

**Committee of the Whole Meeting
 Approved Minutes
 March 6, 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, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning Chief Mark Kane (left at 7:10 pm)
3. Regrets	None
4. Additions to Agenda	In camera iv. Labour relations and contract negotiations In camera v. Plans to buy, sell or lease property
5. Approval of Agenda	MOTION #CoW2024-03-06-01 It was regularly moved and seconded to approve the agenda with additions. Motion carried.
Edits to the Minutes	None
6. Approval of Minutes	MOTION #CoW2024-03-06-02 It was regularly moved and seconded to approve the February 7, 2024 minutes as presented. Motion carried.

7. Presentations

None.

8. Public Input

None.

9. New Business

i. Preapproval 2024 Police Vehicle

Chief Kane attended the meeting to answer any questions regarding this request. CAO Millett-Campbell advised that there were two quotes submitted, and there is money set aside for this purchase. Chief Kane added that the 2021 vehicle has been used for trade fairs and there is also the possibility of taking some things out of the existing vehicle and putting them in the new vehicle, potentially reducing the cost, but they won't know until at the time of fitting. Councillor Hafting asked about the warranty and Chief Kane responded that the supplier would honour the 60,000 km warranty. Chief Kane also added that they do need two vehicles, and both need to be fitted out as police response vehicles. Deputy Mayor Tompkins asked about electric vehicles and if this has been investigated, Chief Kane stated that yes, he had investigated but the cost is so high, and they don't have enough equipment to go into them. Councillor Sanford asked about hybrid vehicles and Chief Kane advised that Ford Explorers are the only ones available and again these are very expensive. After further discussion, it was agreed to recommend to Council approval of the purchase of the 2021 Dodge Charger.

MOTION #CoW2024-03-06-03

It was regularly moved and seconded to recommend to Council to preapprove the purchase of a 2021 Dodge Charger Police vehicle in the amount of \$68,343.35 plus HST from the 2024/25 General Capital Budget. **Motion carried.**

ii. Annapolis Hub Comfort Centre Policy

CAO Millett-Campbell advised that this is a new policy as the Town has received a grant to purchase a propane generator for the Hub and it should be up and running in March. The Town needs to have a policy in place for what, when, who uses it, etc. The protocol is that everyone should be 72 hours prepared, and if there is an emergency and it is safe, and people can get to the Comfort Centre, it will be open. There is a need to ensure that it is safe for first responders, volunteers, etc. CAO Millett-Campbell added that if REMO contacts the Town and asks for the comfort centre to be open, it will pay for all expenses during that time. The Town will pay if it opens the comfort centre on its own. Deputy Mayor Tompkins asked if the Town would need to provide supplies, and CAO Millett-Campbell responded that a comfort centre is for charging phones, washroom facilities, and to get warm. Councillor Hafting added that this was included in the policy at Section 4.4. CAO Millett-Campbell advised that the Town had applied for the generator grant and wasn't aware that the Legion had also applied for the same grant which they also received. CAO Millett-Campbell added that this will help take some of the workload away from the Fire Department's comfort centre, it was also stated that the Director of Municipal Operations and Development Ken Knox would be the person to open the comfort centre when needed, and it would then be passed over to volunteers to oversee it. Recommendation to add to the Academy Condo Board's agenda to establish if there are any volunteers available.

MOTION #CoW2024-03-06-04

It was regularly moved and seconded to recommend to Council approval of the Annapolis Hub Comfort Centre Policy dated February 2024. **Motion carried.**

ACTION: Add comfort centre volunteers to Academy Condo Board agenda

NAME: Councillor Hafting

DUE: Before next Academy Condo Board meeting

iii. Change Start Time for Committee of the Whole and Council Meetings

Councillor Wear would like to change the start time for these two meetings, as he would like to spend some time with his son before he leaves to attend them. After discussion, it was agreed to move the two meetings to start at 6.30 pm from the next Council meeting on March 20, 2024 onwards.

MOTION #CoW2024-03-06-05

It was regularly moved and seconded that Council approve the start times for Committee of the Whole (CoW) and Council meetings to change from 6:00 pm to 6:30 pm from March 20, 2024 until the end of term, October 2024. **Motion carried.**

- iv. Request for Decision (RFD) – Electronic Voting 2024 Municipal Elections
CAO Millett-Campbell advised that this process was used in previous years and worked well. Staff have signed the agreement with the Province and are working on the next steps. Councillor Wear asked if this was the cheapest option and CAO Millett-Campbell responded yes. Councillor Wear also asked if there had been an increase in people voting, and Councillor Sanford responded that yes, the Town had a bigger turnout last time. Councillor Wear stated that during previous meetings it has been brought to the Town’s attention that 80% of residents don’t have access to computers, and Mayor Boyer responded that this figure was for the County, and it was also noted that residents can vote over the telephone. Councillor Wear asked if candidates are acclaimed, would there be costs for the Town, and CAO Millett-Campbell responded that there would be a small amount to hold their services and some placement of advertisements only. After further discussion, it was agreed to proceed.

