

Committee of the Whole
APPROVED MINUTES
April 12, 2023, at 6:00 p.m.

1. Call to Order	Mayor Boyer called the meeting to order at 6:01 pm and called for a moment of silence for Deputy Mayor Power and read a card of thanks Deputy Mayor Power's family. She then read the live stream statement, gave a land acknowledgement, and thanked the staff for their work over the past week and a half.
2. Present	Mayor Boyer, Councillor Hafting, Councillor Tompkins, Councillor Sanford (entered at 6:10 pm), CAO Millett-Campbell, DoF Robinson (joined virtually by Zoom, exited at 6:51 pm), recording secretary Gear. Presenter: Burt MacNeil, BAA Chair. Member of the public: Lawrence Garner
3. Regrets	
4. Additions to the Agenda	i. New Business: 9.xiii. Health Care Task Team Terms of Reference ii. Correspondence: 10.iv. Request from Town of Digby iii. In camera Business item i. Contract Negotiations
5. Approval of the Agenda	MOTION #CoW2023-04-12-01 It was regularly moved and seconded to approve the agenda with additions. Motion carried.
Edits to the Minutes	
6. Approval of the Minutes	MOTION #CoW2023-04-12-02 It was regularly moved and seconded to approve the minutes of March 1, 2023. Motion carried.

7. **PRESENTATIONS:**

Mr. MacNeil gave presentation and answered questions. Basin Aquatics Association is asking for \$188,000 from four communities: Town Annapolis Royal, Town of Digby and Municipality of Digby, and County of Annapolis. Once they have commitment of funding, they will start operating. BAA would return money to contributors should other(s) not contribute. The ask is for \$15,000 from the Town Annapolis Royal.

8. **PUBLIC INPUT**

9. **NEW / UNFINISHED BUSINESS:**

- i. Leave of Absence Request Councillor Hafting

MOTION #CoW2023-04-12-03

It was regularly moved and seconded that Council approves a leave of absence for Councillor Hafting from April 29 to May 23, 2023

Councillor Hafting asked for a leave of absence to visit family in the UK from April 29-May 23. CAO Millett-Campbell shared that, according to the Municipal Government Act, if a member of Council misses three meetings in a row, they are no longer eligible to serve on Council, unless permission for a leave has been granted.

ii. Appointment of signing authority

CAO Millett-Campbell noted that Deputy Mayor Power was a signing authority and that there are a few options that could be considered: appoint a new Deputy Mayor, who will be signing authority; or appoint a Councillor as just signing authority and appoint new Deputy Mayor at next Council meeting. DoF Robinson noted there can be two signing authorities in instances where there is no Deputy Mayor.

Council opted to select a new Deputy Mayor. Secret ballots for Deputy Mayor were distributed by CAO Millett-Campbell. Results of the vote was three (3) to one (1) in favour of Councillor Tompkins. Councillor Tompkins elected as Deputy Mayor and accepted the position. DoF Robinson noted that she will start the signing authority paperwork/process which is now done electronically.

iii. By-election update

DoF Robinson shared that she will be the returning officer once again and that a June 10 by-election works best with her schedule. She further noted that the first nomination ad will have to go out end of April with a nomination day of May 16. Voting could start as early as June 5 if the Town opts to employ electronic voting. It was noted that voter turn-out has been historically higher when electronic voting is employed. Traditional paper ballot voting requires two staffed advanced polls, in evenings. There is an estimated difference of \$1000 to employ electronic voting.

MOTION #CoW2023-04-12-04

It was regularly moved and seconded that Council set the date for the by-election as June 10, 2023. **Motion carried.**

MOTION #CoW2023-04-12-05

It was regularly moved and seconded to conduct the by-election via electronic means. **Motion carried.** One nay from Councillor Tompkins

iv. Request for Decision: Elm Tree Treatment

DoF Robinson explained that a partial pre-approval for the Tree Services budget is required to meet the deadlines for ordering supplies and administering injections for Dutch Elm disease. It was also noted that residents who have agreed to this process for trees on their property will be billed for the service.

MOTION #CoW2023-04-12-06

It was regularly moved and seconded that Council approves \$3000 in the 2023-2024 Operating Budget for the inoculation of Elm trees against disease. **Motion carried.**

- v. Change of date for Council meeting to April 25 at 6:00 pm

CAO Millett-Campbell noted that she has been invited, and funded, to a day conference at St. Francis Xavier University and would appreciate the date change to allow for travel time.

MOTION #CoW2023-04-12-07

It was regularly moved and seconded to reschedule the April Council meeting to Tuesday April 25 at 6:00 pm. **Motion carried.**

- vi. Change of date of Public Meeting re: Orderly and Peaceful Conduct By-law, second reading

MOTION #CoW2023-04-12-08

It was regularly moved and seconded that Council set the new date for the Public Hearing for the Orderly and Peaceful Conduct By-law as May 17, 6 pm. **Motion carried.**

It was noted that this date allows for the needed time to re-advertise the new date.

- vii. Valley Waste Costing model

Mayor Boyer noted that she had asked for this to be included in the agenda package to show the costing model process and level of work that has gone into it. It is a good piece of information and work.

- viii. Valley Waste Budget Recommendation by IMSA

MOTION #CoW2023-04-12-09

It was regularly moved and seconded to recommend that Council approve the Town's contribution of 1.31% of the Valley Waste Resource Management 2023-2024 partner share budget of \$6,621,586.25, totaling \$86,527 for the 2023-2024 fiscal year. **Motion carried.**

It was noted that the increase in share percentage is due to population growth and uniform assessment.

