

**Committee of the Whole Meeting  
 Approved Minutes  
 April 3, 2024 at 6:30 pm**

<b>1. Call to Order</b>	Deputy Mayor Tompkins gave the land acknowledgement and called the meeting to order at 6:30 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 Director of Municipal Operations and Development Ken Knox (left at 7:22 pm) Chief Mark Kane (left at 8:29 pm) Jason Haughn (left at 8:29 pm)
<b>3. Regrets</b>	None
<b>4. Additions to Agenda</b>	In camera ii. Personnel matters
<b>5. Approval of Agenda</b>	<b>MOTION #CoW2024-04-03-01</b> It was regularly moved and seconded to approve the agenda with an addition. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	None
<b>6. Approval of Minutes</b>	<b>MOTION #CoW202404-03-02</b> It was regularly moved and seconded to approve the March 6, 2024 minutes as presented. <b>Motion carried.</b>

7. Presentations  
 None.

8. Public Input  
 None.

9. New Business

- i. Request for Decision: Water Walk-by Touch Reader and Archer System  
 Director of Municipal Operations and Development (DMO/D) Knox was available for any questions. DMO/D Knox advised that with the new system, Public Work’s staff would walk around the Town and scan each of the meters. The readings will be stored and then the data will be downloaded directly to the system for office staff to send the bills out to residents. This would be more efficient as there would be no need to follow-up on any errors and have staff enter the figures into the computer. The process currently takes approximately two weeks to complete and then a day for office staff time to transcribe the numbers. Currently, the Town is experiencing 15+ errors each time, due to transcription errors. Councillor Sanford asked if the new system would still work if in the future the Town changed the system and DMO/D Knox advised that the system uses CSV format (Excel), so this isn’t an issue. Councillor Hafting asked where this ranks in the Town’s list of priorities that were previously discussed. DMO/D Knox responded that it is important, as it does take time for staff to get the information and would save a lot of in-house time. If Council approves this, there will no longer be the need for

estimates to be done, as currently happens with two manual and two estimates' readings completed, and there will be far fewer errors, or any adjustments required which will help the system overall. They would still complete this every quarter.

**MOTION #CoW2024-04-03-03**

It was regularly moved and seconded to recommend to Council to pre-approve the purchase of the TouchRead and Archer System for tracking water usage at a cost of \$17, 430 + HST from the water capital budget 2024-2025. **Motion carried.**

- ii. Request for Decision: Public Works Vehicle Replacement  
DMO/D Knox advised that the truck in Public Works needs to be replaced and has included two options for Council to review. The two options are to either get a truck or a side-by-side. The quotes are for information only as this will need to go out for tender through the procurement policy. DMO/D Knox added that the truck was due to be replaced two years ago, and there are various issues with the truck which will require increased maintenance if a replacement isn't purchased. DMO/D Knox' preference is to go for the side-by-side as there is the option of using it to maintain the trails and the cost is well under the budget available for a replacement. There are a lot more functions for winter work, and this vehicle would be allowed on the town roads, but not on the highway; it is also a more adaptable vehicle. CAO Millett-Campbell added that the Town does have the Off-road Vehicle By-law in place and that Public Works vehicles are allowed. Recommendation for DMO/D Knox to find out costs for side-by-side and share at next Council meeting on April 17, 2024.

**ACTION:** Find out costs for side-by-side vehicles for next Council meeting

**NAME:** DMO/D Knox

**DUE:** April 17, 2024

**MOTION #CoW2024-04-03-04**

It was regularly moved and seconded that Council give Public Works the authorization to explore further the purchase of a side-by-side vehicle. **Motion carried.**

