

**Committee of the Whole Meeting
 Approved Minutes
 July 3, 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, CAO Sandi Millett-Campbell and Recording Secretary Kim Dunning Presenter: Sherry Forester - virtual (left at 6:14 pm) Presenter: Brian Orde (left at 6:30 pm)
3. Regrets	Councillor Paula Hafting
4. Additions to Agenda	None
5. Approval of Agenda	MOTION #CoW2024-07-03-01 It was regularly moved and seconded to approve the agenda as presented. Motion carried.
Edits to the Minutes	None
6. Approval of Minutes	MOTION #CoW2024-06-06-02 It was regularly moved and seconded to approve the June 5, 2024 minutes as presented. Motion carried.

7. Presentations

i. 211NS Presentation – Sherry Forester

Sherry Forester explained that 211 Nova Scotia is a not-for-profit association funded by the Government of Nova Scotia and United Way which was established in 2013. They gave an overview of their services which can be accessed through their website, phone, email, etc., available 24/7. They added that they do have information materials that can be sent to Town Hall for sharing if needed.

Councillor Sanford wasn't aware of this service and asked if this started due to 911 receiving too many calls. Sherry Forester advised that United Way started this because individuals were having a hard time finding services to help them. Recommendation to include this in the next issue of the Town Crier Newsletter.

Deputy Mayor Tompkins thanked Sherry Forester for their presentation.

ACTION: Add materials to next Town Crier newsletter

NAME: Recording Secretary Dunning

DUE: July 24, 2024

ii. Annapolis REMO Alertable Presentation – Brian Orde

Brian Orde advised that the Annapolis REMO Alertable system was launched in May 2024 and there are currently 738 people signed up across the County. They shared a video on the

Annapolis REMO Alertable which explained what it is and how it works. Brian Orde also added that there is a new Annapolis REMO website for the three partners.

Mayor Boyer asked if this was on the Town's website and CAO Millett-Campbell responded yes, it is. Brian Orde added that they are trying to increase the sign-up numbers and there is an opportunity to win prizes for signing up before September 30, 2024.

Councillor Sanford stated that when they were in Halifax, they received an alert on their phone regarding the water issues in Halifax. Brian Orde advised that this wasn't from REMO Alertable, and it most probably was Alert Ready.

Deputy Mayor Tompkins asked if there was a hurricane coming, would REMO be providing updates. Brian Orde advised that yes, they would. Deputy Mayor Tompkins thanked Brian Orde for their presentation.

Public Input

None.

8. Unfinished Business

i. Flag Flying Policy

Councillor Wear asked for the wording to be changed for #10. From 'flag' to 'flags and flag days'.

MOTION #CoW2024-07-03-03

It was regularly moved and seconded to recommend to Council to approve the Flag Flying Policy #2024-10 with the addition of Dugua Day on June 18, with the wording changed from 'flag' to 'flags and flag days'. **Motion carried.**

ii. Dormers – 285 St. George Street

CAO Millett-Campbell shared some pictures of the damage from the leak from the dormers and advised that repairs to the dormers would be \$2,800 each, and there are eight dormers on the roof. They also added that getting contractors to come and quote on this is not very easy as there aren't many businesses willing to come and assess the situation. They also added that there is mold in some of the locations. and advised that both quotes state that the dormers need to be removed, and the question is, does Council want to replace or remove them. Councillor Wear gave a brief overview of the discussion at a previous Council meeting, and CAO Millett-Campbell advised that Planning and Heritage Advisory Committee (PHAC) agreed to remove them as they weren't original and there is a lot of damage occurring. CAO Millett-Campbell added that there have been other buildings in the Town that have made changes. Councillor Wear is concerned that this is a heritage building and taking these off is a bit misguided. Councillor Sanford added that the process is reviewed with PHAC, and there have been similar occasions when changes have been allowed to heritage buildings. During this meeting, CAO Millett-Campbell received a response from Ken Knox Director of Municipal Operations and Development (DMOD), that all dormers need to be replaced. Deputy Mayor Tompkins agrees that the Town Hall should keep its heritage, and Councillor Wear said that

they don't think they all need to be replaced, and there is the possibility that there may be certain elements only to be replaced, so the costs may not be as high as estimated. CAO Millett-Campbell asked for Council to decide if they want to keep them or remove them and added that DMOD Knox had been informed that when the roof was previously repaired, the Town was advised that they needed to be removed/replaced.

