

**Committee of the Whole Meeting
Approved Minutes
February 7, 2024 at 6:00 pm**

1. Call to Order	Deputy Mayor Tompkins gave the land acknowledgement and called the meeting to order at 6:00 pm.
2. Present	Deputy Mayor Michael Tompkins, Mayor Amery Boyer, Councillor Holly Sanford, Councillor Paul Wear, Councillor Paula Hafting, Director of Finance Melony Robinson, Director of Municipal Operations and Development Ken Knox (left at 8:01 pm) and Recording Secretary Kim Dunning Property Valuation Services Corporation (PVSC) Paul Beazley Rod Tremblay (left at 7:01 pm) Members of the public: Thomas Dort, L. LeBlanc, and Bill MacDonald (left at 7:03 pm)
3. Regrets	CAO Sandi Millett-Campbell
4. Additions to Agenda	In camera iv. Labour relations and contract negotiations
5. Approval of Agenda	MOTION #CoW2024-02-07-01 It was regularly moved and seconded to approve the agenda with additions. Motion carried.
Edits to the Minutes	None
6. Approval of Minutes	MOTION #CoW2024-02-07-02 It was regularly moved and seconded to approve the January 24, 2024 minutes as presented. Motion carried.

7. Presentations

- i. Presentation and Interpretation of Latest Assessments in the Town - Property Valuation Services Corporation (PVSC)
Paul Beazley and Rod Tremblay presented a detailed overview of PVSC; this included how market value is assessed, explanation of the Capped Assessment Program (CAP), sector highlights and response to 2023 natural disasters. Paul Beazley advised all that the appeal period ends tomorrow (February 8, 2024) and anyone who has any concerns should email/fax in their appeal before the end of day tomorrow. Paul Beazley also added that the appeal must be signed for the appeal to be logged in at their end. At the end of the presentation, Council and members of the public were given the opportunity to ask questions:
Councillor Sanford asked when a property is capped and then sold, does the CAP stay or is it lifted? Tremblay responded that typically the CAP is reset. There is an exception if this is a family transaction, as the previous CAP can carry through. Councillor Wear stated that as a property owner, he loves the CAP system, not so much as a Council member. Councillor Wear stated that there seems to be a lag, for example, a property is sold in February and by January, the assessment may rise but it doesn't match the purchase price. Tremblay said that there could be a couple of

reasons why; one reason is that there may be an increase in the year following, and PVSC can correct physical data.

Councillor Hafting asked that if 84% of the Town were under CAP and the remainder saw an increase, was there a reason why they weren't within the scope of CAP?

Tremblay advised that this could be due to permits or how the properties are valued.

Councillor Hafting also spoke to some residents who haven't done any renovations, but their amount still went up. Tremblay responded that the market is the main part of this increase, as most properties are gaining in value overall.

Deputy Mayor Tompkins asked if there are some types of factors used for determining this. Beazley responded that the houses are reviewed in geographic regions, and this is used to determine the market value, which can impact entire neighbourhoods. PVSC has evidence of enough sales to determine if the market has moved. There can be some unique areas, where there are properties that are 70-90 years old within new construction, and these will be dealt with in a different way.

Deputy Mayor Tompkins asked about the Seasonal Tourist Business Designation and what it covers. Beazley responded that it allows eligible businesses to apply for a tax reduction each year, and businesses need to apply before September 1 each year, and that it only includes campgrounds, roofed accommodations, and restaurants. These businesses must also be classified as commercial, and close for four months a year.

Councillor Hafting asked what percentage resulted in a successful reassessment of a property for the 21 appeals that were received by PVSC last year. Beazley advised that approximately 19% (four out of the 21) were adjusted, and some changes may not be related to the market. Beazley also advised that there was only one person who was dissatisfied with their appeal and took it further.

Member of the public – Bill MacDonald asked for clarification on the CAP assessments. MacDonald asked if the CAP assessments went across the board, up to 3.2%, and if this was universal? Beazley responded that the only exception is if you physically change the property; removing something does not mean that it will go down. Beazley also stated that Annapolis Royal's greater increases above 3.2% were related to permit work.

