

**Committee of the Whole Meeting  
Approved Minutes  
January 10, 2024 at 6:00 pm**

<b>1. Call to Order</b>	Deputy Mayor Tompkins gave the land acknowledgement and called the meeting to order at 6:00 pm
<b>2. Present</b>	Deputy Mayor Michael Tompkins, Mayor Amery Boyer, Councillor Holly Sanford, Councillor Paul Wear, Councillor Paula Hafting, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning
<b>3. Regrets</b>	None
<b>4. Additions to Agenda</b>	11. Correspondence, ii. Annapolis Valley Regional Library 13. In camera iii. Plans to buy, sell or lease property
<b>5. Approval of Agenda</b>	<b>MOTION #CoW2024-01-10-01</b> It was regularly moved and seconded to approve the agenda with additions. <b>Motion carried</b>
<b>Edits to the Minutes</b>	None
<b>6. Approval of Minutes</b>	<b>MOTION #CoW2024-01-10-02</b> It was regularly moved and seconded to approve the December 6, 2023 minutes as presented. <b>Motion carried</b>

**7. Presentations**  
None

**8. Public Input**  
None

**9. New Business**

- i. Annapolis Royal and Engage Nova Scotia  
Mayor Boyer and CAO Millett-Campbell attended a Municipal Leaders Workshop on Nova Scotia Quality of Life Initiative on January 4. They are looking to see if any municipalities would like to participate in a survey, and the cost is 50 cents per resident. Recommendation to have another discussion during the Town's budget discussions.
- ii. Uniting Tradition with Tomorrow – proposed Marketing and Economic Development Plan or the Town from Marketing and Economic Development Committee (MEDC)  
MEDC would like Council to review this. Mayor Boyer advised that there are some changes occurring (missed references to First Nations and other edits). MEDC would like to hear back from Council on any additional changes/edits.

**ACTION:** Email MEDC Chair Siggia-Beasant any changes/edits

**NAME:** All

**DUE:** As soon as possible

- iii. Annapolis Royal Flood Risk Assessment and Adaptation Concepts – draft report  
December 31, 2023

This report is the first draft received by the Town and is for Council review. Deputy Mayor Tompkins mentioned the causeway gates and what will happen to them. CAO Millett-Campbell responded that there will be a discussion with Nova Scotia Power in February this and could be discussed at that time. She also advised that this report be reviewed by the Environment Advisory Committee on January 12, 2024. It was also noted that prediction 2053 does not provide a high confidence prediction amount. Mayor Boyer suggested that anyone who has any changes send them to CAO Millett-Campbell.

**ACTION:** Submit any changes to the report to CAO Millett-Campbell

**NAME:** All

**DUE:** As soon as possible

Mayor Boyer also suggested having an annual meeting/information evening for all potential projects to be available to the residents of Annapolis Royal. Some questions asked:

- How would this be set up
- Who would speak for each report
- Is this more of a question time or a presentation
- Do we allocate a set time for each project/or various tables for residents to go to

Recommendation for Town staff to bring some ideas/suggestions to the Committee of the Whole (CoW) in March.

**ACTION:** Ideas/suggestions for annual meeting for all Town projects

**NAME:** CAO Sandi Millett-Campbell

**DUE:** February 21, 2024

- iv. Request for staff report on condition and future of Town Chain of Office  
Mayor Boyer stated that the Town's Chain of Office is full, and as it is over a hundred years old, it is an artifact. CAO Millett-Campbell advised that the velvet is falling apart. Deputy Mayor Tompkins asked how the dates of all the mayor's term of office were listed on the Chain of Office. Recommendation to recommission a new velvet was suggested, but Mayor Boyer is requesting a staff report.

## 10. Unfinished Business

- i. Environment Advisory Committee Policy

Environment Advisory Committee (EAC) would like to change the policy to increase membership from five to seven members as they have received a request from someone to join this committee. It was recommended to include a reference the Meetings, Procedures and Presentations Policy 2023-02 regarding quorum.