- iii. Discussion on Paving  
DMO/D Knox presented a map of where priority should be given to repair conditions of the roads up to a specific amount of money. The question was asked why the Fire Hall lot was included: it belongs to the Town, and we need to keep the lot accessible, and every time Public Works plows the area, it removes some of the top layer. Eventually, it will get so bad that the area will not be able to be plowed. Deputy Mayor Tompkins asked if the County was providing them funding and CAO Millett-Campbell responded that yes, the County does contribute to operations, but the parking lot isn't included in the operations as this is a maintenance repair. Councillor Wear suggested that, in future, an area rate charge to residents should be introduced on tax bills. Questions were also asked why some other streets weren't included in this list, and DMO/D advised that the ones on the map are the priorities that need addressing. They also added that Public Works have Class A materials, so these costs haven't been included in the amounts. Councillor Hafting added that last year, the Town had received several complaints regarding property damage due to the state of the road, and the concern was that the Town was working on this area of road and then, two years later, this was abandoned due to other

work. Deputy Mayor Tompkins had concerns about working on parking lots when the Town should be working on the roads. Council also asked DMO/D Knox to look at other sections of roads as there could be others that should be on the priority list.

iv. Electronic motion for ratification

Mayor Boyer asked if the Fire Department is aware of this, and CAO Millett-Campbell responded that yes, they are. The reason behind this is that the fire vehicles will be included in the Town's Vehicle Replacement Policy.

**MOTION #CoW2024-04-03-05**

It was regularly moved and seconded to ratify the motion that Council approve moving the \$20,000 allocated to the Annapolis Royal Volunteer Fire Department capital grant expense 01-22470N from the 2023/24 general operating budget to the Capital Reserve fund for the purchase of a new fire vehicle at a later date. **Motion carried.**

v. Town of Annapolis Royal – Emissions Reduction Plan

The Town of Annapolis Royal received a grant from the Roving Municipal Energy Management Program to complete a review of all the old buildings located in Annapolis Royal and a copy of the report was shared. This report outlines where the Town can save money, how the Town can move forward to reduce our greenhouse emissions, etc. This report will be beneficial in the future to help validate any future grant opportunities, but unfortunately there aren't many grants available. Mayor Boyer asked if there was an error on page 4 regarding the figures, and it was agreed that yes there was an error. Also, on page 12 Mayor Boyer would like DMO/D Knox to explain '*these projects will require on average \$1800 per KW installed costs*'.

**ACTION:** Requesting an explanation on page 12 for Mayor Boyer

**NAME:** DMO/D Knox

**DUE:** April 17, 2024

2. UNFINISHED BUSINESS

i. Health Care Advisory Committee – Update

Mayor Boyer explained the two documents shared within the Committee of the Whole (CoW) package (Healthcare Organizations and Healthcare Activities). These documents show how many points of contact there were available (22 in total) and a summary of all of the healthcare-related activities over the last three years. Previously Mayor Boyer had asked the County if they would want to join this committee, and they responded with the question "are there any other organizations doing a similar role?" Mayor Boyer added that these documents will be reviewed at the next Annapolis County Inter-Municipal Working Group (ACIMWG).

ii. Request for Decision – New Chain of Office

CAO Millett-Campbell advised that this was discussed during a budget meeting and attached is a quote including images of what it would look like. The only difference is that on the previous one there was a maple leaf with a beaver and the new one will have the coat of arms. They also added there is only one quote since they were unable to find anyone else in Canada to produce this for the Town. Recommendation to proceed with the quote received. CAO Millett-Campbell will bring the Chain of Office to the next Council meeting as some have not seen it in

person before.