- ix. Canadian Association of Municipal Administrators

MOTION #CoW2023-04-12-10

It was regularly moved and seconded to recommend that Council approve the CAO's membership in the Canadian Association of Municipal Administrators for one year at a cost of \$155.00. **Motion carried.**

Discussion held noting that this would be a new membership subscription for the Town and that is why the motion is needed. This is a different group, not NSFM related.

x. Municipal Wellness Grant Application

Provided for information purposes. Staff had previously completed a small Municipal Wellness Grant program that encouraged activities for positive mental health and wellness. Staff have applied to this granting program again in the hopes of creating a raised garden demonstration site and stress-reducing rock garden in front of Town Hall building in space that is currently empty or lacking use.

xi. Request for Decision: Policy on Meetings, Procedures and Presentations

MOTION #CoW2023-04-12-11

It was regularly moved and seconded to recommend to Council the adoption of the updated policy titled: Policy on Meetings, Procedures and Presentations, Policy # 2023-07, with changes presented. **Motion carried.**

Discussion held noting that the changes were derived from decisions at previous Council meetings and that all this information can be found on the Engage page of the Town's website. Mayor Boyer provided some corrections that staff will include in the updated version for next council meeting.

xii. Request for Decision: Donation Policy

MOTION #CoW2023-04-12-12

It was regularly moved and seconded to recommend to Council the adoption of the proposed policy for the "Acceptance of Donations", policy #2023-07. **Motion carried.**

Discussion held noting that at the last Council meeting Council asked staff to put together a draft policy. Staff reviewed similar policies from other municipalities, with the info also on the Engage page.

xiii. Request for Decision: Outdoor Burning By-law

MOTION #CoW2023-04-12-13

It was regularly moved and seconded to recommend to Council First Reading of the updated Outdoor Fire By-law on April 25, 2023. **Motion carried.**

Discussion held noting that historical provisions are included and that it was reviewed by the Chief of Police and the Fire Department. Definitions have been updated and clarified. Outdoor fireplaces will be allowed if they have the proper spark arresters and chimneys. Outdoor wood furnaces and burning of yard waste are not allowed in this version or the previous version of the by-law.

xiv. Ratification of Electronic Vote: Gardening Tender

MOTION #CoW2023-04-12-14

It was regularly moved and seconded that Council ratifies the electronic vote awarding the contract for 2023-2024 fiscal year to Elisha Sidlar-Monroe in the amount of \$10,395.

Motion carried. One nay from Councillor Hafting

xv. Health Care Task Team terms of reference

Councillor Hafting noted that she has brought this forward for the attention and consideration of Council. She further noted that the Task Team has been established and has had four meetings, producing terms of reference and a draft letter for consideration.

Brief discussion regarding the evolution of the Task Team to a standing committee of Town. The health care catchment area is larger than the Town and as such it is suggested that the Task Team be a part of a larger multi-community committee/group and that the work needs to be independent of Town Hall, no staffing involvement.

Mayor Boyer shared her suggestions for the terms of reference. Councillor Hafting to update/incorporate.

It was also noted that the Town received a letter from NS Health suggesting that Mayors/Wardens meet with NS Health as next steps.

xvi. Build NS Funding update

The Marketing and Economic Development Committee held a public information session last night and Annapolis Royal Refresh has been approved for \$60,000. There are four partners in this grant/project including the Board of Trade, Farmers Market, AIRO and the Town. The project's area of focus is activating the areas around the wharf and market square.

10. CORRESPONDENCE

i. Citizens Group Correspondence

It was noted that this was an anonymous one page note and that there is no way to respond to this. CAO Millett-Campbell stated that at any time the public is invited to share any concerns or to reach out to staff via email, phone or in person.

ii. Flood Risk Infrastructure Extension

It was noted that the extension for the report was approved giving extra time for ground penetrating radar on boardwalk, additional research/information finding, etc.

iii. Annapolis Tidal Generation Station Retirement Update

For information purposes.

iv. Request from Town of Digby

DoF Robinson noted that the Town of Digby is hosting NSFM conference in May and is requesting funds to help cover an after-hours event for participants.

MOTION #CoW2023-04-12-15

To recommend to Council to contribute \$500 for the event held Thursday May 3 at the Digby Pines as part of the NSFM conference. **Motion defeated.**

11. ROUND TABLE:

i. Mayor Boyer

In addition to her report in the agenda package, Mayor Boyer shared that she attended a fundraiser at Legion for Port Royal Lighthouse and met with the physician recruitment team and new physicians and their families. She also expressed her thanks to staff for their work during the past two weeks.

ii. Councillor Hafting

Nothing currently. She added that she does miss Deputy Mayor Power's presence at the meeting.

iii. Councillor Sanford

Noted that she found the meeting difficult without Deputy mayor Power, she was a wonderful person and representative of the Town.

iv. Councillor Tompkins

Noted that Deputy Mayor Power's funeral was beautiful, she would have been pleased. The MEDC meet and greet had 12 attendees and was well received.

12. IN-CAMERA:

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

MOTION #CoW2023-04-12-16

It was regularly moved and seconded to move in camera at 8:03 pm to discuss previous in-camera minutes and contract negotiations. **Motion carried.**

MOTION #CoW2023-04-12-17

It was regularly moved and seconded to move out of camera at 8:15 pm. **Motion carried.**

MOTION #CoW2023-12-18

It was regularly moved and seconded to award the contract the Samsom Equipment Ltd. \$62,130 plus HST for the installation of the SCADA system, to a maximum of \$80,000. **Motion carried.**

13. ADJOURNMENT

The meeting was adjourned at 8:20 pm

Amery Boyer, Mayor

Krista Gear, Recording Secretary