MOTION #CoW2024-07-03-04

It was regularly moved and seconded to recommend that Council give the applicant at 285 St George St. heritage approval to remove the existing vent dormers on the roof, restoring it to its original state, which will reduce the potential for structural damage as detailed in application 24-10-HER, providing the requirements of the Land Use By-law are met. **Motion carried.** 1 nay Councillor Wear.

iii. HR Policy

Prior to the meeting, Mayor Boyer had shared a spreadsheet with more information regarding the proposed split from 50/50 to 65/35. Deputy Mayor Tompkins thinks the two tiers may be an option, and another idea is for the employees to vote for their preference and then have Council decide what plan to proceed with. Mayor Boyer added that option two of the plans is in line with the Council budget, and suggested the Chamber of Commerce might be an option. They also added that staff weren't interested in self-insuring as this would include more work. Councillor Wear and Deputy Mayor Tompkins were not happy with the 65/35 split, and Councillor Sanford added that Council can decide what the percentages are, and have the final say. Recommendation to leave at 50/50 and go ahead with the other changes previously approved at a Council meeting.

ACTION: Investigate Chamber of Commerce option

NAME: Director of Finance Robinson

DUE: January 2, 2025

MOTION #CoW2024-07-03-05

It was regularly moved and seconded to recommend to Council approval of the Human Resource Policy dated June 2024 with the benefit plan reverting to a 50/50 split. **Motion carried.**

iv. NSFM Benefits Plan

Deputy Mayor Tompkins asked if this is included as municipal income, and Councillor Wear advised that this does show on their T4. Mayor Boyer stated that the other two Councils in the vicinity don't have Council members on their benefits plan, and CAO Millett-Campbell added that the County's remuneration is a higher amount than the Town of Annapolis Royal.

MOTION #CoW2024-07-03-06

It was regularly moved and seconded to recommend to Council removal of the option for Council members to join the benefits plan as of November 2024. **Motion carried.** 1 nay Councillor Sanford.

v. Fire Area Rate Policy

MOTION #CoW2024-07-03-07

It was regularly moved and seconded to recommend to Council approve the Fire Area Rate Policy #2024-09 dated June 2024 as presented. **Motion carried.**

2. NEW BUSINESS

- i. Review MEDC Filming Incentive Letter to Minister of Communities, Culture, Tourism and Heritage

Councillor Wear advised that the Province announced a change for film productions outside the Halifax region. Recommendation for this to go back to the Marketing and Economic Development Committee (MEDC) for their review/thank you letter.

ACTION: Add to MEDC agenda

NAME: Recording Secretary

DUE: July 5, 2024

- ii. MEDC Collaborative Marketing Fund

For information from MEDC.

CAO Millett-Campbell advised that MEDC wanted to bring to Council's attention their plan for a collaborative marketing fund, and this is within their budget. They are currently working on the scoring part and hope to have this in place for September 2024.

Councillor Wear had a concern with one business from the Town being a condition and not more, and the Town shouldn't be trying to steer businesses into a certain type of marketing. Deputy Mayor Tompkins added that this is an effort to try and get partnerships to work for the benefit of the Town.

- iii. Request for Decision: Provision of Taxation Information By-law

CAO Millett-Campbell advised that the only change is that we charge the bank \$10 per mortgage for administration fees and DoF Robinson recommends an increase to \$25, and this By-law needs to be in place before updating the Fees and Fines Policy. They also added that with the updated Municipal Government Act (MGA), there is no longer a need to advertise in the paper and the Town can post the change on the Town's website.

#CoW2024-07-03-08

It was regularly moved and seconded to recommend to Council approval for the first reading of the Provision of Taxation Information By-law #200 as presented. **Motion carried.**

- iv. Request for Decision: Deportation Monument Unveiling Reception

CAO Millett-Campbell advised that a representative for the Acadian Monument Society had contacted them to ask the Town to host an unveiling reception on July 28, 2024.

MOTION #CoW2024-07-03-09

It was regularly moved and seconded to recommend that Council support the cost of a small reception at the Acadian Deportation Monument unveiling to a maximum of \$300 from the marketing general budget. **Motion carried.**

- v. Appoint new member for Accessibility Advisory Committee (AAC)
Noah Scanlan, Active Communities and Recreation Coordinator, has taken over DMOD Knox's position. Councillor Wear asked if the AAC had enough members and Mayor Boyer responded that they still needed one more and are waiting to hear back from a possible member.