**ACTION:** Bring Chain of Office to the next Council meeting (April 17, 2024)

**NAME:** CAO Millett-Campbell

**DUE:** April 17, 2024

**MOTION #CoW2024-04-03-06**

It was regularly moved and seconded to recommend to Council pre-approval of the cost of a new Chain of Office to a maximum amount of \$3,400. **Motion carried.**

iii. Request for Decision – Public Meeting May 2024

CAO Millett-Campbell advised that this had been previously discussed and that staff were asked to provide a list of suggestions. They would like direction from Council on how to proceed. After discussions, it was agreed to go with three items (seawall, new Five-year Infrastructure Plan for the Town, and the Town wharf); the other items can be added to another public meeting going forward. AIM Network will attend the meeting and provide an update on these projects and then hold a Q&A session afterwards. After further discussion, it was agreed to leave the survey part until a later date. CAO Millett-Campbell recommended holding this public meeting at the Legion over a two-hour period. Agreement for May 13, 2024, from 6:00 pm, refreshments will be provided, and there will not be a survey for residents to complete as this can be done later. CAO Millett-Campbell advised that there will be a meeting between the Town and AIMN to review the changes requested on the Flood Adaptation and Asset Management reports on April 5, 2024 and that the reports should be finalized before the next Council meeting.

**ACTION:** Book Legion for Public Meeting

**NAME:** Recording Secretary Dunning

**DUE:** April 17, 2024

3. CORRESPONDENCE

i. Letter from Annapolis Valley Regional Library – Response  
For information only.

ii. Letter from Honourable John Lohr- New Provincial Department of Emergency Management  
For information only.

4. ROUND TABLE

i. Mayor Boyer

Mayor Boyer made a correction for the April 2, 2024 report. Added that the two students from France will arrive in May and that they still require a supervisor. Contracts need to be signed this week and the French Consulate is now involved. See attached report.

ii. Deputy Mayor Tompkins

Deputy Mayor Tompkins recently attended a ACIMWG and the Fire Department from Middleton and Annapolis presented. Found it very interesting, and operations, capacity assessment, first responders were discussed.

- iii. Councillor Hafting  
Councillor Hafting, Mayor Boyer, CAO Millett-Campbell, and Sybil Skinner-Robertson attended a meeting with Brian Reed, Chair of Village of Lawrencetown. They had a tour of the new clinic facility and discussions on health care in the community. Hopefully, there is a potential opportunity for collaboration. Also attended the Wellness lunch at Town Hall.
- iv. Councillor Sanford  
Councillor Sanford wanted to thank the volunteers for the Easter Eggstravaganza, stating that it was a huge success, and there was also a free movie available afterwards. Also acknowledged that a fire fighter has recently passed who will be missed.
- v. Councillor Wear  
Councillor Wear has been going through various budgets as the recent Town's budget meeting has given him an interest in this subject.

10. IN-CAMERA

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

MOTION #CoW2024-04-03-07

It was regularly moved and seconded to move in camera at 8:31 pm to discuss Personnel matters. Motion carried.

MOTION #CoW2024-04-03-09

It was regularly moved and seconded to move out of camera at 8:41 pm. Motion carried.

11. Next Meeting

June 5, 2024

12. Adjournment

The meeting was adjourned at 8:42 pm.



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Michael Tompkins, Deputy Mayor



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Kim Dunning, Recording Secretary

## **Mayor's Roundtable Report, March 25, 2024**

March 21, 2024

Attended Annapolis County Inter-Municipal Working Group meeting – the subject was fire services and we received presentations from both the Middleton and Annapolis Royal Volunteer Fire Departments.

March 22, 2024

Attended a virtual Teams meeting with representatives of Canada's Ocean Supercluster with the CAO and Bill Crossman regarding the tidal power project.

March 25, 2024

Attended Wellness Lunch with staff at Town Hall with Councillor Hafting. This event marked the end of the employee wellness fund secured by staff for the fiscal year.

March 28, 2024

Plan to attend meeting with Brian Reed, Chair Village of Lawrencetown with the CAO, Health Care Task Team members Councillor Hafting and Sybil Robertson relating to healthcare and potential opportunities for collaboration.

April 2, 2024

Plan to attend Physician Recruitment Community Fund Session virtual meeting with CAO hosted by Ian Mullan, with Brian Reed, Chair Village of Lawrencetown with the CAO, Health Care Task Team members Councillor Hafting and Sybil Robertson relating to healthcare and potential opportunities for collaboration.

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