**MOTION #CoW2024-01-10-03**

It was regularly moved and seconded to recommend to Council the updating of the Environment Advisory Committee Policy #2024-02 dated January 2024 with the change from five to seven members, and the addition of the Meetings, Procedures and Presentations Policy 2023-02 for all other procedures. **Motion carried.**

ii. Board of Police Commissioners By-law

CAO Millett-Campbell advised that this is the first reading regarding the request to change the monthly Board of Police Commissioners (BoPC) meetings to quarterly.

**MOTION #CoW2024-01-10-04**

It was regularly moved and seconded to recommend to Council approval of the first reading of the Board of Police Commissioners By-law dated January 2024. **Motion carried.**

CAO Millett-Campbell advised that a date for the public meeting will need to be arranged, and this will be February 21, 2024, at 6:00 pm during the Council meeting.

**MOTION #CoW2024-01-10-05**

It was regularly moved and seconded to recommend to Council the setting of the Board of Police Commissioners By-law Public Meeting for February 21, 2024 at 6:00 pm. **Motion carried.**

iii. Town Real Estate Policy

CAO Millett-Campbell shared the updated Town Real Estate Policy that was previously discussed at the December Council meeting. All the changes were highlighted in yellow. After discussion, it was agreed to remove the rotation part of the estate agents and the inclusion of the existing Procurement Policy. After the motion was carried, it was suggested that this policy is no longer required as the Town can use the Procurement Policy #2021-05 going forward.

**MOTION #CoW2024-01-10-05**

It was regularly moved and seconded to recommend to Council to update the Town Real Estate Transaction Policy #2024-01 dated January 2024. **Motion defeated.**

**MOTION #CoW2024-01-10-06**

It was regularly moved and seconded to repeal the current Town Real Estate Transaction Policy #2003-07 dated November 17, 2023. The Town will use the Procurement Policy #2021-05 going forward. **Motion carried.**

## 11. Correspondence

- i. Communities in Bloom  
CAO Millett-Campbell advised all that in 2006, Annapolis Royal won the Communities Bloom Contest and in 2008, the International Competition. This is for information.
- ii. Annapolis Valley Regional Library (AVRL)  
AVRL cc'd the Town of Annapolis Royal on a letter sent from the Board Chair to the Minister of Communities, Culture, Tourism and Heritage. Councillor Wear advised that this letter was sent after the County of Annapolis sent a letter to the same Minister. Recommendation to compose a letter from the Town to this Minister. Councillor Wear will draft a response and share.

**ACTION:** Draft a letter to the Minister of Communities, Culture, Tourism and Heritage and share for feedback

**NAME:** Councillor Wear

**DUE:** As soon as possible

## 12. Roundtable

- i. Mayor Boyer  
Report attached. Mayor Boyer also advised that there is a new FCM program manager who will assist staff on any application for the feasibility study for the small-scale community tidal project.
- ii. Deputy Mayor Tompkins  
Deputy Mayor Tompkins attended 'the New Years Levee and said he had a lovely time, and it was packed.
- iii. Councillor Hafting  
Councillor Hafting wanted to wish everyone a happy New Year and stated that the Friends of Annapolis Pool Society announced the decision that it would temporarily close the Pool while they figure out to raise the \$500k needed for the pool liner. She also advised that there will be an Academy Condo Board pre-budget meeting next week.
- iv. Councillor Sanford  
Councillor Sanford also attended the New Year's Levee and stated that it is one of her favourite things to attend. She also hosted the Christmas gathering for staff and Council.

v. Councillor Wear

Councillor Wear was sad that he was unable to attend the New Year's Levee due to work commitments. He is very happy with how Public Works are dealing with the first start of snow falling, and how efficiently they are clearing the streets of snow.

13. IN-CAMERA

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

**MOTION #CoW2024-01-10-07**

It was regularly moved and seconded to move in camera at 7:15 pm to discuss Labour relations and contract negotiations, Personnel matters, Land for sale - buy and lease property, and negotiations.  
**Motion carried.**

**MOTION #CoW2024-01-10-09**


It was regularly moved and seconded to move out of camera at 7:26 pm. **Motion carried.**

14. Next Meeting


February 7, 2024

15. Adjournment

The meeting was adjourned at 7:27 pm.



Michael Tompkins, Deputy Mayor



Kim Dunning, Recording Secretary