MOTION #CoW2024-03-06-06

It was regularly moved and seconded to recommend to Council preapproval and award the contract to Intelivote systems for electronic format for the 2024 Municipal Election. **Motion carried.**

10. Unfinished Business

- i. Health Care Advisory Committee – Draft Terms of Reference (ToR)
CAO Millett-Campbell was not here for the presentation last month and had shared the previous ToR in this package and was noted that the document had been changed slightly to follow the correct layout of the ToR. Councillor Sanford asked about the Council member not having a vote and asked for this to be changed. Deputy Mayor Tompkins added that this was mentioned during the monthly Annapolis County Inter Municipal Working Group (ACIMWG) meeting, and the response back was that there are groups already doing some of this, but this information isn’t being shared with the right people. Mayor Boyer suggested adding the ToR to the next ACIMWG agenda, and she will work with CAO Millett-Campbell to compile a list of the many groups involved in healthcare for review. CAO Millett-Campbell also added that there will need to be further discussions to clarify if this is an Advisory Committee or a Task Team. If a committee, one of the issues is that this will increase the Town’s staff workload, but if a task team is established, Town staff will not need to attend meetings, take minutes, etc. Recommendation to add to CoW April meeting for further discussion, before taking to ACIMWG. CAO Millett-Campbell asked Councillor Hafting for Sybil Skinner-Robertson's contact information to get some background information on this for further discussion.

ACTION: Work on compiling group contact list for review
NAME: CAO Millett- Campbell/Mayor Boyer

DUE: April 3, 2024

ACTION: Supply CAO Millett-Campbell with Sybil Skinner-Robertson's contact information

NAME: Councillor Hafting

DUE: April 3, 2024

11. Correspondence

- i. Letter to Mayors, Wardens, Councillors – Coastal Protection
For information. Mayor Boyer stated that the Town has applied for a grant on behalf of the Annapolis County Inter-Municipal Working Group to develop a regional climate change plan. Councillor Wear asked how the Province's approach impacts the Town of Annapolis Royal, and it was generally agreed that it doesn't impact the Town provided there is good cooperation with our neighbours.
- ii. Request from Friends of Annapolis Pool for Budget Discussion
For information. CAO Millett-Campbell added that the Friends of Annapolis Pool are requesting the Town match the County's donation of \$60,000 and advised that this has been added to the budget discussions.

12. Roundtable

- i. Mayor Boyer
Report attached. Mayor Boyer also advised that they had completed an interview with Radio Canada on the long ambulance wait times for Annapolis Royal.
- ii. Deputy Mayor Tompkins
No updates.
- iii. Councillor Hafting
Councillor Hafting advised that they had previously attended a volunteer fire fighters' meeting, with fire fighters from other regions and the press. They added that this was a great opportunity for the volunteers to have a say and included a thank you for all they have done.
- iv. Councillor Sanford
Councillor Sanford attended the Annapolis County Source Water Protection Advisory Committee meeting, and the next meeting will be a field trip which they are looking forward to attending.
- v. Councillor Wear
Councillor Wear attended the Annapolis Valley Regional Library (AVRL) celebration event to mark the generous donation of Mr. Evans. Councillor Wear would like to thank Public Works for emptying the garbage bins filled with dog waste.

13. IN-CAMERA

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

MOTION #CoW2024-03-06-07

It was regularly moved and seconded to move in camera at 7:10 pm to discuss Labour relations and contract negotiations, Labour relations and contract negotiations, Personnel matters, Labour relations and contract negotiations and plans to buy, sell or lease property. **Motion carried.**

MOTION #CoW2024-03-06-09

It was regularly moved and seconded to move out of camera at 7:40 pm. **Motion carried.**

MOTION #CoW2024-03-06-10

It was regularly moved and seconded that Council agree to award the gardening contract to Elisah Sidlar-Monroe in the amount of \$10,704 from the 2024/25 General Operating Budget with the option of renewing for 2025/26. **Motion carried.**

MOTION #CoW2024-03-06-11

It was regularly moved and seconded that Council award the cleaning contract to Amber Woodland-Bruce and Cyle Bruce in the amount of \$20.00/hour for a maximum of 30 hours a week from the 2024/25 General Operating Budget with the option of renewing for 2025/26. **Motion carried.**

MOTION #CoW2024-03-06-12

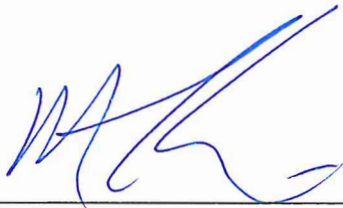
It was regularly moved and seconded that Council authorize a counteroffer of \$48,000 plus HST, not including a property disclosure statement, but acknowledging that there were oil tanks on the adjacent property in previous years. **Motion carried.**

14. Next Meeting

April 3, 2024

15. Adjournment

The meeting was adjourned at 7:44 pm



Michael Tompkins, Deputy Mayor



Kim Dunning, Recording Secretary