MOTION #CoW2024-07-03-10

It was regularly moved and seconded to recommend to Council approval of the appointment of Noah Scanlan, Active Communities and Recreation Coordinator to the Accessibility Advisory Committee, for the term ending December 31, 2024. **Motion carried.**

- vi. Valley Waste Temporary Borrowing Resolution

MOTION #CoW2024-07-03-11

It was regularly moved and seconded to recommend that Council approve the borrowing of the aggregate principal amount of \$1,735,000.00 by Valley Region Solid Waste-Resource Management Authority, and that the Town of Annapolis' Council unconditionally guarantee repayment of \$18,390.00. **Motion carried.**

- vii. Joint Accessibility and Equity Anti-racism Committee
CAO Millett-Campbell advised that the Province has announced that all municipalities are required to have an Equity and Anti-racism plan, that is due every three years, and all are mandated to have one by April 1, 2025. The recommendation is to have a joint committee with other municipalities for the Accessibility and Equity Anti-racism plans. They added that there was a meeting between CAOs from the Town of Annapolis Royal, the Municipality of the County of Annapolis, Town of Middleton and the Village of Lawrencetown to discuss having a joint plan for the whole area. There will be two members from each unit, and they would like direction from Council to proceed with this option. All agreed with the suggestion of one plan for the four units. Council agreed to give direction to staff to proceed with a joint committee.
- viii. Board Appointment – Lawrencetown Community Development Co-operative (LCDC)
CAO Millett-Campbell advised that they have been made aware of a new venture regarding internet services and recently had a meeting with the Village of Lawrencetown. They were informed that LCDC is offering internet services for the Town at a cost of \$50 a month and a yearly membership fee of \$100. The Town is currently paying \$6,000 a year and if they swap to LCDC it would cost approximately \$1,700 a year. There would also be an option for residents and commercial businesses to join later. LCDC have asked CAO Millett-Campbell to become a Board Member. CAO Millett-Campbell added that they will bring an updated cost of changing later, as they need to establish what equipment is required, and currently the Town's Information Technology Services are out for tender. Councillor Wear asked what the service is, and CAO Millett-Campbell responded that it will be hard-wired and there will be additional repeaters at different locations for Public Works, etc. CAO Millett-Campbell added that for some of the equipment that needs to be purchased, the Town can use the gas tax in April 2025. Councillor Wear asked what the approximate costs will be, and CAO Millett-Campbell responded roughly \$5,800 for equipment. They also added that LCDC have been in discussions with Chief Kane regarding any security issues they may have for the Police Department.

MOTION #CoW2024-07-03-12

It was regularly moved and seconded to approve CAO Millett-Campbell's appointment to the Lawrencetown Community Development Co-operative Board. **Motion carried.**

3. CORRESPONDENCE

- i. Encouragement to Municipal Leaders – Advocacy Letter Re: Expanding Qualifying Expenditures for the Canada Community Building Fund
The question was asked if the Town would submit a letter of support, and Council agreed that this was a good idea. Mayor Boyer will draft a letter and share it with Council before the next Council meeting.

ACTION: Draft a letter to The Honourable Sean Fraser, Housing, Infrastructure and Communities on the Canada Community Building Fund

NAME: Mayor Boyer

DUE: July 10, 2024

- ii. Response from Honorable Timothy Halman, MLA, Minister of Environment and Climate Change – Save Our Old Forests (SOOF)
The Town of Annapolis Royal has received a response regarding the Town's letter supporting the SOOF application for the protection of Beals Brook and Goldsmith Lake Wilderness Areas. Mayor Boyer will share it with the Environment Advisory Committee.

9. IN-CAMERA

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

MOTION #CoW2024-07-03-13

It was regularly moved and seconded to move in camera at 7:23 pm to approve the in-camera minutes of June 5, 2024. **Motion carried.**

MOTION #CoW2024--07-03-15

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

10. Next Meeting

September 4, 2024

11. Adjournment

The meeting was adjourned at 7:28 pm.



Michael Pompkins, Deputy Mayor



Kim Dunning, Recording Secretary