Mayor Boyer advised all that the appeal process is very easy to complete and is a simple process. Beazley advised that residents must sign and date the form; you can also submit an appeal and you have the option to withdraw it.

Lastly, Beazley said that if anyone has any other questions, let the Town know and it can contact PVSC directly on their behalf.

8. Public Input

Bill MacDonald wanted to thank Public Works for all they have done over last weekend's winter storm and stated that he had visited them last week to say thanks in person.

9. New Business

i. Valley Waste Resource Management Budget

DoF Robinson attended the meeting and gave a brief overview of the document.

MOTION #CoW2024-02-07-03

It was regularly moved and seconded for Council to approve the Valley Waste Resource Management Operating Budget of \$6,859,565 with the Annapolis Royal portion of \$89,638 for the fiscal year 2024-2025. **Motion carried.**

10. Unfinished Business

i. Snow and Ice Control Policy #2023-09

This policy was previously discussed at the last Council meeting held on January 24, 2024. DoF Robinson advised all that if either of the policy or By-law were to be changed/updated this will take time. DoF also informed all that there was money available for legal discussions. Councillor Sanford stated that the concerns were prior to the recent snow the Town had at the weekend. Councillor Hafting concerns were regarding the responsibility for business owners clearing outside and DoF suggested that if Council wants to change the By-law their recommendation is to get a legal review. Deputy Mayor Tompkins advised that businesses near them are closed, so how can the Town enforce this on some and not all. Director of Municipal Operations and Development Knox advised that Public Works clearing the sidewalks is a curtesy for the core business district and appreciate business owners finishing off the areas around their business. Director of Municipal Operations and Development Knox also explained how Public Works decides when to plow/salt, and safety is the priority, then the policy is second. Budget is only factored in after these two. Mayor Boyer stated that the Town needs to get answers/clarity and recommended going through legal for this. DoF Robinson suggested sending the By-law for legal review, and Councillor Wear asked the question if the Town's liability was going to change. Mayor Boyer followed up that the Town needs to know what we currently have, if the Town did change the By-law how it would impact the Town and can highlight the sections that the Town are unsure about.

ACTION: Send the By-law/Policy to Legal for their review

NAME: DoF Robinson

DATE: February 21, 2024

ii. Request for Decision (RFD) Equipment Replacement January 2024

Director of Municipal Operations and Development Knox had invited Council to view the Town's equipment at Public Works prior to this meeting. Director of Municipal Operations and Development Knox gave a brief overview of how the vehicles are scored, and these can change very quickly due to age, wear of vehicle, etc. Director of Municipal Operations and Development Knox would like to trade in the two Kubota's that are due for replacement soon, for one and has received trade-in value for both and what it will cost for a replacement. Director of Municipal Operations and Development Knox would like immediate approval for this as they can get the replacement in approximately a week, and if Council approves the running costs will

drop with the new vehicle as this would be covered under warranty. Director of Municipal Operations and Development Knox needs to investigate m regarding the ½ Ton, so this doesn't need to be decided now. Recommendation for DoF to get an audit opinion and change the appendix, which they will do.

ACTION: Audit opinion and change the appendix

NAME: DoF Melony Robinson

DUE: As soon as possible

MOTION #CoW2024-02-07-04

It was regularly moved and seconded that Council approve the current fiscal year to trade in the 2011 B3000 Kubota and the 2015 Kubota for a total of Trade-in value \$61,036, and a spend of \$96,499, and a net spend of \$35,463 plus tax to come out of the General Capital Budget. In addition, amend the Capital Budget to reflect this.

Motion carried.

- iii. Annapolis Valley Regional Library (AVRL) Draft Letter – Councillor Wear
Councillor Wear has drafted the letter and Council have reviewed and supports it.

