff have updated the Streets and Sidewalks By-law to reflect changes in staff titles, a 30-day extension request, and other updates as found in the meeting package. Mayor Boyer noted that the Municipal Government Act requires that by-law adoptions be posted in newspapers which can be difficult for some to access, but that they are included in the Town Crier newsletter.

**MOTION#CoW2023-01-10-07**

It was regularly moved and seconded to recommend to Council first reading of the Streets and Sidewalks By-law. **Motion carried.**

Councillor Hafting noted that she would like to see an addition for weed/vegetation maintenance for businesses/property owners. It was noted that this would appear to be covered under Section 11: "to maintain a neat and tidy appearance" (e.g. remove weeds between sidewalk and buildings). The Town can also encourage maintenance in the Town Crier a newsletter a few times throughout the year.

vi. Request for Decision: Gardening Services Pre-Approval

CAO Millett-Campbell noted that she submitted the request for decision (to put out the gardening tender with an April 1 -October 2023 contract) early to ensure that gardeners are in place and can begin work in April as is needed. Historically, the Town has had difficulty getting this approved in the time needed by the gardeners.

**MOTION#CoW2023-01-10-08**

It was regularly moved and seconded to recommend to Council that the term for the gardening contract be from April to October 2023, as per attached draft Request for Interest dated January 2023. **Motion carried.**

It was noted that there may be potential to move/change types of plants, remove some plants, include more rock gardens to create cost and time saving options. Trees are not included in the gardening contract as they are covered under a separate contract.

vii. Summer Student Job Grant Applications

a. Canada Summer jobs (CSJ)

CAO Millett-Campbell noted that staff are busy writing grants. There is a CSJ application for two students, one for events and recreation, and one general labourer for Public Works.

b. Clean Leadership Program (CLP)

She further noted that an application will be submitted for a 15-week internship program through CLP specific to education and promotion, clean-ups, etc.

Mayor Boyer noted that Young Canada Works (YCW) grants are now open with a closing date of January 20.

viii. Water Contract

It was noted that there was some confusion with the Water Contract that went out with the water bills. To clarify, the contract's purpose is to update contact information that is currently held by PVSC (Property Valuation Services Corporation) and not the Town. It would allow the Town the ability to contact the right individuals for notices of repairs, shuts offs, emergencies, etc. It was also noted that it is not mandatory, people do not have to sign it if they so choose.

ix. Community Grants Program

Councillor Tompkins noted that this program was cancelled last year due to budget uncertainties and asks if it is now possible to move forward with some variation of this program. It was noted that the Marketing and Economic Development Committee will be reviewing an updated proposal process that would include support for 2-day events at a minimum, as well as a process. Once this is presented to Council, Council will have to identify a budget amount and then grant accordingly.

Mayor Boyer suggested consideration of two programs, one for community development and one specific to events.

4. CORRESPONDENCE

i. Planning Assistance Grant

The Town is to receive \$4,000 from the Province to conduct a redesign consultation of the Grant Potter playground. The plan should be available by the end of February 2023 and will come back to Council.

5. ROUND TABLE:

i. Mayor Boyer noted that Council was well represented at the Legion at the Levee and that there was a great turn out. She also noted that there is lots going on with the Twinning Committee, including planning a special dinner at the Habitation and that the Société acadienne de Clare will be taking on a whole day. She encourages people to attend the free February 22 Pierre Dugua de Mons movie at Kings Theatre on February 22.

ii. Deputy Mayor Power shared that she was pleased to fill in for the Mayor while she was away. The Ukrainian refugee welcome at the Hub was well attended. She also attended the Levee and wished Councillors Sanford and Tompkins well as they join the Board of Police Commissioners.

iii. Councillor Hafting noted that perhaps with the cold weather coming, the ice rink could be built. The Federal government has banned foreign home buyers from purchasing real estate, but rural Nova Scotia may not be impacted as the ban is based on census data. She noted that she has been approached by residents having concerns about Town trees close to their home and the potential for damage. CAO Millett-Campbell noted that all concerns of this matter should be directed to Town staff. Councillor Hafting also noted

continued emergency room concerns and hopes that urgent care hours can be extended. She further suggested that the Town could do a formal petition on the matter. Mayor Boyer noted that everything regarding this matter is being directed through MLA Carman Kerr's office. It was noted that a petition is currently being conducted regarding the Middleton ER reduction of hours.

- iv. Councillor Sanford shared that December was busy and that she attended Kevin McLean's retirement party which was great. She also attended the Levee, noting that there were many new people., as well as the Department of Justice (DOJ) training for Police Commissioners on January 5
- v. Councillor Tompkins shared that he too attended the Levee, and it was the biggest one he'd been to. He also attended the DOJ training. He wished a Happy New Year to everybody.

**6. IN-CAMERA:**  
Under Section 22(2) of the *Municipal Government Act*:

**MOTION#CoW2023-01-10-09**

It was regularly moved and seconded to move in camera at 7:04 pm to address previous in-camera minutes and contract negotiations. **Motion carried.**

**MOTION#CoW2023-01-10-11**

It was regularly moved and seconded to move out of camera at 7:12 pm. **Motion carried.**

**7. ADJOURNMENT**

The meeting was adjourned at 7:13 pm

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Amery Boyer, Mayor

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Krista Grear, Recording Secretary