MOTION #CoW2024-02-07-05

It was regularly moved and seconded to recommend to Council to send the letter to Minister MacMaster supporting Annapolis Valley Regional Library request. **Motion carried.**

- iv. Board of Police Commissioners Reserve Fund
DoF Robinson advised that this can be decided during Budget discussions, and Council can then decide what the amount will be, and that portion goes to their Capital Equipment Budget.
- v. Glyphosate Spray Draft Letter
Councillor Hafting advised that the updated letter has shared with the Environment Advisory Committee (EAC), and their response was that they think this letter is too weak as it has been scaled back and doesn't include any of the previous attachments. Councillor Hafting has recommended that this goes back to EAC as there is a meeting on this Friday (February 9) for their review/input.

MOTION #CoW2024-02-07-06

It was regularly moved and seconded to recommend to Council to send the updated letter to the Executive Director, Sustainability and Applied Science on Glyphosate spray. **Motion tabled.**

11. Correspondence

- i. Nova Scotia Federation of Municipalities 2024 Membership Dues

- i. Nova Scotia Federation of Municipalities 2024 Membership Dues
For information. Mayor Boyer shared that there is a new database for grants, and that this should be very useful for the Town for locating and submitting grant applications.
- ii. Nova Scotia Power Station Retirement NSURB Update 3
For information. Councillor Wear is interested to hear from them at the upcoming meeting. Mayor Boyer recommended that the Town follow up on the correspondence between the Town and County of Annapolis about the condition of the causeway.
- iii. Annapolis Royal Fire Services Annual Emergency Calls Report 2023
For information. There was discussion that the figures do not add up, and that this might be because of an error in putting the wrong figure on the wrong line. Recommendation to contact them for clarification. Councillor Hafting was impressed with the number of firefighters in Annapolis Royal and the retention was very impressive.

ACTION: Clarify the figures on the document

NAME: DoF Melony Robinson

DUE: February 8, 2024

12. Roundtable

- i. Mayor Boyer
Report attached. Mayor Boyer also advised that the following information was omitted from her report on the Twinning:
 - Consideration of the County of Annapolis joining any new group
 - Chief Potter had previously stated that she would be interested in being part of the 2025 delegation to Royan.
- ii. Deputy Mayor Tompkins
Deputy Mayor Tompkins wanted to thank Public Works for doing a great job at the weekend with the amount of snow that the Town received. Deputy Mayor Tompkins also mentioned that he had spoken to a business in the County of Annapolis, and they would be interested in the Twinning Sub-committee as this would be a new market for them to go into.
- iii. Councillor Hafting
Councillor Hafting wanted to remind everyone of The Friends of the Annapolis Pool Society meeting tomorrow (February 8, 2024) at the Legion. This will be an opportunity to share ideas, answer questions and recruit volunteers for small/big tasks. The meeting starts at 6:00 pm, and everyone is welcome to attend.
- iv. Councillor Sanford

Councillor Sanford also wanted to thank Public Works, the new member of Town staff, and The Friends of the Annapolis Pool Society for all they have done.

v. Councillor Wear

Councillor Wear recommended contacting the business community instead of the former members on the Twinning Sub-committee.

13. IN-CAMERA

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

MOTION #CoW2024-02-07-07

It was regularly moved and seconded to move in camera at 8:24 pm to discuss Labour relations and contract negotiations, Personnel matters, and Labour relations and contract negotiations. **Motion carried.**

MOTION #CoW2024-02-07-09

It was regularly moved and seconded to move out of camera at 8:40 pm. **Motion carried.**

MOTION #CoW2024-02-07-10

It was regularly moved and seconded that Council agree to list the properties Lot #1, PiD # 05318423 on Victoria Street and Lot #2 PiD # 05318431 on Prince Albert Road with Exit Realty (Smith & Graves Real Estate Team) subject to mutually agreed terms. **Motion carried.**

14. Next Meeting

March 6, 2024

15. Adjournment

The meeting was adjourned at 8:46 pm



Michael Tompkins, Deputy Mayor



Kim Dunning, Recording Secretary